

Town of



Normal

Proposed Action Plan

Year 4

April 1, 2018 to March 31, 2019

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Town's 2018-2019 Action Plan aims to build on the successes of previous years and aid the Town in its efforts to achieve the goals and objectives of the fourth year of our current five-year Consolidated Plan. The Town's 2018 Entitlement Grant is \$414,891. The majority of the funds will be focused toward infrastructure projects and the continued support of two local agencies with the allowable service dollars. Along with the 2018 Grant the Town anticipates having a program income of \$2,000, which will be budgeted for as well.

Specifically, the Town plans to continue funding of the UNITY Community Center **(\$37,400)** and continue our partnership with PATH (Providing Access To Help), Inc. for administration of homeless outreach services **(\$24,600)**. These programs provide tremendously valuable skills and critical life services to low-income families, help stabilize neighborhoods and increase job readiness. To address the needs of adequate infrastructure in the community, the Town will invest grant funds to resurface streets **(\$174,000)**, improve sidewalks and install ADA ramps **(\$50,000)**, and improve public sewer services **(\$62,066)**. The public infrastructure improvements have a stabilizing effect on neighborhoods and the larger community. In addition to last year's grant money that is rolling over, the Town will allocate funds **(\$24,000)** to the down payment assistance program that aids qualified persons in achieving home ownership status. The Town also plans to utilize funds for general CDBG program administration activities **(\$38,915)**, specifically dedicating some funding toward the collaborative crafting of an Analysis of Impediments to Fair Housing Choice (AI) for Bloomington-Normal.

2. Summarize the objectives and outcomes identified in the Plan

Please refer to Section AP-20 Annual Goals and Objectives for an overview of the goal and objectives to be met for the 2018 Grant.

3. Evaluation of past performance

The Town has been successful in completing recent projects by placing a high priority on developing a plan and following through to completion. By collaborating with community agencies, the Town identified needs and developed plans to spend the money efficiently and to achieve the greatest benefit. Only three projects will carry over from the previous grant year and all of them will be completed within the next year. One of those projects, the resurfacing of Irving Street from Fell Avenue to the Hester Avenue alley (originally budgeted \$160,000 in FY17-18), was given an additional \$30,000 in unallocated, carryover money in March 2018 after bids came back over budget. This addition of funds

brings the long-planned project's total CDBG budget to \$190,000 and makes worthwhile use of leftover money from under-budget street and sidewalk projects and unused administration money from prior grant years. The Town has been very deliberate in planning and executing projects and activities in the recent past, and this has led to considerable improvement in the timely expenditure of CDBG funds.

A constant community need is infrastructure, and the Town has continued to invest in streets and sidewalks to reduce barriers and improve LMI neighborhoods. During the 2018 grant year, the Town will implement up to two street resurfacing and sidewalk improvement projects to help meet the need. Additionally, the Town will use CDBG funds to partially fund up to two sewer lining projects in 2018-19.

Like years past, the Town also implemented projects in the 2017 grant year funding homeless outreach services through PATH, Inc. and a variety of LMI youth and family support programs through the UNITY Community Center. Additionally, the down payment grant program has traditionally been very successful and utilized, and such was the case in 2017. By April 2018, all funds allocated to the program for Program Year 2017 and all previous grant years were distributed. We intend to fund the program with enough money to award up to eight \$3,000 grants in 2018-19.

4. Summary of Citizen Participation Process and consultation process

See the table in Section AP-12 Participation.

5. Summary of public comments

There were no public comments presented at the March 19, 2018 public hearing, or at any point during our 30-day comment period spanning much of February and March 2018.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no public comments submitted.

7. Summary

The Town's 2018-2019 Annual Action Plan seeks to continue efforts to satisfy priorities established in the 2015-2019 Consolidated Plan. The Town is focused on improving infrastructure in LMI eligible areas, fostering homeownership among Normal residents, continuing valuable partnerships with youth and homeless outreach public services, and providing financial assistance to LMI residents.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	NORMAL	Planning Department

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for administration of the programs covered in the plan is the Town of Normal Administration, Planning, and Finance Departments. In late 2017, most day-to-day activities and administration of the Town’s CDBG program were transitioned from the Finance Department to the Planning Department. Associate Planner Taylor Long is now the principle contact and CDBG Administrator for the Town. University of Illinois Extension Office administers day to day activities at the UNITY Community Center, and PATH, Inc. administers day-to-day activities for the Homeless Outreach Program.

Consolidated Plan Public Contact Information

Town of Normal
Attn: Taylor Long
11 Uptown Circle
Normal, IL 61761
309-454-9642
tlong@normal.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

While compiling the data for the 2018-2019 Annual Action plan, the Town utilized the Community Needs Assessment that United Way of McLean County conducted in 2014 specifically for the purposes of our 5-year consolidated plan. This needs assessment utilized a variety of tools including direct mail surveys, focus groups, key informant interviews and secondary data collection. Also referenced for the creation of this year's action plan were the Town's 2040 Comprehensive Plan and the McLean County Regional Housing Study. Both documents were completed in 2017 and cite a near-exhaustive amount of recent local, state, and federal data related to the demographic and socioeconomic make-up of Normal and the surrounding area.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Town employees and Town Council members participate on numerous boards, committees, and groups around the community. Involvement helps keep the Town aware of the changing needs of the community and the services that are available or lacking for our LMI population.

Representatives from the Town of Normal, UNITY Community Center, University of Illinois-Extension, and PATH, Inc. participated in the process of developing this action plan. Each of these organizations have identified needs in the community and provide services to meet those needs.

There are no units of public housing in Normal; however, the Town will continue to cooperate and support the efforts of the nearby Bloomington Housing Authority. Additionally, the Town is currently working with the City of Bloomington, McLean County Regional Planning Commission, and the Bloomington Housing Authority to form a Regional Housing Committee. This group's creation was spurred by the recent findings of the Regional Housing Study and, among other goals, would seek to better serve the needs of LMI persons in finding affordable, quality housing in the community.

The Town is also a committed partner in a number of efforts to provide Bloomington-Normal's most at-risk and underserved persons with accessible health services. Since 2016, the Town has funded (through the General Fund) and been represented on the Behavioral Health Coordinating Council (BHCC) of McLean County. The Town has also funded the Community Health Care Clinic (CHCC) in support of its mission to provide quality healthcare through the operation of a free clinic. A member of Town staff serves on the Board of Directors of the CHCC and, in 2016, the Town funded the clinic's renovation and expansion using CDBG money. The expansion of the CHCC's public facility allowed for the introduction

of new services including a dental care clinic and the addition of health education classrooms. This expansion in care and services at the clinic could not have occurred without the CDBG funds administered by the Town.

The Town will continue to work with local lenders and Mid-Central Community Action Inc. to ensure that eligible persons are aware of, and can easily access, local down payment assistance programs. We will continue to support local health and social service providers through service on boards and committees as well as through financial contributions. General Fund monies will be used to support Connect Transit (formerly the Bloomington-Normal Public Transit System), YWCA Wheels to Work Program, McLean County Mental Health initiatives and others. The Town recognizes that collaboration with all service providers is critical to efficiently and effectively meet the needs of the community.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Town of Normal does not receive ESG funds; however, we work closely with PATH, which serves as the lead coordinating agency for both Mclean County COC and the Central Illinois COC. The Town supports PATH's Homeless Prevention Program by providing CDBG service program funds.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

This section does not apply as the Town of Normal is an entitlement community and does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	PATH
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically Homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	PATH, Inc. was consulted for data on homeless needs and services in the Town of Normal and nearby City of Bloomington. PATH provides a network of resources for the elderly, disabled, homeless, and at-risk/suicidal. PATH was consulted to understand the existing network they provide, and to understand their abilities in performing outreach to potential homeless individuals who find themselves without lodging or transportation in the Town of Normal.
2	Agency/Group/Organization	UNIVERSITY OF ILLINOIS EXTENSION
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The University of Illinois-Extension was consulted for their expertise related to the UNITY Community Center. The Center provides educational service to at-risk and low/moderate income youth in the community. Consultation was needed to understand the demand for youth educational services, cost of providing services, and need for other economic development activities in the nearby area and within the center. Through the consultation the Town of Normal anticipates helping to better service the needs of at-risk or low/moderate income youth and their families.
--	--

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Town of Normal 2040 Vision Plan	Citizen-Led	The Vision includes the need to engage people from all walks of life, to spur economic development accessible by those from many backgrounds, to create welcoming public spaces, and to strive for social equity, among other things.
Town of Normal Comprehensive Plan 2040	Town of Normal	The plan calls for diverse, high-quality, affordable housing and the provision of services to those in need.
Continuum of Care	PATH, Inc.	Assisting the homeless or near-homeless
Community Health Needs Assessment (2016) and Community Health Improvement Plan (2017-2019)	McLean County Community Health Council	Various aspects of mental and physical health are impacted by the availability of quality affordable housing and services for LMI individuals and families
McLean County Regional Housing Study	McLean County Regional Planning Commission	Highlights the need for quality affordable housing distributed throughout the community with ready access to alternative modes of transportation. The plan also addresses the specific needs of the homeless and those with physical and mental disabilities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

None

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

There were no public comments presented at the March 19, 2018 public hearing, or at any point during our 30-day comment period that ran from Friday, February 23, 2018 to Saturday, March 24, 2018.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	The public hearing was held prior to a Council Meeting.	There were no public comments submitted.	N/A	
2	Newspaper Ad	Non-targeted/broad community	Notices were published in the Normalite and PATH-O-GRAM.	There were no public comments submitted.	N/A	
3	Internet Outreach /Social Media	Non-targeted/broad community	Notices of the date, location, and time for the public hearing and comment period were posted on the Town’s website and promoted on Facebook.	There were no public comments submitted.	N/A	http://www.normal.org/DocumentCenter/View/13218

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Posting in Strategic Locations	Ethnic and Minority Communities	Notices of the date, location, and time of the public hearing and comment period were posted at the Normal Public Library, PATH, UNITY Community Center, and Western Avenue Community Center	There were no public comments submitted.	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The Town of Normal expects to receive \$414,891 in CDBG grant funds. These funds will be combined with an anticipated \$2,000 in program income from the possible return of down payment assistance grants. Prior year resources are the result of cancelled activities and below-budget projects whose funds are being reprogrammed at the earliest available opportunity. No prior year resources are anticipated for the 2018-19 Program Year.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available for Year 4				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - Federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	414,891	2,000	0	416,891	396,000	The Town anticipates that funding will remain relatively consistent with prior year entitlement grants, at a level of approximately \$396,000 for the remaining, final year of the Consolidated Plan (Year 5 of the Plan). The Town also notes that funds will be used for program administration to carry out the goals and projects included in the Consolidated Plan and the Action Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds will be used to leverage private funds, particularly with respect to down payment assistance. The \$3,000 grant maximum will be evaluated each year that down payment assistance is included in the annual action plan, and may be subject to change according to market conditions and availability of entitlement funds.

Through investment in the UNITY Community Center the Town will help leverage private funds for the operation of the Center. UNITY receives additional funds for operations, maintenance, and improvement from various private organizations, which may include State Farm Insurance and University of Illinois Extension, among others.

Additionally, on a twin city/community-wide level, the investment of federal funds toward the collaborative drafting of an Analysis of Impediments to Fair Housing Choice (AI) with the Bloomington Housing Authority and the City of Bloomington will help further the purposes of the Fair Housing Act in Bloomington-Normal. Each partnering body in this effort and local stakeholder groups will be contributing their own respective funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Town’s Building Commissioner keeps an inventory of the homes and properties within the Town that are either dilapidated or abandoned. The Town identifies the options available to rehabilitate each property, typically through acquisition, demolition, and resale. The Town intends to continue purchasing blighted properties with CDBG money and then donating the land to Habitat for Humanity for redevelopment as an affordable home. The acquisition of the land and its donation to Habitat for Humanity addresses the affordable housing priorities of this plan.

Discussion

None

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3) &(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless Outreach	2015	2019	Homeless		Homelessness	CDBG: \$24,600	Homelessness Prevention: 20 Persons Assisted
2	Youth Education Activities	2015	2019	Non-Housing Community Development		Youth activities	CDBG: \$37,400	Public service activities other than Low/Moderate Income Housing Benefit: 45 Persons Assisted
3	Down Payment Assistance	2015	2019	Affordable Housing		Homeownership	CDBG: \$24,000	Direct Financial Assistance to Homebuyers: 8 Households Assisted
4	Street Improvements	2015	2019	Non-Housing Community Development		Public Infrastructure	CDBG: \$174,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 906 Persons Assisted
5	Sidewalks & ADA Ramp Improvements	2015	2019	Non-Housing Community Development		Public Infrastructure	CDBG: \$50,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 906 Persons Assisted
6	Sewer Improvements	2018	2019	Non-Housing Community Development		Public Infrastructure	CDBG: \$62,066	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 1,735 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless Outreach
	Goal Description	Provide annual funding for homeless outreach services.
2	Goal Name	Youth Education Activities
	Goal Description	Provide funding to support operating costs of the UNITY Community Center, which provides children and adult learning activities to help create a suitable living environment.
3	Goal Name	Down Payment Assistance
	Goal Description	Provide funding to continue down payment and closing cost assistance to qualifying low/moderate income homebuyers.
4	Goal Name	Street Improvements
	Goal Description	Provide funding for street resurfacing and street improvements to preserve the infrastructure in low/moderate income census tracts.
5	Goal Name	Sidewalk & ADA Ramp Improvements
	Goal Description	Provide funding for sidewalk and ADA ramp construction to preserve the infrastructure in low/moderate income census tracts.
6	Goal Name	Sewer Improvements
	Goal Description	Provide funding for sewer lining improvements to preserve the infrastructure in low/moderate income census tracts.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The Town anticipates fostering homeownership through two avenues; the first through the down payment assistance program and the second through property acquisition. The Town plans on providing the down payment assistance grant to at least 8 individuals or families, any of which may be either extremely low-income, low-income, or moderate income. The Town is always seeking new opportunities and programs aimed at assisting LMI persons to find affordable housing. The land acquisition and donation program with Habitat for Humanity is one such initiative the Town intends to fund into the future.

AP-35 Projects – 91.220(d)

Introduction

The Town of Normal will fund projects to achieve the goals and objectives of the CDBG program that benefit low/moderate income residents, prevent and eliminate slum and blight, and meet urgent needs of the community. The Town anticipates providing funding for youth education and homeless outreach public services, down payment assistance, street resurfacing, sidewalk reconstruction, and sewer lining improvements.

#	Project Name
1	UNITY Youth Education Activities
2	PATH Homeless Outreach Services
3	Down Payment Assistance
4	Street Resurfacing
5	Sidewalk & ADA Ramp Construction
6	Sewer Lining Improvements
7	Program Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation of funds to projects is based upon the immediacy and anticipated need detailed in the 2014 Community Assessment and detailed in the Town's Strategic Plan. Priorities were identified related to the need for youth education services, need for programs to prevent and reduce homelessness, needs for assistance in fostering homeownership given the rising costs of housing and the need for infrastructure improvements. Allocation of funds is further based on the recently adopted Town of Normal Comprehensive Plan and McLean County Regional Housing Study, both of which largely affirm the findings of the 2014 Community Needs Assessment.

Specifically, the Regional Housing Study found that although Normal and Bloomington are generally affordable, there is a shortage of affordable housing for very low-income individuals and families, particularly those with disabilities. The study did not analyze the condition and quality of units deemed affordable.

Another obstacle we face is the general downward trend in funding levels. Entitlement grant funding changes annually, and while some years have experienced an increase, the trend over time has been an overall reduction in CDBG entitlement funding. Limitations on public service funding are also an obstacle to addressing the needs of the underserved. Youth education activities at the UNITY Center currently have a waiting list of children wanting to participate in the program. Since this is a public

service program there is a limit on the funding we can allocate to this program.

Decreases in funding levels is not just a federal or state obstacle, of course. On the municipality's side, long-reliable revenue sources like state and local sales taxes, utility tax, and income tax have been trending downward for a few years now due to the prevalence of non-local, online shopping, increasingly efficient utilities and appliances, and job uncertainty in the area. All of these factors combined cause a significant impact on the Town's flexibility in allocating General Fund dollars and make the task of setting priorities and addressing the needs of the underserved that much more important.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	UNITY Youth Education Activities
	Target Area	
	Goals Supported	Youth Education Activities
	Needs Addressed	Youth activities
	Funding	CDBG: \$37,400
	Description	The Town will provide funding and support for youth education activities at the UNITY Community Center. Support and funding will go toward rent, utilities, staff salaries, and educational materials.
	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Support and funding for the UNITY Community Center will benefit approximately 45 LMI beneficiaries. Families will include extremely low-, low-, and moderate-income residents, as well as families with female heads of household, and families whose primary language spoken at home is not English.
	Location Description	The UNITY Community Center is located at 632 Orlando Avenue, Normal IL 61761. Beneficiaries at the Unity Community Center may live anywhere in the Town of Normal, but must meet LMI guidelines.
Planned Activities	Activities will include funding and support for rent, utilities, staff salaries, and building improvements when needed. Funding and support will also include education material, education programming, and student support.	
2	Project Name	PATH Homeless Outreach Services
	Target Area	
	Goals Supported	Homeless Outreach
	Needs Addressed	Homelessness
	Funding	CDBG: \$24,600

	Description	Homeless outreach services will support homeless individuals or residents facing the threat of homelessness. Outreach services will include transportation, temporary lodging, and referral to local shelters or other organizations that can provide more permanent supportive housing.
	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Homeless outreach services will be available to all individuals and families in the Town of Normal, including those who are homeless or facing the threat of becoming homeless. The Town anticipates reaching approximately 20 individuals or families during the year.
	Location Description	PATH, Inc. is located at 201 E Grove Street, Bloomington IL 61701. Homeless outreach services will be available Town-wide to all residents.
	Planned Activities	Planned activities include outreach to those who are homeless or facing the threat of homelessness, transportation assistance, temporary lodging assistance, and referrals or case management to connect individuals or families with shelters or organizations that can provide or assist in finding more permanent supportive housing.
3	Project Name	Down Payment Assistance
	Target Area	
	Goals Supported	Down Payment Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$24,000
	Description	Down payment assistance to eligible LMI residents to move from renters to homeowners. The Town will award up to a maximum of eight \$3,000 grants for eligible LMI residents to use toward the cost of down payment and closing costs.
	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Down payment assistance is available to all LMI eligible individuals or families who are looking to purchase a home in the Town of Normal. The Town anticipates assisting approximately 8 households.
Location Description	Down payment assistance is available to any eligible LMI resident wishing to purchase a home in the Town of Normal.	

	Planned Activities	Down payment assistance will grant up to a maximum of \$3,000 to eligible LMI residents looking to purchase a home in the Town of Normal.
4	Project Name	Program Administration
	Target Area	
	Goals Supported	Youth Education Activities Homeless Outreach Down Payment Assistance Street Improvements Sidewalk & ADA Ramp Improvements Sewer Improvements
	Needs Addressed	Homelessness Youth activities Homeownership Public Infrastructure
	Funding	CDBG: \$38,915
	Description	General program administration for carrying out the Town of Normal's CDBG activities during the course of the 2018-2019 program year.
	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Program administration activities are not subject to benefit numbers.
	Location Description	Town-wide
	Planned Activities	The planned activities are for administering the CDBG grant.
5	Project Name	Street Resurfacing
	Target Area	
	Goals Supported	Street Improvements
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$174,000
	Description	The Town will provide funding for public facilities improvements, which may include roadways, water systems, sewer systems, storm water, or public transportation infrastructure in Normal. This project will improve public roadways in LMI census tracks.

	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	The Town anticipates benefiting approximately 906 LMI residents living in affected areas. Although the exact streets being resurfaced in 2018-19 have not yet been ratified, all that are currently proposed lie in LMI census tracts and block groups. Beneficiaries will include both individuals and families.
	Location Description	Not yet known, but street improvements that utilizes CBDG funds will only take place in LMI census tracts and block groups.
	Planned Activities	Street resurfacing, curb, gutter, and sidewalk improvements in LMI census tracts and block groups. The average percentage of LMI residents in any one of the block groups where work is proposed is 88%.
6	Project Name	Sidewalk & ADA Ramp Construction
	Target Area	
	Goals Supported	Sidewalk & ADA Ramp Improvements
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$50,000
	Description	The Town will provide funding for public facilities improvements, which may include roadways, water systems, sewer systems, storm water, or public transportation infrastructure in Normal. This project will improve public sidewalks in LMI census tracks.
	Target Date	3/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	The Town anticipates benefiting approximately 906 LMI residents living in affected areas. Although the exact sidewalks being constructed in 2018-19 have not yet been ratified, they all lie in LMI census tracts and block groups. Beneficiaries will include both individuals and families.
	Location Description	Not yet known, but sidewalk and ramp improvements that utilize CBDG funds will only take place in LMI census tracts and block groups.
	Planned Activities	Sidewalk and ADA ramp construction and associated improvements in LMI census tracts and block groups. The average percentage of LMI residents in any one of the block groups where work is proposed is 88%.
7	Project Name	Sewer Lining Improvements
	Target Area	
	Goals Supported	Sewer Improvements
	Needs Addressed	Public Infrastructure

Funding	CDBG: \$62,066
Description	The Town will provide funding for public facilities improvements, which may include roadways, water systems, sewer systems, storm water, or public transportation infrastructure in Normal. This project will improve public sewer services in LMI census tracks.
Target Date	3/30/2019
Estimate the number and type of families that will benefit from the proposed activities	The Town anticipates benefiting approximately 3,470 LMI residents living in the affected area, Census Tract 5.01 Block Group 1 and/or Census Tract 1.02 Block Group 1. Beneficiaries will include both individuals and families.
Location Description	Sewer lining improvements are called for off Karin Drive and Victor Place, Hillview Drive, and N Fell Avenue, but have not yet been formally approved by the Town Council. Improvements that utilize CBDG funds will only take place in LMI census tracts and block groups.
Planned Activities	Lining 150 feet of 10-inch sanitary sewer near Karin Drive and Victor Place to address pipe deterioration and defects; lining 495 feet of 12-inch sanitary sewer from Hillview Drive to E Vernon Ave to clean and remove roots; Lining 330 feet of 36-inch brick sanitary sewer from the intersection of N Fell Ave and W Locust Street to 300 feet east of the intersection of N Fell Ave and W Cherry Street.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be directed to eligible LMI census tracts and to eligible LMI residents. The UNITY Center operates in Census Tract 1.04, which is 55.92% LMI, but services are available to all residents in the Town of Normal who meet LMI guidelines. Homeless outreach services and down payment assistance are available to all residents of the Town who meet LMI guidelines. Street resurfacing, sidewalk construction and sewer lining improvement projects will only occur in eligible LMI census tracts. Eligible census tract LMI percentages and largest minority concentrations are as follows:

CT 1.02 is 56.9% LMI. This CT is 85.0% White and 7.0% Black, and 3.6% Hispanic.

CT 1.04 is 55.9% LMI. This CT is 72.3% White, 12.6% Black, and 6.5% Asian.

CT 2 is 100% LMI. This CT is 85.3% White, 8.0% Black, and 4.5% Hispanic.

CT 3.01 is 62.1% LMI. This CT is 73.6% White, 14.2% Black, 3.1% Asian, and 4.4% Hispanic.

CT 4 is 68.3% LMI. This CT is 86.8% White, 3.0% Black, and 8.8% Hispanic.

CT 5.01 is 72.8% LMI. This CT is 87.9% White, 5.1% Black, 1.8% Asian, and 2.5% Hispanic.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Town allocates funding to benefit as many LMI residents as possible, reduce slum and blight, or to address urgent needs in the community. The Town also prepares an annual analysis of infrastructure to determine priority street and sidewalk locations. The projects proposed in this plan aim to serve the LMI population.

Discussion

Youth education activities, homeless outreach activities, and down payment assistance are available to eligible LMI residents anywhere in the Town of Normal. Street resurfacing and improvements will occur in eligible LMI census tracts.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Town will work to promote homeownership in Normal. CDBG funds will be allocated to various projects that look to reduce homelessness, improve affordability of homeownership, and improve sustainability of local neighborhoods and housing stock. The primary means of promoting affordable housing will be through down payment assistance to eligible LMI homebuyers, property acquisition for an affordable house to be built, and homeless outreach services that work toward connecting homeless individuals, or those threatened with homelessness, with more permanent supportive housing or housing agencies.

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	8
Special-Needs	0
Total	28

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The Town will fund two projects aimed at improving homeownership, reducing homelessness, and working to improve the affordability of housing.

1) The Town will continue to fund the down payment assistance program. This program offers a grant to eligible LMI homebuyers who are purchasing a home in Normal. This program aims to improve the affordability of housing in the community.

2) The Town also provides funding to a homeless outreach service, administered by PATH. The program will help provide temporary lodging for homeless individuals or those threatened with homelessness. The program also helps with transportation, and if needed, case management that can connect an individual with local homeless shelters or programs that can lead to more permanent supportive housing.

AP-60 Public Housing – 91.220(h)

Introduction

There are no units of public housing in Normal; however, the Town will continue to cooperate and support the efforts of the nearby Bloomington Housing Authority. The Town recognizes that collaboration with all service providers is critical to efficiently and effectively meeting the needs of the community.

Actions planned during the next year to address the needs to public housing

Although perhaps only an indirect effort to address the needs of public housing, the Town will continue to fund a down payment assistance program for all eligible LMI homebuyers. This program is aimed at improving affordability of homes in Normal. If current public housing residents are able to utilize the down payment assistance programs available, this will help reduce the burden on public housing and reduce the number of individuals on the waiting list for public housing. The Town will continue to work with local lenders and Mid-Central Community Action Inc. to ensure that eligible persons are aware of, and can easily access, local down payment assistance programs.

The Town's continued General Fund support of Connect Transit and other health and social service providers also helps those who are living in public housing.

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

The Town's down payment assistance program seeks to encourage homeownership for eligible residents. The program provides a grant up to a maximum of \$3,000. This program encourages participation in homeownership by helping reduce or offset down payment and/or closing costs. Encouraging homeownership through down payment assistance also helps reduce the burden of long wait lists at public housing locations.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Bloomington Housing Authority is designated as a standard performer.

Discussion

The Town of Normal is committed to cooperation with local public housing authorities and organizations that assist with public housing. Although there are no units of public housing located in Normal, the Bloomington Housing Authority operates five developments in the City of Bloomington, including public housing designated as Section 8 housing. Additionally, the Town is currently working with the City of

Bloomington, McLean County Regional Planning Commission, and the Bloomington Housing Authority to form a Regional Housing Committee as recommended in the Regional Housing Study.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Town of Normal is committed to addressing issues of homelessness and those residents with special needs. The Town anticipates continuing to fund a homeless outreach program administered by PATH. The program seeks to address homelessness, or the threat of homelessness, early. It provides funding for transportation, lodging, and connections to local homeless shelters or the means to achieve more permanent supportive housing.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

The homeless outreach program is designed to reach out to homeless persons and those who are facing the threat of homelessness. The program is administered by PATH, and utilizes PATH's 24-hour call center and 211 line. Whenever a call is placed, PATH enters the individual's information into the HMIS database so a record of all assistance, and the person's needs, are recorded. An assessment is also done of that person's immediate and long-term needs, including their housing situation. If necessary, case management will be arranged with the individual to address their needs.

The Town anticipates reaching and assisting approximately 15-20 individuals or families during the course of the plan year.

Addressing the emergency shelter and transitional housing needs of homeless persons

The homeless outreach program works in conjunction with local emergency shelters. If a person reached through the program needs access to a homeless shelter, PATH will work to find a shelter nearby or a shelter with availability. The program will also provide transportation to that shelter. If a shelter is not immediately available, the program will provide short-term lodging until the person can reach a shelter, or until a spot at a shelter becomes available. During that time the representative from PATH will also perform an assessment of the individual or family's needs. If case management is necessary, the process will begin, and PATH representatives will work to offer referrals to services that can provide more permanent supportive housing.

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 homeless outreach program works with individuals and families of all types (with children, veterans, unaccompanied youth) to offer transportation, lodging, and referral services. The program is designed as a transitional program for the homeless or those facing the threat of homelessness. The program will aid the individual or family in getting transportation to a destination with family, friends, or others who can provide housing opportunities. It will provide short-term lodging if the person is stranded or housing is not immediately available. It will also help develop a case management strategy, if needed, or work with local shelters and housing agencies to transition the individual or family to a shelter or more permanent supportive housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The homeless outreach program also works to prevent homelessness. The program is offered to anyone facing the threat of homelessness, who may have been recently released from an institution or system of care. The program offers short-term housing, as well as transportation if the person needs to get to a destination but lacks the means to do so. The program is offered 24 hours a day, 7 days a week, to address an individual or family's needs.

Additionally, the Town is committed to the community collaborative to address mental health needs by the continued funding of the Behavioral Health Coordinating Council through the Town's General Fund. The Town also supports and has helped fund the Community Health Care Clinic and its mission to provide quality healthcare to the medically underserved of McLean County through the operation of a free clinic.

Discussion

The Town will continue to fund the homeless outreach program public service. This service provides a 24 hour per day call center, administered by PATH, to address short-term lodging, transportation, and shelter needs of people facing homelessness. As this program is a public service, funding is subject to

public service funding limits. The Town anticipates reaching approximately 15-20 individuals or families.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total: The Town does not receive HOPWA funds

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The Town is committed to addressing barriers to affordable housing. As noted in the Town's Affirmatively Furthering Fair Housing analysis, there are several barriers which may affect an individual or family's ability to obtain housing. The Town does not intentionally create policies, codes, or rules that create barriers to affordable housing. Most policies, ordinances, and/or codes are established to maintain compliance with local, state, and federal guidelines or for safety considerations.

Actions planned 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

In the coming program year, the Town will contribute \$20,000 toward the collaborative crafting of an Analysis of Impediments to Fair Housing Choice (AI), which HUD grant recipients must undertake in keeping with their obligation to 'affirmatively further fair housing' (AFFH). The Town will partner with the Bloomington Housing Authority and the City of Bloomington on this joint effort to further the purposes of the Fair Housing Act in the Bloomington-Normal community. The money the Town will contribute to this combined effort was originally budgeted for the crafting of the Community Needs Assessment (CNA), but was reallocated upon learning that our Regional Housing Study and recently adopted Town of Normal Comprehensive Plan already satisfied the requirements of the CNA. Both the Town's Comprehensive Plan and Regional Housing Study utilize Comprehensive Housing Affordability Strategy (CHAS) data.

The Town will offer \$24,000 in Community Development Block Grant funds for down payment assistance to eligible persons this grant year. This action will help make purchasing a home more affordable and help offset the costs associated with closing and down payment.

The Town will spend over \$100,000 each year in CDBG funds over the next 3 years for infrastructure projects that include street improvement, sidewalk & ADA ramp projects, and sewer main replacements. These programs help stabilize neighborhoods and reduce the spread of blight conditions, which could cause negative neighborhood perception and create a potential barrier to buyers when choosing a home.

The Town continually reviews local tax policies, as well as local zoning ordinances, and does not intentionally establish any tax or zoning policy that would create a barrier to affordable housing. Furthermore, the recent Comprehensive Plan recommends the development of denser and more affordable housing. This recommendation is also supported by the McLean County Regional Housing

Study.

Additionally, the Town of Normal created its Human Relations Commission in 1969 to, among other things, address complaints relating to housing and employment discrimination and to foster and promote better conditions among all persons with respect to housing, employment, recreation, health, and other quality of life services. The Commission meets once per month and is composed of 6 Normal residents and 1 Illinois State University student. The Town's Municipal Code also makes it unlawful to make housing decisions based upon race, color, religion, sex (including sexual harassment), sexual orientation, marital status, ancestry, national origin, age, disability, matriculation or familial status.

Discussion

The Town will seek to address and remove barriers to affordable housing whenever possible. Using the down payment assistance funds, the Town will offset down payment and closing cost fees associated with buying a home. On an institutional and administrative level, the Town will also periodically evaluate building codes and fees, zoning ordinances, and Town policies to reduce barriers to affordable housing for both renters and homeowners.

AP-85 Other Actions – 91.220(k)

Introduction

The Town anticipates funding a wide variety of projects and activities. They include public service for youth education and homeless outreach, street resurfacing and sidewalk construction and improvements to public facilities, as needed. These projects are designed to reach both individual residents as well as provide area benefits, where applicable. The Town feels that all CDBG projects and activities chosen are an appropriate use of funding and designed to address priority needs and goals established through recent public assessment and data gathering.

Actions planned to address obstacles to meeting underserved needs

The Town has several programs that are available Town-wide, including the down payment assistance program, youth education, and homeless outreach services. These services are available to residents that meet LMI income requirements, but there are no restrictions related to other underserved populations such as the elderly, disabled, veterans, or those living with HIV. The Town's public facilities, streets, and sidewalk projects are designed to have an area benefit, which extends to all underserved populations.

As new underserved populations and underserved needs are identified, the Town may find it necessary to amend this Action Plan. The Town will continually monitor the activities being carried out and allocate funding to address the most immediate needs of Normal residents.

Actions planned to foster and maintain affordable housing

The Town plans to continue the down payment assistance program. This program helps low or moderate-income homebuyers obtain funding toward closing costs or down payments on a home purchase. This program is aimed at improving the affordability of housing in the Town.

The Town has also funded a project aimed at property acquisition. Purchased properties are then donated to Habitat for Humanity so an affordable house can be built for an eligible LMI family.

Actions planned to reduce lead-based paint hazards

The Town will continue to evaluate lead-based paint hazards in conjunction with the down payment assistance program. For each application the Town obtains either an appraisal or home inspection that notes the potential for lead-based paint hazards. All homeowners are required to sign acknowledgements about lead-based paint hazards. Both the seller and buyer sign residential real property disclosure forms, required for the sale of a home, that identify/articulate any awareness of lead-based paint in the home. The Town also reviews the Uniform Residential Loan Application and

home appraisal determine whether the home was built prior to 1978.

Actions planned to reduce the number of poverty-level families

The projects presented in this action plan are intended by nature to assist the lives of poverty-level families. The service activities provided by PATH to reduce homelessness directly helps poverty-level families. The down payment assistance program also helps LMI families directly to attain homeownership and increase asset equity for these families.

Actions planned to develop institutional structure

The Town holds recurring meetings involving multiple departments involved in the CDBG process. Departments involved include Finance, Administration, Planning, Public Works, Engineering, Inspections, and Parks & Recreation. These meetings are held to develop the institutional structure needed to address the Town's wide array of needs. By involving multiple Town departments, we have expanded our ability to provide benefit to citizens and have opened CDBG project planning to innovative ideas for a larger array of possible services.

Actions planned to enhance coordination between public and private housing and social service agencies

The Town works closely with other public and private housing and social service agencies. The Town has close relationships with the UNITY Center, which is run by the University of Illinois-Extension. The Town also works closely with PATH, the lead agency in the Central Illinois Continuum of Care. Through PATH and the CoC, the Town has connections with a vast array of local social service organizations including Home Sweet Home Ministries, the Salvation Army, the United Way of McLean County, and many others. Town staff also serve on various boards and committees at non-profit and social services agencies throughout the area, including the McLean County United Way Board of Directors.

Discussion

None

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use and that is included in projects to be carried out:

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%