



# Fifth Program Year CAPER

The CPMP Fourth 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

Program Year 5 CAPER Executive Summary response:

*Over the past year, the City of Radford had continued to work towards its goal of creating suitable living environments and decent, affordable housing. The following projects were accomplished in Program Year 2016:*

- *Targeted areas for neighborhood beautification*
- *Providing afterschool program to underprivileged kids through Beans and Rice, Inc.*
- *Assisted City residents to find and/or maintain permanent housing through the Homeless Intervention Program (HIP) of New River Community Action, Inc.*
- *Providing transitional housing and supportive services to City residents who are victims of domestic violence through the Women's Resource Center's Cornerstone facility.*
- *Replaced the playground equipment at Sunset Park.*



## 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 its experiences.
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 5 CAPER General Questions response:

1a. See Executive Summary above.

1. b. Breakdown of the CDBG grant funds spent on grant activities for each goal and objective.

<i>2016 Funding</i>	<i>\$147,886</i>
<i>Funds rolled from prior year's</i>	<i>\$36,181</i>
<b>Total</b>	<b>\$184,067</b>

### **Activity Funding Drawdowns thru program year**

<i>Administrative</i>	<i>\$ 676.58</i>
<i>Sub-recipients</i>	<i>\$22,150</i>
<i>    Women's Resource Center</i>	
<i>    New River Community Action</i>	
<i>    Beans and Rice</i>	
<i>Section 108 Repayment</i>	<i>\$34,825</i>
<i>Emergency Home Repair</i>	<i>\$4,062</i>
<i>Sunset Park</i>	<i>\$29,467.77</i>

2. *How the City would change the program as a result of its experiences*

*- The City staff continues to work together along with the community to find ways to ensure that the money is spent most effectively.*

3. *Affirmatively Further Fair Housing*

a. Summary of impediments to fair housing choices

1. Individuals often times lack information on fair housing, specifically regarding their rights and their responsibilities on housing issues.

2. The cost of construction, housing rehabilitation and accessible housing, have an impact on housing and the segregation of individuals by income.

b. Action taken to overcome effects of impediment

*Action 1: Increase transparency surrounding fair housing and the complaint process, by making Fair Housing information via brochures to assist residents with fair housing by providing fair housing materials widely to landlords, property managers and citizens.*

*Action 2: Assist persons with disabilities to obtain access to housing and services. The City serves as a resource to developers and property managers about ways to enhance the accessibility of existing units and increase the availability of accessible units. It is projected that the number of people over the age of 65 will nearly double in the next 20 years. There are not enough accessible housing to meet the need of this population within the City of Radford. The Building Officials office has worked with homeowners and contractors to see that homes are renovated for accessibility. Staff encourages developers to look at Universal Design and accessibility features for development.*

4. *Other Actions in Strategic Plan or Action Plan taken to address obstacles to meet underserved needs.*

*- No other actions are included in the Strategic or Action Plan.*

5. *Leveraging Resources*

a. *Progress in obtaining "other" public and private resources to address needs*

*- In this fifth program year, these resources were not necessary. However, in future years the City will continue to leverage program dollars where possible.*

b. *How Federal resources from HUD leveraged other public and private resources*

*- The City of Radford received \$147,886 in federal CDBG funds. The CDBG program targets the development of viable urban communities. Its primary beneficiaries are low- and moderate-income persons. The City receives grant money directly from HUD through the Entitlement Community Program.*

*- The City provided all necessary engineering, oversight and project management staffing to implement these programs. These staffing hours were absorbed by the City's general operations budget.*

*- The sub-recipients of the CDBG funds leveraged their funding sources to maximize the use of the CDBG funds. All sub-recipients brought funding to the CDBG-supported projects.*

## Managing the Process

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

Program Year 5 CAPER Managing the Process response:

*During its fourth year the City took the following actions to ensure compliance with program and comprehensive planning requirements:*

- *City Staff participated with Richmond grantee meetings and conference calls during the last year to help keep the City in compliance with HUD requirements.*

## 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 5 CAPER Citizen Participation response:

1. *TBD*
2. *CDBG Funds Available: \$184,067*  
*CDBG Funds Committed: \$184,067*  
*CDBG Funds Expended: \$89,522.44*

## Institutional Structure

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

Program Year 5 CAPER Institutional Structure response:

