



**Neighborhood Services**

# **CAPER**

**CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT  
FY 2023-2024**

## 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.

To comply with regulations set forth by the United States Department of Housing and Urban Development (HUD) regarding the Consolidated Annual Performance Evaluation Report (CAPER), this document provides the public and HUD with an assessment of the City of Tyler, Texas' accomplishments in utilizing these funds from October 1, 2023, to September 30, 2024. The CDBG and HOME grant funds must be expended with services and/or activities to meet one or more of the three (3) National Objectives set by HUD: 1. To benefit low-to-moderate income persons and families, 2. To prevent, reduce, or eliminate slum and blight, or 3. Meet an urgent community need (ex., disaster relief).

**First-Time Homebuyers** - Like many cities, Tyler has been significantly affected by inflation in recent years. The housing market has experienced considerable shifts in material costs, housing prices, annual percentage rates for home loans, and the required down payments for most conventional and FHA loans. Due to a restricted supply chain and skyrocketing lumber and building materials costs, the average cost of housing has risen from approximately \$100 per square foot to between \$175 and \$220. This increase created major challenges for low- to moderate-income families hoping to transition into homeownership. For example, a modest 1,300-square-foot home that once cost \$130,000 now exceeds \$227,500 in many areas. Furthermore, homes that remained relatively affordable were often not up to code or move-in ready. As a result, staff decided to place the First-Time Homebuyers Program on hiatus in 2022 to review and improve it. After collaborating with community leaders, lenders, other cities, and consultants to develop a program that would better meet the community's evolving needs. The application process has been simplified, and assistance levels adjusted. However, in PY 23, four houses in the Hidden Palace Subdivision were completed and sold to Low/Mod Income buyers, completing the first phase of the Hidden Palace Subdivision. Additionally, three new construction projects have started. They are planned for completion, with all three under contract with low/moderate income homebuyers in PY 24 as Phase 2 of the Hidden Palace Subdivision.

**Public Facilities** - the Nobel E Young Park renovations have been completed, featuring a complete park makeover.

**Public Services** - The City of Tyler works with local agencies to identify temporary housing needs for our homeless population during severe weather events. Partnerships and program development are still under review.

**Reducing Substandard Structures** - The City of Tyler identified 48 homes that were dilapidated and/or in severe code violations. The city is working with those homeowners to rehab the houses, and/or the Neighborhood Revitalization Board is updating their policies to help streamline demoing the identified substandard structures. The City demolished and removed debris on ten substandard structures.

**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
Admin	Administration of all Categories	CDBG: \$ / HOME: \$	Other	Other	3	0	0.00%
Homebuyers	Affordable Housing	CDBG: \$ / HOME: \$200000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	
Homebuyers	Affordable Housing	CDBG: \$ / HOME: \$200000	Homeowner Housing Added	Household Housing Unit	8	5	62.50%
Homebuyers	Affordable Housing	CDBG: \$ / HOME: \$200000	Direct Financial Assistance to Homebuyers	Households Assisted	25	9	36.00%
Housing Rehabilitation	Minor Repair	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0	
New Construction	Affordable Housing New Construction	HOME: \$	Homeowner Housing Added	Household Housing Unit	15	7	46.67%
Public Facilities	Homeless Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	2265	226.50%
Public Facilities	Homeless Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	10	0	0.00%

Public Service	Public Housing Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10	0	0.00%
Public Service	Public Housing Homeless Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	
Reducing Substandard Structures	Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	25	13	52.00%
Reducing Substandard Structures	Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	25	0	0.00%

**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.**

The City of Tyler utilized the majority of its Program Year 2022 and unused previous years' grants to address the construction or rehabilitation of public facilities, including P.T. Cole Park and Noble E. Young Park. The second largest use of funds was identifying and demolishing substandard vacant structures.

The Hidden Palace infrastructure project was completed during the previous Program Year, and seven houses have now been constructed on these lots and sold to Low/Moderate-Income Households.

## **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)**

	<b>CDBG</b>	<b>HOME</b>
White	1,208	0
Black or African American	890	17
Asian	22	0
American Indian or American Native	25	0
Native Hawaiian or Other Pacific Islander	4	0
<b>Total</b>	<b>2,149</b>	<b>17</b>
Hispanic	542	0
Not Hispanic	1,607	0

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

### **Narrative**

The public facilities project at Park Projects was completed this program year with CDBG funds, and the improvements in this community have positively impacted many citizens. The park, located at 1001 S. Vine Avenue, has a population density of 3,115 citizens within a mile radius. Of this dense population, the census summary percentages show that 41.1% were White, 28.6% were Black, 0.8% were American Indians, 0.7% were Asians, 0.1% were Pacific Islanders, and 17.4% were other races. These percentages reflect the number of families assisted above.

On the HOME side, seven families assisted with the HOME grant funds for affordable housing projects.

## 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	1,298,020	448,086
HOME	public - federal	389,456	176,139

Table 3 - Resources Made Available

### Narrative

The investment areas are located in low- to moderate-income neighborhoods that have been identified for development. Demolition programs have been carried out in these blighted areas. The Noble E. Young Park project is situated just west of Frankston Highway and east of SW Loop 323. The P. T. Cole Park project is located at 1001 S. Vine Street, between Mockingbird Lane and Lindsey Lane.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Tyler	100	100	
Hidden Palace Surrounding Area	0		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City of Tyler manages most of its HUD-funded community development programs city-wide to ensure that all citizens with low—and moderate-income levels have access to these services. Public improvement projects are carried out as area benefit projects within designated low—and moderate-income service areas. Applicants for the Down Payment Assistance Program can purchase a home anywhere within the city limits; however, due to lower home prices in specific areas, many participants opt to buy homes in the northern and eastern parts of the city.

## 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 our jurisdiction, the sources of funding for housing initiatives include the HUD Housing Choice Voucher Program, Section 202, Low-Income Housing Tax Credits (LIHTC), Federal Home Loan Bank, FEMA, state funds, private lender financing, contributions from private foundations, non-profit organizations, for-profit developers, and local donations.

The City of Tyler administers the Housing Infill Program (HIP) on behalf of local taxing entities. HIP aims to provide affordable housing for low- and moderate-income families by acquiring tax-delinquent properties that have been removed from the tax rolls and selling them at reduced rates to developers for construction purposes.

Home match commitments for Program Year 2023-2024 were made through the following sources: donations of properties through HIP for affordable housing activities, private lender donations, and the waiver of fees for disposing of debris from substandard properties after demolition.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	449,523
2. Match contributed during current Federal fiscal year	107,540
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	557,063
4. Match liability for current Federal fiscal year	27,768
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	529,295

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
804 W. Queen	11/20/2023	0	0	14,540	0	0	0	0
806 W. Queen	12/21/2023	0	0	25,000	0	0	0	0
821 Heiress	11/09/2023	0	0	23,000	0	0	0	0
825 Heiress	02/15/2024	0	0	25,000	0	0	0	0
829 Heiress	06/10/2024	0	0	20,000	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

## HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$ 0	\$ 1,274,807	\$ 2,503	\$ 0	\$ 1,273,127

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period									
	Total	Minority Business Enterprises				White Non-Hispanic			
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic				
<b>Contracts</b>									
Dollar Amount	0	0	0	0	0	0			
Number	0	0	0	0	0	0			
<b>Sub-Contracts</b>									
Number	0	0	0	0	0	0			
Dollar Amount	0	0	0	0	0	0			
	Total	Women Business Enterprises	Male						
<b>Contracts</b>									
Dollar Amount	0	0	0						
Number	0	0	0						
<b>Sub-Contracts</b>									
Number	0	0	0						
Dollar Amount	0	0	0						

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired	0	0			
Businesses Displaced	0	0			
Nonprofit Organizations Displaced	0	0			
Households Temporarily Relocated, not Displaced	0	0			
Households Displaced	Total	Minority Property Enterprises			White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	
Number	0	0	0	0	0
Cost	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## 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.**

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	4	6
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>4</b>	<b>6</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	4	6
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	2
<b>Total</b>	<b>4</b>	<b>8</b>

**Table 12 – Number of Households Supported**

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

During the construction of the Hidden Palace Subdivision, two houses were in dire need of rehabilitation adjacent to the new neighborhood. Because of the amount of work involved, these two houses would be demolished for safety purposes and reconstructed.

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

Completing Phase 2 in Hidden Palace in PY24 and rehabilitating the two other houses solidifies the need for decent, safe, affordable homes. They help increase these numbers. The City has tasked the Community Development Division to seek out more property to develop a new subdivision to

**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	0	0
Low-income	0	4
Moderate-income	0	5
<b>Total</b>	<b>0</b>	<b>9</b>

Table 13 – Number of Households Served

### **Narrative Information**

The City of Tyler is dedicated to offering financial support to individuals and families with low to moderate incomes. The goal is to ensure all citizens access safe, decent, and sanitary affordable housing. When new programs are introduced, the city tries to inform the entire community, emphasizing reaching low and moderate-income households.

**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 City has purchased two homes utilizing the HOME-ARP Funds to help combat the homelessness issue that has reached all corners of the US.

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

The two HOME-ARP Houses purchased will address homeless persons' emergency shelter and transitional housing needs.

**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**

The City has implemented a plan to help end homelessness at the local level using both CDBG and HUD technical assistance funds. We utilized this process to assist all homeless programs in the City of Tyler. Homebuyer education and counseling are provided to voucher holders, applicants of the First-Time Homebuyer program, Family Self-Sufficiency program, and other low-income families to facilitate homeownership opportunities for low-income and minority households.

The City continues to provide and expand the Housing Choice Voucher Homeownership Program and applies each year for Family Self-Sufficiency Program funding, which is designed to Provide supportive and educational services leading to a decreased dependency on subsidy programs; Continually provide economic development incentives utilizing local funds to encourage the retention and creation of employment opportunities available to low-income residents; Continue to include and enforce requirements of Section 3 in applicable contracts using federal funds; Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers. The city also actively participates in other local initiatives to design supportive services and environments to assist homeless and special needs populations.

Information about the City's programs and eligibility is available to persons being discharged from the

jail or hospitals through the City's site, the local 211 Help Line, and through information provided by public service agencies supporting low-income individuals and families likely to become homeless (i.e., PATH, the East Texas Human Needs Network, and the Andrews Center).

**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**

The City of Tyler is actively involved in local initiatives to provide supportive services and environments for homeless individuals and those with special needs. To address homelessness within its jurisdiction, the City collaborates with various organizations, including the Texas Balance of State Continuum of Care, PATH, the Salvation Army, HiWay 80 Rescue Mission, East Texas Cares Resource Center, and the Mayor's Veteran Roundtable. These organizations offer transitional and permanent supportive housing and connect clients to essential services that promote independent living skills.

All program participants must develop a self-sufficiency plan to help them become independent and maintain permanent housing, thus preventing the risk of becoming homeless again. The City utilizes non-HUD funds to support necessary public services provided by non-profit agencies, including homeless and chronically homeless assistance.

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

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

The City of Tyler does not have a public housing authority or public housing units.

The City of Tyler participates in the Housing Choice Voucher (HCV) program and manages 1013 allocated vouchers.

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

The City of Tyler does not have a public housing authority or public housing units. The City of Tyler's Community Development staff and HCV staff are housed in the same office building and work closely together. The staff from both Neighborhood Services and the City of Tyler Housing Authority meet regularly to strategize how to leverage the two programs. The City's Community Development staff keeps the HCV staff informed of program changes and upcoming projects that would encourage homeownership. For example, in Program Year 2021, the City planned to continue the construction of Hidden Palace and, upon completion, sell, with HOME funds, approximately 11 houses. Community Development staff has informed HCV staff of this upcoming project so that the HCV staff can begin working with their clients to identify applicants who may be ready to purchase their own home when the houses are constructed. Particularly those clients actively involved with the Family Self-Sufficiency Program.

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

The City of Tyler does not have a public housing authority or public housing units.

## **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)**

In the City of Tyler, local policies do not create the primary barriers to affordable housing. The City has made a concerted effort to streamline the development process of affordable housing. Additionally, the City administers a Housing Infill Program (HIP) to help stimulate affordable housing development from local contractors. Under HIP, developers can purchase lots from the City at a drastically reduced rate to develop affordable housing and qualify for fee waivers due to building homes that cater to the low-mod income community.

The Community Development Department has also performed a key role in providing funding to improve park facilities and public improvements to benefit low and moderate-income residents in particular neighborhoods.

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

To meet underserved needs, those needs must first be identified. To identify the underserved needs of its citizens, the City obtains and reviews appropriate data, including census, demographic, and housing information. Additionally, the City meets with and maintains relationships with civic leaders and organizations that work directly with the population to help find new ways to serve and remove these obstacles.

Additionally, the City hosts public hearings to obtain input from its citizens. Unfortunately, the City received no responses at those hearings. Accordingly, the City plans to utilize local newspapers, circulars, and social media to reach its citizens better. Further, the City plans to utilize its Communication Department better to inform its citizens about programs and projects and assist in identifying needs.

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

Much of the City's housing stock was constructed before 1978. For programs and projects subject to the lead-based paint regulations, the City follows the regulations and requires notification, identification, and treatment (if necessary).

The City will continue distributing the "Protect Your Family From Lead in Your Home" pamphlet to homeowners receiving homebuyer assistance for homes older than 1978.

The City will not pursue the sale of homes built before 1978 unless those homes have been fully renovated and cleared of lead-based paint hazards. The potential seller and purchaser must sign and date the form on "Disclosure of Information on Lead-Based Paint and /or Lead-Based Paint Hazards."

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

During Program Year 2023, most of the City's CDBG funds were spent on public facility projects. The contractors for the projects were made aware of the Section 3 requirements. Going forward, the City will continue to include and enforce Section 3 in applicable contracts. The City will also provide technical assistance to contractors in Section 3 requirements.

During Program Year 2023, the City continued to provide the Housing Choice Voucher Program (HCV) and the Family Self-Sufficiency Program (FSS). FSS is designed to provide supportive and educational services, leading to a decreased dependence on subsidy programs. The City staff responsible for managing CDBG, HOME, HCV, and FSS regularly meet to strategize how to leverage the respective programs best. When the City is getting ready to construct a home with HOME funds, the City staff responsible for HOME notifies the City staff responsible for FSS. This allows the FSS participants who are ready for homeownership the opportunity to purchase a home more seamlessly.

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

The City administers the CDBG and HOME grants through its Neighborhood Services Department (NBS). NBS also administers the Housing Choice Voucher and Family Self-Sufficiency Programs.

The City also considers all requests for assistance and proposals to support other organizations and agencies seeking funds. All requests for assistance and proposals must comply with CDBG and HOME regulations and align with the City's Consolidated Plan and Annual Action Plan.

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

Due to a lack of sufficient resources, the City has continued to pursue funding opportunities that provide assistance to public and private agencies and other public service providers. The City has also continued to provide technical assistance, assist in securing other funding sources (federal and non-federal), and make efforts to break down barriers to streamline processes and increase local coordination efforts. The City administers a coordinated program, the Housing Infill Program (HIP), in which the City is the lead entity among local taxing entities. HIP is designed to identify and utilize tax-foreclosed property to help develop affordable housing and meet neighborhood revitalization needs.

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

To remove the barriers identified through the Analysis of Impediments to Fair Housing Choice, the City has chosen the following Action Plan: 1) Continue to work with local developers and non-profit organizations to expand the stock of affordable housing. 2) Increase homebuyer outreach and education efforts to increase the number of minorities who apply for mortgage loans. 3) Encourage lending institutions to ensure that banking services are extended to all low-income census tracts and to provide greater outreach to low-income and minority communities to lessen the use of predatory lenders. 4) The Chamber of Commerce should continue to work on expanding job opportunities through the recruitment of corporations, the provision of incentives for local corporations seeking expansion

opportunities, assistance with the preparation of small business loan applications, and other activities aimed at reducing unemployment and expanding the base of higher income jobs. 5) The City of Tyler, in conjunction with the Chamber of Commerce, became more active in supporting recruiting industries that match the demographics of the most unemployed population to decrease poverty rates and increase incomes and homeownership rates in the city. 6) Increase fair housing education and outreach. 7) Continue regularly disseminating fair housing materials focusing on the protected groups. 8) Continue to hold community events to bolster awareness and assist residents in obtaining affordable housing. The City of Tyler will further remove barriers to Fair Housing Choice by improving Fair Housing visibility on the City's website. The website contains links to tenants' rights resources. The housing supervisor serves as the local fair housing representative, and customers are provided with the Fair Housing HUD hotline number.

The Analysis of Impediments to Fair Housing lists impediments to fair housing in Tyler. These impediments are identified in the Analysis of Impediments. Impediments are identified and discussed as barriers to fair housing. The City has evaluated the recommended remedial actions and continues its implementation of those recommendations that were feasible during PY 2023. In the City of Tyler, local policies do not create the primary barriers to affordable housing. The City has made a concerted effort to streamline the development process and offer fee waivers for some development fees. An Affordable Housing Task Force was formed to examine barriers to housing development and explore ways to expand the stock of affordable housing, which the City is implementing.

## **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**

The City of Tyler has continued effectively monitoring all HOME and CDBG-funded projects and activities to ensure compliance with city, state, and federal regulations, policies, and contracts. Going forward, City staff will continue to ensure all funded requests are for authorized activities and approved projects. Activity agreements, expense documentation, and beneficiary reports must be provided for funds to be expended.

Additionally, City Staff focused on the following areas:

- 1) Financial – Staff reviewed requests for expenditures to ensure that all funded requests are for authorized activities on approved projects. Activity agreements, expense documentation, and beneficiary reports must be provided for funds to be expended. As part of the contract agreement, each sub-recipient that receives any CDBG or HOME funding (including CHDOs) must submit either an independent audit or financial review to ensure fiscal accountability.
- 2) Environmental – All projects and individual activities requiring environmental reviews per HUD regulations are reviewed for clearance before funding approval. The review is completed by staff, with the assistance of other departments and outside consultants as needed. Remediation of impacts is implemented if required. Projects or activities unable to meet environmental requirements are reviewed to determine alternative acceptable solutions, and if no alternatives are identified, the project is not funded with federal funds.
- 3) Programmatic – Measurable results or accomplishments are expected on all funded projects and evaluated through monitoring. Progress toward project goals is reviewed on a monthly or quarterly basis. The City's reimbursement of funds for project expenditures directly correlates with the reporting of accomplishments.
- 4) Sub-recipient & CHDO Monitoring - Agencies receiving City CDBG, HOME, or CHDO funds enter a contract that describes the funding amount, services provided, time frame for providing services, compliance responsibilities, reimbursement procedures, and reporting requirements. Each agency must submit performance reports containing beneficiary information, such as the number, race, and income level of persons assisted. Each agency is monitored at least once annually for each program year, with all organizations receiving a desk review as needed and at least one site visit. Agencies receiving funds will be closely monitored to ensure expenditure timeliness. The city inspects each rental unit annually and checks onsite for new construction projects daily.
- 5) Labor Standards - Compliance with labor standards on eligible construction sites has been monitored by City staff through onsite interviews and desk reviews of bid documents, payrolls, and reports.

6) MBE/WBE - Solicited bids and services from MBE /WBE); Supported maintenance of MBE/WBE directory; Utilized regional certified local and regional W/M/DBEs; Reported W/M/DBE participation to federal funding agencies; Worked with the Purchasing Department to track W/M/DBE participation percentages; and Strengthened ties with the City's economic development initiatives as needed.

### **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.**

A draft of the Fiscal Year (FY) 2023–2024 Consolidated Annual Performance and Evaluation Report (CAPER) has been made available to the public for review beginning December 3, 2024, through Friday, December 23, 2024, at the City of Tyler's Neighborhood Services Department, 800 W. Gentry Parkway, Tyler, Texas 75702. A draft report can be emailed by request and accessed through the City of Tyler's Neighborhood Services Website at:

<https://www.cityoftyler.org/government/departments/neighborhood-services/public-notice>. The public review period closed on Friday, December 23, 2024, at 5:00 p.m.

**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.**

There were no changes to the City of Tyler's CDBG objectives during the Program Year 2023.

**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-50 - HOME 24 CFR 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Under 24 CFR 92.504(d)(1)(ii), on-site inspections are required every three years after the initial on-site inspection. Accordingly, no on-site inspections for HOME-assisted rental properties were due in Program Year 2023.

Seven Single-family houses using HOME funding were completed in Program Year 2023. According to HOME regulations for homebuyers, these single-family houses were sold to low- to moderate-income households. These units will not be used as rental properties. Therefore, no initial on-site inspections were conducted within the first twelve months of project completion under 24 CFR 92.504(d)(1)(ii) conducted in Program Year 2022.

### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

The City is dedicated to promoting affirmative marketing goals. This involves educating the public about fair housing laws and regulations, as well as informing prospective tenants, landlords, and homebuyers about these rules. Additionally, the City will continue to reach out to newspapers and periodicals that focus on minority groups. Furthermore, the City plans to engage with minority-owned and women-owned businesses, inviting them to submit bids and proposals whenever contractors are needed.

### **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

The City of Tyler is currently undertaking a project using all available HOME program income. By the end of PY23, the City had received \$1,273,126.86 from completing and selling homes in the Hidden Palace Subdivision. These funds will be placed back into circulation for the next phase and subdivision the City expects to work on next for more affordable single-family homes in Tyler, Texas.

### **Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

The City of Tyler uses HOME funds to build and preserve homes for prospective buyers instead of renting. Nevertheless, the City of Tyler participates in the Housing Choice Voucher (HCV) Program, which

aims to provide rental assistance to low-income families, thus making rental housing affordable. Additionally, the City of Tyler is exploring ways to assist the HCV Program landlords with possible maintenance of their rental properties.

## CR-58 – Section 3

### Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	1	0	0	0
Total Labor Hours		0			
Total Section 3 Worker Hours		0			
Total Targeted Section 3 Worker Hours		0			

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	2	2			
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	2	2			
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.	2	2			
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.	4	4			
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.				
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**Table 15 – Qualitative Efforts - Number of Activities by Program**

### **Narrative**

The City of Tyler includes the Section 3 wording in all relevant bids and contracts, which have been updated to address the requests made during past HUD monitoring. Pre-bid meetings will be conducted to educate potential bidders on the HUD requirements for Section 3 contracts.

Additionally, the City of Tyler operates a Family Self-Sufficiency Program that specifically targets families utilizing the Housing Choice Voucher program. This program offers assistance in the following areas:

1. Job applications and resume preparation
2. Tuition assistance
3. Mock interviews
4. Identifying job opportunities
5. Hosting job fairs
6. Providing residents with supportive services through referrals
7. Assisting with child care
8. Offering financial literacy support
9. Aiding in college and vocational school applications.