



**SAINT CHARLES COUNTY, MISSOURI**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**FIVE YEAR CONSOLIDATED PLAN 2016-2020**

**FY 2019 Year Five Annual Action Plan  
Consolidated Annual Performance Evaluation Report (CAPER)**

**SAINT CHARLES URBAN COUNTY MEMBERS**



Community Development Block Grant Administration Provided By  
City of Saint Charles, MO  
Department of Community Development



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## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Fiscal year 2019 was year four of the St. Louis County Home Consortium's 5-year Consolidated Plan covering 2016-2020. The participating jurisdictions of the St. Charles Urban County include unincorporated St. Charles County and the municipalities of City of St. Charles, Cottleville, Lake St. Louis, St. Paul, St. Peters, Weldon Spring and Wentzville. The County's total allocation for FY19 was \$1,074,952.00. During FY19, the County continued to fund several programs previously administered including: St. Charles County Home Improvement Program, St. Charles City Home Improvement Program, St. Charles City and County Transportation Program, St. Peters Transportation Program, St. Charles County Homeless Prevention Program, St. Peters Community Services and Homeless Prevention Program, St. Charles City Meals on Wheels, St. Peters Meals on Wheels, and Affordable Rental Housing Program.

During FY19, the County continued to use the oldest activity funding first and continued to administer prior year programs including Urban County Rehabilitation and Urban County Transportation. The County also assisted 34 families with purchasing homes within the Urban County utilizing HOME Funds through a Home Ownership Assistance Program. During FY19, the County did a couple of budget adjustments to move money from activities that were slow to spend to activities where dollars would be expended more quickly. These adjustments assisted the County in expending prior year available funds to assist with meeting timeliness for FY19. The County's timeliness ratio for FY19 was below 1.48.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Affordable Housing Development/Rehabilitation	Affordable Housing	CDBG: \$ / LIHTC: \$ / Tax Credits: \$	Rental units rehabilitated	Household Housing Unit	2	0	0.00%	2	0	0.00%
Community Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	61		0	61	
Community Services	Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	90	0	0.00%			
Demolition	Affordable Housing	CDBG: \$	Buildings Demolished	Buildings	16	0	0.00%			
Fair Housing Administration	Public Education	CDBG: \$	Other	Other	45	0	0.00%			

Homeless Prevention	Homeless	CDBG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Housing Trust Fund: \$ / Section 8: \$ / ESG: \$ / Missouri Housing First: \$ / Other: \$ / St. Charles County Indigent Fund: \$	Homelessness Prevention	Persons Assisted	240	250	104.17%	308	21	6.82%	21	6.82%	100.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$ / Housing Trust Fund: \$	Homeowner Housing Rehabilitated	Household Housing Unit	308	21	6.82%	308	21	6.82%	21	6.82%	100.00%
Program Administration	Administration	CDBG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Other	Other	1	1	100.00%	1	1	100.00%	1	100.00%	100.00%

Senior Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	50	12.50%		
Storm Water/Sanitary Sewer	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	100	7	7.00%		
Transportation Services	Non-Homeless Special Needs	CDBG: \$ / City of St. Peters: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1750	2004	114.51%	1750	2004
									114.51%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

During the development of the FY19 Annual Plans, rehabilitation, transportation, homeless prevention and affordable rental housing were identified as priority needs within the St. Charles Urban County. These activities received the largest allocation of CDBG dollars. The Urban County and the Cities of St. Charles and St. Peters are both subrecipients, and administer several rehabilitation programs, and each continued their transportation programs. The County funded homeless prevention and affordable housing. These activities allowed the County to continue

to address the highest priority needs of the County.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

	CDBG
White	1,226
Black or African American	439
Asian	9
American Indian or American Native	12
Native Hawaiian or Other Pacific Islander	12
<b>Total</b>	<b>1,698</b>
Hispanic	58
Not Hispanic	69

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

### Narrative

The County also promotes programs at the Continuum of Care meetings in an effort to expand outreach to minority families who may need assistance. Based on total population percentages by race and participant information by race, participant in programs during 2019 is a good representation of race within the County as a whole. There were 69 individuals that are classified as Other Multi-Racial and 1 individual refused to identify their race.

## CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,074,952	573,545
Competitive McKinney-Vento Homeless Assistance Act	public - federal	273,600	
Housing Trust Fund	public - state	292,000	
LIHTC	public - state	1,031,000	
Section 8	public - federal	4,100,000	
Tax Credits	public - state	2,300,000	
Other	public - local	758,775	589,000

Table 3 - Resources Made Available

### Narrative

St. Charles Urban County programs are promoted throughout the community to attract all races and ethnicities for participation. The County sent notices to St. Charles Public Housing Authority, and to North East Community Action Corp who administers the County's HUD Section 8 Program.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of St. Peters			Sub-recipient & participating jurisdiction of St. Charles Urban County
St. Charles Urban County			Includes Unincorporated St. Charles County & 7 municipal jurisdictions
Unincorporated St. Charles County			unincorporated St. Charles County boundaries

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City of St. Charles was included in the 5-year amended plan in 2017. The table will not allow an amendment.

The "other" figure includes \$40,000.00 for the St. Charles County Indigent Fund, \$55,000 for Domestic Violence Fund, \$215,000.00 for the CDBG St. Charles Homeless Prevention Fund and \$28,500 in St.



Peters Transportation Program.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

In addition to CDBG dollars, The City of St. Peters allocated dollars to its transportation program to assist additional residents with transportation services. As noted above: the "other" figure includes \$40,000.00 for the St. Charles County Indigent Fund, \$55,000 for Domestic Violence Fund, \$215,000.00 for the CDBG St. Charles homeless Prevention Fund and \$28,500 in St. Peters Transportation Program. It could be considered matching as they have identified the same CDBG mission and goals as HUD CDBG funded programs and activities.

**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	71
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>71</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	1	61
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	1	4
Number of households supported through Acquisition of Existing Units	1	4
<b>Total</b>	<b>3</b>	<b>69</b>

**Table 6 – Number of Households Supported**

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

County CDBG programs do not provide new construction of affordable housing for residents, but may assist in keeping them housed within their current units. However, the County has funded, with CDBG, the Affordable Rental Rehab Program. The funds provide for the acquisition, rehab, and rental of one housing unit. A total of 69 families were assisted during FY19 with rent and utility assistance for those in jeopardy of becoming homeless and are included in the non-homeless figure. The County continuously evaluated additional efforts to promote the programs during 2019.

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

The County continues to expend dollars for rent, utility and rehab activities. These are identified needs within the participating jurisdictions of the Urban County and the County intends to continue to fund these activities in future action plans. If there appears to be unspent dollars in these activities as future plans are prepared, the County will assist additional families to utilize unspent funds or reevaluate existing funding for possible reallocations.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1,265	0
Low-income	349	0
Moderate-income	183	0
<b>Total</b>	<b>1,797</b>	<b>0</b>

Table 7 – Number of Households Served

**Narrative Information**

Income based figures for persons served cover the Urban County Homeless Prevention program, the Urban County Home Improvement Loan Program, Urban County Emergency Repair Program, St. Charles City Home Improvement Program, St. Charles City Community Services, St. Peters Property Maintenance Program, St. Peters Home Improvement Loan Program, and Community Services. It should be noted that 19 households have unreported income and 7 individuals were over the 80% income level for a total of 1823 households served.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The County's homeless prevention goals utilizes CDBG funding to assist those who are in jeopardy of becoming homeless. Funding was allocated toward this need in FY19 to help keep families in their homes. Sts. Joachim and Ann Care Services was awarded funding to assist those who were in danger of becoming homeless. This program has also covered hotel costs to assist those who may currently be homeless or unsheltered. The FY19 funds were not allocated until the end of 2019 agreements and contracts are underway between Sts. Joachim and Ann Care Service and NECAC, who were awarded the dollars by the County Community Assistance Board. The County is represented at the St. Charles Continuum of Care meetings and supports its efforts in ending homelessness.

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

Sts. Joachim and Ann Care Services is the 2019 subrecipient that will utilize the FY19 CDBG funding to assist those facing homelessness with rent and utility assistance. The program focuses on keeping individuals with mental illness from becoming homeless. North East Community Action Corporation also received funds to assist with homeless prevention services.

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

In addition to utilizing CDBG funds to aid in keeping individuals from becoming homeless. The County supports local social service agencies addressing these needs within the County. These agencies play a key role in homeless prevention. These agencies are made up of 45 nonprofit members of the Continuum of Care for St. Charles, Lincoln and Warren Counties.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were**

## **recently homeless from becoming homeless again**

CDBG funding assists agencies working with individuals in jeopardy of becoming homeless, but it alone cannot, and does not, address homelessness. The Continuum of Care participates in a Homeless Count each year in January to identify homeless individuals within Lincoln, Warren and St. Charles Counties. The results of the count help ease awareness of homeless individuals within the community. While this is a priority need and the County provides limited funding towards this need, the County is limited by the public services cap when determining funding allocations. Sts. Joachim and Ann Care Service (J&A) received a HUD grant titled Housing First, and launched a new program to serve those in crisis and reduce homelessness. The Street Outreach Program reaches out to those who are homeless in need of housing assistance. The J&A also operates the largest food pantry program in the tri-state area which provides weekly distribution of food to low income families and individuals who do not have the means for adequate food and basic hygiene items. The Emergency Weather Response Team is a group of churches that volunteer to provide one week of emergency shelter for homeless people when the temperature is predicted to be below 20 degrees. This program was designed specifically to meet the unmet need of single homeless men who are not allowed at the Salvation Army Shelter. All people are welcomed to spend the night in the shelter when the temperature is too low and is too dangerous to be outside overnight. The County utilized a small portion of its administration funds in the amount of \$500 to cover the cost for transporting people to and from the emergency shelter. The City of St. Charles also provided the same amount from the FY17 administrative entitlement funds.

The City of St. Charles Staff met with a group from the Community Council and other non-profit organizations to focus on the feasibility of emergency shelter options for people experiencing homelessness within the City of St. Charles. The Mayor and the Community Council agreed on the problem of no shelters for homeless men. The only shelter that would consider accepting a homeless male would be the Salvation Army shelter that is located in O'Fallon, Missouri however, they only accept married couples with children or single women. The other shelters located within the Urban County only accept battered women and children. This led the Mayor and Todd Barnes, the Executive Director of the Community Council, to create an Emergency Shelter Advisory Task Force to address these concerns with the outcome of an actual shelter that will be up and running in the future.

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

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

The Northeast Community Action Corporation (NECAC) administers the Section 8 voucher program within St. Charles County. NECAC maintains the waiting list and the administration of the program. CDBG funds are not directly used to address the needs of public housing. The City of St. Charles works in partnership with the St. Charles Public Housing Authority, (PHA) to promote the enforcement of fair housing.

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

NECAC is the St. Charles County Public Housing Authority and administers the County's Section 8 voucher program. The County supports NECAC in promoting the Homeownership program funded with HOME dollars to encourage homeownership amongst Section 8 voucher holders. The St. Charles Public Housing Authority participates in the CDBG public hearings during the development of annual action plans, and their residents are invited to attend. The City of St. Charles hosted a block party event at the Public Housing Authority to promote the different CDBG funded projects as well as the weatherization program. The weatherization program was to conduct energy audits and apply energy efficient measures to each apartment in the hopes of lowering the tenants monthly energy costs.

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

The County is not aware of any troubled Public Housing Authorities.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Each participating jurisdiction controls individual policies within their communities. Communities continue to support tax credit projects, Habitat for Humanity and affordable developments within their jurisdictions. In recent years, attached single family villas and senior housing have been a large component of new construction. However, unit costs often reflect higher land costs which have increased in recent years as infill property has become scarce. The County will continue to support the St. Charles Community Council and area organizations whose initiatives including dispelling myths about particular housing, along with the St. Charles County Housing Team. The St Charles County Housing Team is a voluntary council dedicated to qualify affordable Universally Designed Homes for good neighborhoods, safe communities and thriving families. This is a collaborative effort to help identify barriers and promote solutions to meet the multiple housing needs within St. Charles County. During FY19, the County continued to provide some CDBG funding, to assist a subrecipient, in purchasing a total of two homes which were provided as affordable rental to a low-income family. The affordable property was found in the City of St Charles, a participating jurisdiction of the Urban County, and unincorporated St Charles Urban County.

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

Promotion of programs and participation has been an obstacle in the past couple of years. Attracting eligible participants particularly of varying race and ethnicity continues to be difficult given the makeup of the County being predominately white. Promotion via word of mouth by previous participants continues to be an integral to the success of the programs. As the County administers the programs for more years, attracting low income participants has become easier. The County continues to utilize promotion via its website, Facebook page, You Tube, newspapers, and its employee newsletter, as well as, participation within the COC. Other promotional outlets include resident publications published by both the County and the Participating Jurisdictions, announcements at social service agency meetings, senior centers, and flyers.

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

Home Improvement Loan clients are provided the EPA *Renovate Right* booklet and the EPA pamphlet *Protect Yourself from Lead in Your Home*. Staff explains the important points in this literature at the time the client signs the program agreements. The County may test the homes built prior to 1978 particularly when the project could possibly disturb painted surfaces. Should the project test positive for lead, the project could be cancelled because the cost could be more than available in the program.



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

While the County may not have reduced the number of poverty-level families in 2019, its CDBG programs are available to assist with their needs related to housing rehabilitation and transportation. Sts. Joachim and Ann Care Services also provided assistance to help individuals from becoming homeless. Financial assistance provided by these programs allow households to use their own funds toward rent/housing, utilities, food and essential necessities

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

The County continued to communicate via email with the participating jurisdictions within the Urban County. Jurisdictions are provided updates, notices, and any additional information regarding programs. This is to ensure a complete understanding of the CDBG program guidelines and program availability. Participating jurisdictions are encouraged to advertise the information provided to promote and educate their communities of the CDBG programs available. Several communities have promoted these programs to their residents via newsletters and press releases and ultimately helping attract additional participation from the participating jurisdictions.

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

Staff attends the St. Charles Continuum of Care meetings to promote available programs to agencies who work with low income families. These meetings provide networking opportunities for the County to spread the word about its CDBG programs aimed at filling existing gaps for housing rehabilitation, transportation and addressing homelessness. The County will hold its public hearing and/or public consultation during a continuum meeting to encourage participation in the process. Staff has also coordinated with the North East Community Action Program in assisting residents with participation in multiple programs to address rehabilitation needs on their homes. Staff is also in contact with the new Mobility Manager within St. Charles County, who is helping to promote the Urban County Transportation Programs. Her interaction and promotion of transportation options within St. Charles County has provided many referrals to the programs. The County supports these efforts and supports her promotion of the programs at [www.morides.org](http://www.morides.org).

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

The current Urban County Analysis of Impediments (AI) is available on the County's webpage for public review. The public can also request to view a hard copy of the plan at the St. Charles Administration Offices. Four impediments were identified in the development of the plan. The County has taken action to address these impediments. The first impediment was "Scarcity of Affordable Rental Units", which the County has addressed by moving dollars to an activity for the development of affordable rental properties. During FY19, the County provided funds to a subrecipient to assist in the purchase of two

homes which were rehabbed and rented at an affordable rate to low income families. The second impediment was "local attitudes resisting Fair Housing Opportunities". The County Executive signed a Proclamation declaring April 2015 as Fair Housing month. The County also promotes and educates on Fair Housing on their Facebook and Twitter accounts during the month of April. St. Charles County also hosted a seminar for first time home buyers.

The third impediment was restrictive zoning for Group Homes. This impediment was previously addressed by the City of St. Charles and St. Peters when it updated its group home ordinance. Other communities are reviewing or do not have restrictive ordinances.

Finally, the lack of public transportation options were identified as an impediment. St. Charles Urban County administers transportation programs for elderly, disabled and low-income persons. While the programs are limited, they have been successful in assisting many residents with access to transportation. Based on comments made by the City of St. Charles Citizens with Disabilities Advisory Board the policy for the transportation program was amended to include the unmet need for transportation by those needing rides to school and to work.

### **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

St. Charles County monitors programs annually and expenditures on a regular basis. Robert Myers, Director of St. Charles County Planning Division, reviewed FY2017 program files for CDBG Regulatory Compliance maintained by the City of St. Charles. No concerns or issues were found. The St. Charles Urban County was also monitored by HUD for FY2017 program compliance, and there were no findings or concerns. For 2019 the City of St. Charles staff tracked expenditures. The County reviewed reimbursement requests for approval prior to entry of drawn down requests in IDIS. The County then approved the draws after they are entered by St. Charles City Staff. The City of St. Charles reviewed reimbursement requests for the homeless prevention program and also monitored the subrecipients of the County's homeless funds as they had done so on an annual basis. For FY2019, Sts. Joachim and Ann Care Services, NECAC, and Aging Ahead were the homeless prevention subrecipients. They were both monitored in June 2018 for the homeless prevention expenditures that they were awarded for FY 2019.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The County's citizen participation plan allows for public notice, a public hearing and a comment period for the performance report. The public hearing for the FY19 CAPER is being held at the City of St. Charles, City Hall on March 2, 2020. Notice was published in the newspaper of record 15 days prior to the meeting. Notices were placed within public places, such as libraries, and at all municipal buildings within the Urban County. Notices were also published on the County Website.

The County posts the public notice and public hearing notice on its website and it was sent to the St. Charles Community Council for distribution and posting. The County also sent the public hearing notice to the participating jurisdictions for posting and promotion to residents.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives**

**and indications of how the jurisdiction would change its programs as a result of its experiences.**

Objectives and priority needs remained the same during FY19. The County did however make some budget adjustments to assist in meeting its FY19 timeliness ratio. The county reallocated funding from slow spending programs to more established programs to help address this need allowing the County to meet timeliness during FY19.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Objectives and priority needs remained the same during FY19. The County did however make some budget adjustments to assist in meeting its FY19 timeliness ratio. The county reallocated funding from slow spending programs to more established programs to help address this need allowing the County to meet timeliness during FY19.

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**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**