*City staff administered Radford's Community Development Block Grant programs and oversaw its sub-recipients. This process included consistent contact with community civic associations to obtain citizen views and concerns regarding their community. The City also worked with local and regional non-profit organizations, as applicable.*

## 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 5 CAPER Monitoring response:

*1. The City of Radford's Office of Community Development is responsible for monitoring programs that use CDBG funds, according to HUD regulations.*

*This City office, with the assistance of HUD's Checklist is responsible for implementing the guidelines for each contractual agreement the City enters into with an agency or organization, for the purpose of implementing the housing strategies identified in this document. Items to be specified in the contract include the work or service to be performed, the amount of funds budgeted, and the timeframe for performing the work or service. Each contract will also contain an outline of the goals and objectives against which the performance of the CDBG program fund recipients will be measured, as well as information on the City's commitment to affirmatively furthering fair housing and to avoid residential displacement. All applicable statutory and regulatory requirements will also be included in each contract.*

*CDBG program fund recipients are required to submit semi-annual reports regarding the status of the project (to ensure that program rules are being followed). The Community Development Office will monitor the City's CDBG program by analyzing required reports and conducting site visits. In order to ensure that funds are being used according to applicable statutes and regulations, these City offices will also conduct financial monitoring which will include quarterly reviews of expenditures to ensure they meet program regulations.*

*The City's CDBG funds will be formally audited in conjunction with the Department of Finance's annual audit. No separate audit of CDBG funds will be performed.*

*2. Results from the monitoring proved to show that they are in compliance with implementing their programs as was described.*

*3a-i. During the 2016 Community Development Block Grant program year, the City of Radford continued to target areas of the community that would benefit the most through beautification improvements and infrastructure enhancements.*

*In addition to the infrastructure and community improvements, the City assisted in the provision of specific public services. Such services are designed to reduce homelessness through prevention activities, to assist victims of abuse and neglect, and to provide life skill training for persons wishing to build their home and work credentials to improve their lives.*

*The Homeless Intervention Program (HIP) of New River Community Action assists families in danger of becoming homeless. HIP provides these families with rental, mortgage and down payment assistance. The Women's Resource Center (WRC) helps women and children who are victims of domestic violence. WRC's Cornerstone shelter is a transitional housing facility which provides life skill classes and other supportive services to these families.*

*The City is working on completing all activities in a timely manner. Since much of the infrastructure work is done in house, it may take longer than normally anticipated to compete. The investment of available resources that did occur for the program year 2016 include:*

- Assisting City residents to find and/or maintain permanent housing through the Homeless Intervention Program (HIP) of New River Community Action, Inc.*
- Providing transitional housing and supportive services to City residents who are victims of domestic violence through the Women's Resource Center's Cornerstone facility.*
- Assisted two homeowners with Emergency Housing Repair.*

*Staff works together in identifying where most effective projects where the funds will best help the community.*

## **Lead-based Paint**

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

Program Year 5 CAPER Lead-based Paint response:

*The City did not participate in any activity that would require the removal of lead based paint. In the event that a Emergency Home Repair required the removal of lead-based paint, the City would require applicants and contractors awarded to comply with the EPA's new Renovation and Repair lead-safe rule.*

## HOUSING

### 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 5 CAPER Housing Needs response:

- *The City of Radford committed funds for Emergency Home Repair program. Two Emergency Home Repair projects were completed during this reporting period.*

### 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 5 CAPER Specific Housing Objectives response:

- 1-3 *Because of the limited amount of funding the City of Radford is receiving, many important projects and programs and needs received a Low Priority ranking. This in no way underestimates the value of these efforts and needs. It is a reflection of the process of prioritization that the City must make to ensure effective and directed impacts related to the most immediate needs and those that the City has the most opportunity for impact with limited funding.*

### Public Housing Strategy

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

Program Year 5 CAPER Public Housing Strategy response:

- There City of Radford does not have a public housing authority, though there are five complexes that are Section 515, receiving assistance to provide affordable multifamily rental housing for very low-, low-, and moderate-income families, elderly persons, and persons with disabilities. Willow Woods*

*Apartments has 114 units, Heather Glen Townhomes, New River Overlook and Fairfax Village have 40 units, New River Gardens has 48 units, and River bend Apartments has 60 units.*

## **Barriers to Affordable Housing**

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

Program Year 5 CAPER Barriers to Affordable Housing response:

- *The City of Radford is committed to ensuring fair and equal housing opportunity in accordance with Federal requirements for entitlement jurisdiction. The City's Planning Department continues working towards the completion of the rewrite of its Comprehensive Plan. Affordable housing is a priority in the development. We will continue to collaborate with the service providers in order to maximize the benefits from existing resources within the community.*

## **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 5 CAPER HOME/ADDI response:

- *The City of Radford is part of a Consortium that is overseen by The Town of Blacksburg.*



## 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 SuperNOFA.

Program Year 5 CAPER Homeless Needs response:

*1. There must be a strong homeless prevention strategy to preempt known triggers for homelessness in the community. Because the organizations and service providers for the homeless population operate at the regional level, the continuum of care efforts of assistance and prevention must also function at the New River Valley regional level, so the City address the needs by funding the Homeless Intervention Program (HIP) and the Women's Resource Center.*

*2. The Homeless Intervention Program (HIP) which is through New River Community Action, provides time limited financial assistance to eligible people who are in imminent danger of becoming homeless. HIP provides grants for rental assistance and rental deposits and no- interest loans for mortgage assistance. HIP provides a housing counseling component to facilitate the goal of long-term financial independence for the program participants.*

*The Women's Resource Center, offers emergency and transitional shelter for women and children victims of domestic violence.*

### Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 5 CAPER Specific Housing Prevention Elements response:

- *The City of Radford funds the Homeless Intervention Program through New River Community Action that provides emergency assistance to households at risk of losing their housing along with supporting the Women's Resource Center, which offers emergency and transitional shelter for women and children victims of domestic violence.*

### 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
- a. 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
- a. 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
- a. 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.
  - b. 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.
  - c. 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 5 CAPER ESG response:

*The City of Radford does not receive ESG funds.*

## 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.

*a: The City of Radford relied on its Comprehensive and Consolidated Plans as a basis for its Action Plans. The decision to develop and protect homeownership opportunities and to engage in a variety of community and neighborhood enhancement activities are fully compatible with Radford's vision for its future and are worthy of investments of money and energy.*

*b/c: one owner occupied homes under the emergency home repair program benefited an extremely low-income household.*

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.

*- No Changes were made to the program objectives.*

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.

*- The City pursued all resources as indicated in the Consolidated Plan.*

*- City Staff reviews each project and certifies that all activities are consistent with the City's Consolidated Plan.*

*- The City did not knowingly hinder Consolidated Plan implementation by action or willful inaction, and attempted to pursue each goals, priorities, and strategies as outlined in the Consolidated Plan.*

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.

*- Only CDBG funds were used to meet national objectives*

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.

*- No CDBG funds were used for relocation for activities that involved acquisition, demolition or rehabilitation this program year.*

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.

*- Not Applicable*
  
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.

*- Not Applicable to the City of Radford’s CDBG program*
  
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.

*- Not Applicable to the City of Radford’s CDBG program*
  
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.

*- Not Applicable to the City of Radford’s CDBG program*
  
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.

- *Not Applicable to the City of Radford's CDBG program*

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.

- *Not Applicable to the City of Radford's CDBG program*

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.

- *A: For the emergency home repair program, one owner occupied dwelling was completed during this program year.*
- *B: The total CDBG funds involved was \$4,062.*
- *C: No other public or private funds were involved.*

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.

- *Not Applicable to the City of Radford's CDBG program*

## **Antipoverty Strategy**

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

Program Year 5 CAPER Antipoverty Strategy response:

- *The City of Radford role in trying to reduce the number of people living below poverty levels by using CDBG funds to support service providers within the City of Radford and the New River Valley. These include Beans and Rice, New River Valley Community Services, and the Women's Resource Center; each of these organizations has programs to assist and educate LMI families.*

## 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 5 CAPER Non-homeless Special Needs response:

- *The City of Radford supports a number of local organizations and agencies that provide supportive housing and services to this population. New River Valley Senior Services, Inc., for example, serves elderly and frail elderly clients. Community Services of the New River Valley serves persons with mental health, mental retardation and/or substance abuse problems. The Women's Resource Center provides services to women and children of domestic violence. The Disabilities Services Board also provides advocacy for the disabled citizens of the region. These organizations and many others attempt to coordinate their efforts to ensure that necessary services are available to those who need them, despite constrained finances, disproportionately small staff, and increasing workloads.*

### 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 developmental 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 5 CAPER Specific HOPWA Objectives response:

- *The City of Radford does not receive HOPWA funds*

## OTHER NARRATIVE

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

Program Year 5 CAPER Other Narrative response: