

## MEMORANDUM

Date: February 15, 2018  
To: Community Development Committee  
From: Nicole Crutchfield, Planning Director  
Re: Community Development Committee Meeting on February 20

The next meeting of the Community Development Committee is Tuesday, February 20 at 2:30 in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact the office at 701-241-1474. Thank you.

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### COMMUNITY DEVELOPMENT COMMITTEE Tuesday, February 20 – 2:30 p.m. City Commission Room AGENDA

1. Welcome
2. Approve Minutes
3. Planning Department organization changes
4. 2018 Action Plan Update (attachment)
5. Fair Housing Update (attachment)
6. 2018 Work Plan Updates
  - a. Housing projects (FHRA)
  - b. Community Land Trust
  - c. Homelessness planning updates
7. Other business
8. Adjourn

Community Development Committee meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Monday at 10:30 a.m. and Thursday at 2:30 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Department at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Meeting minutes are available on the City of Fargo website at [www.FargoND.gov/communitydevelopmentcommittee](http://www.FargoND.gov/communitydevelopmentcommittee).

**COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES**

**Regular Meeting:**

**Tuesday:**

**January 16, 2018**

The Regular Meeting of the Community Development Committee of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 2:30 p.m., Tuesday, January 16, 2018.

The Community Development Committee Members present or absent were as follows:

Present: Commissioner John Strand, Mayor Tim Mahoney, Linda Boyd, Michael Redlinger, Shara Fischer, Lynn Fundingsland, Samantha McDonald, Thomas Hill (United Way)

Absent: Linda Klebe, Sami Eidenschink (FM HBA), Melissa Rademacher (DCP)

**Item 1. Welcome**

Chairperson Strand welcomed Members to the meeting and introductions were made.

**Item 2. Approval of Minutes: Regular Meeting of November 21, 2017**

Mr. Hill moved the minutes of the November 21, 2017 Community Development Committee meeting be approved. Second by Mr. Fundingsland. All Members present voted aye and the motion was declared carried.

Ms. McDonald suggested the addition of affiliations be added to the minutes.

**Item 3. Review Storefront Rehab Application – 1303 1st Avenue North: APPROVED**

Planning Director Nicole Crutchfield introduced the proposed storefront rehabilitation project to be considered for Community Development Block Grant funding. She added that the project has been reviewed and approved by the Historic Preservation Commission. Applicant Adrian Greiff spoke on behalf of the project.

Ms. Boyd moved to approve the Community Development Block Grant for Storefront Rehab in the amount of \$15,000. Second by Ms. McDonald. On call of the roll Members Fischer, Boyd, McDonald, Hill, Fundingsland, Redlinger, and Strand voted aye. Absent and not voting: Members Mahoney, Rademacher, Eidenschink, and Klebe. The motion was declared carried.

**Item 4. Urban Agriculture (Gardening) – University Drive South**

Ms. Crutchfield introduced Urban Planning Coordinator Maegin Elshaug, and gave a brief summary of the project.

Ms. Elshaug presented the project and a background of the properties involved, noting that the sites would be a good location to allow community gardening.

Discussion was held regarding the current ownership of the sites by Cass County and the process to transfer them to the City of Fargo, as well as the accessibility of the sites.

Director of Strategic Planning and Research Jim Gilmour explained the deed restrictions and limitations of what can be placed on the sites. He noted a community garden would be ideal for the proposed locations.

Mr. Redlinger moved to recommend to the City Commission to: 1) Acquire the properties at 7009, 7103-7213 from Cass County and 2) Task the City Attorney's office to work with the Planning Department and other involved City departments, to establish the necessary documents to allow community gardening at these sites. Second by Ms. Fischer. On call of the roll Members McDonald, Boyd, Hill, Fischer, Fundingsland, Redlinger and Strand voted aye. Absent and not voting: Members Mahoney, Rademacher, Eidenschink, and Klebe. The motion was declared carried.

**Item 5. Housing Overview Update – Fargo Housing and Redevelopment Authority**

Fargo Housing and Redevelopment Authority (FHRA) Executive Director Lynn Fundingsland presented an overview of the current and future needs of the FHRA. He presented a handout to the board of FHRA HUD Capital Fund Receipts over the past 20 years.

Discussion was held on the condition of the facilities, specifically the High Rise, and concerns of decreasing funding for improvements, maintenance, and security.

Ms. Crutchfield and Mr. Strand suggested the addition of this item to a future agenda to allow staff time to put some strategies together.

**Item 6. Overflow Sheltering Update**

Ms. Crutchfield gave an update on the overflow sheltering situation in the Fargo-Moorhead area. She noted providing transportation to the overflow shelter location is still a concern.

Mayor Mahoney present.

Discussion was held regarding the capacity of existing shelters, prioritization of access, and possible long-term solutions.

**Item 7. Other Business**

Mr. Strand shared with the Board Ms. Crutchfield's new title of Planning Director as well as Mr. Gilmour's new title of Director of Strategic Planning and Research.

Planner Tyrone Grandstrand shared that the Community Land Trust (CLT) subcommittee will have an upcoming meeting.

**Item 8. Adjourn**

The time at adjournment was 3:51 p.m.

**CDBG/HOME Public Input Meeting**  
**City of Fargo 2018 Community Development Action Plan**  
**December 19, 2017 – 2:30 p.m.**  
**City Commission Room, Fargo City Hall**

City Commissioner and Community Development Committee Chair John Strand introduced the community development public input meeting and welcomed everyone in attendance.

Planning Director Jim Gilmour followed up by explaining the purpose of the meeting, which included getting the public's feedback and input of the needs in the community. He reviewed the 5-Year Consolidated Plan goals, which include 1) affordable housing, 2) homelessness, 3) neighborhoods, 4) poverty reduction, and 5) planning, administration and fair housing.

Dan Madler, Beyond Shelter, discussed affordable housing including development of affordable housing for individuals and families. He noted there is a strong need for affordable senior housing, adding Beyond Shelter's HomeField Senior Housing project opened this last year. He also spoke about a component on homeownership, noting Beyond Shelter is working on putting together funding sources to address this demand.

Babs Coler, Churches United for the Homeless, talked about people experiencing homelessness and the need for more affordable housing. She noted landlords are needed who could rent out to people who have barriers to housing, such as criminal records or mental health issues, and help these people find housing. She stated the cost of rent is a big concern, emphasizing the need for more landlords willing to reduce rental rates and rent to higher-risk people. She noted affordable rent is based on an individual's income and many people are working minimum wage jobs, which still does not cover their rent. In addition, she inquired if there are tax breaks and incentives provided to builders to create more affordable housing. She stated neighborhoods should consist of a balance of all income levels.

Abdiwali Sharif, Somali Community Development of North Dakota, addressed housing, homeownership, and language barriers. He noted many New Americans move here from other countries and try to rent an apartment, but many do not have a credit history background, which prevents them from finding housing. He echoed concerns regarding minimum wage jobs and increasing rents, which prevent many people from finding affordable housing.

Chris Johnson, Rape and Abuse Crisis Center, noted the center sees over 3,000 people per year and talked about the amount of violence they see in the community, including domestic violence, sexual assault, and child sexual abuse. He spoke on concerns regarding the availability of affordable housing to people with questionable histories and the barriers their histories may present. He emphasized the importance of making sure people are safe and housed.

Cody Schuler, FM Coalition for Homeless Persons, added there are some places where affordable units exist but they are not convenient if people do not have cars. He noted concerns regarding the location of housing and availability of transportation to people based on their locations.

Thomas Hill, United Way, spoke about workforce and skills gaps. He noted many services exist throughout the community, but there are continual barriers such as transportation, childcare for working families, and availability of affordable housing for people based on their wages and the fair market rents.

Connie Nelson, Fargo Public Schools, talked about neighborhoods and the number of schools that are low income, emphasizing the need to redevelop and repopulate areas to keep the neighborhood schools going. She spoke about needs including increased security in schools, availability of parking, safety/security upgrades, and building maintenance and repair issues. She talked about concerns with combining schools, which would result in an increased distance for children to travel to school.

Christian Harris, New American Consortium, spoke on diversity and the need for leadership development in the New American community. He expressed the need to prioritize the continuance of New American leadership to serve as a bridge between the City, other service providers, and New Americans. He noted that by empowering leaders, this will give them the capacity to continue services and voice the needs of the New American communities.

Stephen Roise, Healthcare Equipment Recycling Organization (HERO), talked about affordability and poverty, noting HERO has seen an increase in overall demand of medical equipment and supplies. He noted there are many people living in poverty who need affordable healthcare equipment. He also echoed the need for more bus routes/stops through public transportation.

DeAnne Sperling, North Dakota State College of Science – Fargo, spoke about the SkillsND Program, which provides job skills training for underemployed, unemployed, and New American populations. She noted the purpose of this program is to help people develop the skills they need to enter the workforce, preventing poverty and homelessness in families. She added the areas of work that the SkillsND Program is focused towards are pre-manufacturing, manufacturing, and nursing.

Abdi Jama, Global Youth United, expressed concerns related to poverty and the programs available to New American youth. He noted many New American youth participate in recreational activities but there needs to be more opportunities for youth to express their talents. In addition, he talked about concerns with language barriers.

Abdiwali Sharif, Somali Community Development of North Dakota, discussed concerns with low homeownership rates for minority populations and talked about the need for some form of assistance to help increase homeownership such as downpayment assistance or 0% interest loans.

Jim Gilmour noted there are tenant education classes being offered through Southeastern North Dakota Community Action Agency and homebuyer education classes being offered through and Lakes & Prairies Community Action Partnership, Inc.

Dawn Morgan, Fargo Neighborhood Coalition, inquired why young people are not acclimating to American society, noting many are eager and bring a lot of value to homes, language skills, and their interpretation of the American way of life. She added the youth that she has met have a great eagerness to participate in society.

Abdi Jama, Global Youth United, stated their organization looks at the strengths of kids and what they like to do, putting those first. He said the aim is to give the kids the ability to do what they love and express their talents, then integrate this into education for them to go to college. He expressed concerns with the lack of funds to implement programs for these kids.

Abdiwali Sharif, Somali Community Development of North Dakota, spoke about the balance between the culture of New American youth and American culture, adding many New American youth experience pressure to learn from their home culture as well as try to integrate into American culture. He explained the difficulty for youth to balance both sides in a household that does not understand both cultures. He emphasized the need for a plan to help New American youth grow and integrate smoothly into society.

City Commissioner John Strand reiterated the importance of partnering and building relationships to move forward with addressing community development and human service needs. He added finding a soccer field and nets for New American youth to participate in recreational activities through connecting with the Fargo School District and Fargo Park District is an example of how developing relationships can make a world of difference.

Ken Enockson, Roosevelt Neighborhood Association, discussed homeownership and affordable housing, noting a way to achieve more affordable housing may be to pursue land trusts.

Jim Nelson, Lake Agassiz Habitat for Humanity, spoke about affordable housing and the ongoing need for the acquisition of “development ready” land parcels to be used for low-income housing. He added low-income housing helps improve education, health, safety, community involvement, financial stability, and hope for the future for families coming out of poverty, and allows these families’ reliance on government programs to decrease significantly.

Michelle Rydz, High Plains Fair Housing Center, discussed the issues that High Plains Fair Housing addresses, noting 95% of all of their clients fall within the low-moderate income parameters. She stated housing discrimination issues are prevalent, with the highest number of complaints coming from persons with disabilities, second is race and national origin, and others include familial status and receipt of public assistance. She

added they have completed nearly 20 tests in-person or phone tests, and 30 phone audit tests, with discrimination (based on race, national origin, public assistance, and disability) being uncovered in 20% of the tests. She stated they have assisted 7 New American families in exercising their fair housing rights, and have also assisted clients who were harassed by their neighbors to file complaints or move apartments without penalty. She added free speech is protected by the constitution but becomes a fair housing issue when people are threatened and intimidated in their homes. In addition, she said their organization assisted 4 Fargo clients with disabilities through the fair housing complaint process, which resulted in monetary remedies. She stated there are currently 2 pending cases of persons with disabilities in the complaint process with the Department of Housing and Urban Development.

Amy Nash, Fargo-Moorhead Dorothy Day House of Hospitality and F5 Project, addressed poverty, lack of affordability, transportation, housing, and workforce challenges. She noted there needs to be a focus on creating second chances and offering low-burden support to assist in making homelessness brief and transition swift. She stated, once a person has a stable place to stay and a means to move about the community, many of the opportunities for self-sufficiency can emerge at the hands of that person, which is true empowerment. She added if these strategies are coupled with addressing the living wage, second-chance employment, and workforce strategies, then the opportunities to be productive, tax-paying citizens are fueled. She stated many people that FM Dorothy Day House of Hospitality and F5 Project serve are in need of second chances to overcome barriers of low credit, past records, incarceration, etc. She emphasized the first step to empowerment is housing, then the issues of quality-of-life can be addressed. She stated the solution for serving a long-term impact is addressing the need for housing, affordability, and attainability.

Jim Gilmour concluded the meeting by thanking everyone for the work they do to address the needs in the community and echoed the importance of developing relationships with each other to continue moving forward.

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**City of Fargo, North Dakota**  
**2018 Action Plan**  
**Housing and Community Development**

Presented to

U.S. Department of Housing and Urban Development  
Denver Office of Community Planning and Development



## EXECUTIVE SUMMARY

The 2018 Fargo Community Development Action Plan addresses the City's allocation of nearly \$1.0 million in Federal funds for the purpose of furthering the creation and retention of affordable housing, revitalizing blighted areas, and assisting low-income households and neighborhoods.

The activities included in this Action Plan address priority needs in the areas of housing, homelessness and non-housing community development. Specific goals focus on affordable housing, homeownership, homelessness, neighborhoods, employment, transportation, fair housing/diversity, and poverty reduction.

Over the years, the City of Fargo has exhibited a commitment to these issues in previous action plans and has demonstrated capacity in successfully implementing the proposed projects. The 2018 Annual Action Plan outlines the City's approach to sub-recipient and self-monitoring, which includes regular file monitoring and periodic on-site visits to assisted projects.

<b>SUMMARY</b>		
<b>FY2018 Community Development Budget – proposed</b>		
	<b>CDBG</b>	<b>HOME</b>
<b>Housing</b>		
1. Housing Rehabilitation and Delivery – Owner Occupied	213,000	252,000
2. CHDO Housing Project		100,000
3. Special Assessment Assistance	15,000	
<b>Downtown</b>		
4. Downtown Slum/Blight Projects	100,000	
<b>Public Service Projects</b>		
5. Housing Education	15,000	
6. Homeless Initiatives	38,000	
7. Metro Transportation Initiative	5,000	
8. Snow Removal Assistance	2,000	
9. NDSCS – Job Training	30,000	
<b>Facilities and Capital Projects</b>		
10. Fraser Ltd	17,000	
11. Rape and Abuse Crisis Center	60,000	
12. Rebuilding Together	10,000	
<b>Planning, Admin &amp; Fair Housing</b>		
13. High Plains Fair Housing Center	5,000	
14. Planning and Administration	127,000	34,000
<b>Total Budgeted</b>	<b>\$637,000</b>	<b>\$386,000</b>

**Project Title**  
**Action Plan ID**  
**Local Project ID**

## Housing Rehab and Delivery – Owner Occupied

1

**Applicant's name**  
**Project Description**

Various  
 Program to rehabilitate existing owner-occupied houses that are at least 40 years old and have a value of less than \$175,000, or occupied by elderly or disabled persons. Eligible properties can be single-family residences, including manufactured homes permanently attached to real property, and two-unit structures where the owner lives in one of the units and rents the other to a tenant (must be a legal rental unit and have been in existence for 10 years). Most of the houses that are rehabilitated are located in Fargo's older low/mod neighborhoods.

**Location**  
**Goal Supported**  
**Needs Addressed**  
**Con Plan Objective Number**

Citywide  
 Affordable Housing  
 Housing Needs  
 H-1, Rehabilitate older owner-occupied housing  
 H-2, Work with local partners to create new and rehabilitate affordable housing throughout the community, including the preservation of the existing subsidized housing  
 CD-1, Eliminate blighted conditions from Fargo's central residential neighborhoods

**HUD Matrix Code**  
**CDBG Citation**  
**CDBG National Obj**  
**HUD Obj/Outcome**  
**Target Date**

14A (Rehab – single unit residential)  
 570.202  
 Low/Mod Housing  
 Affordability for the purpose of providing decent housing  
 April 30, 2019

**Performance Indicators**

- Direct Benefit - Low and moderate income homeowners
- Indirect Benefit - Residents of affected older neighborhoods (well-maintained housing stock)
- Repair/Rehabilitate approximately 10 homes that are at least 40 years old or occupied by elderly or disabled persons

**Units at completion**  
**Program income**

10  
 This activity will generate program income and recaptured funds (HOME). Some of the funds will be repaid because the assistance is given in the form of a low-interest amortized loan. Some of the granted rehab funds may be repaid if a sale or other circumstance triggers repayment of the assistance.

**HOME Match**

This activity is expected to generate some match, in the form of tax exemptions granted to HOME assisted properties and below-market interest rates associated with City NRI funds. All match will be documented and reported to HUD.

**Resale/Recapture**

Recapture – loans are forgiven over a 10-year period.

<b>Funding Sources</b>	
CDBG	\$213,000
ESG	
HOME	\$252,000
HOPWA	
<b>Total formula grant funds</b>	<b>\$465,000</b>
Prior year funds	
Assisted housing	
Other funding	
<b>Total</b>	<b>\$465,000</b>

## Community Housing Development Organization (CHDO) Project

<b>Project Title</b>	
<b>Action Plan ID</b>	2
<b>Local Project ID</b>	
<b>Applicant's name</b>	Community Housing Development Organization
<b>Project Description</b>	Beyond Shelter, Inc. is currently the only Community Housing Development Organization (CHDO) authorized to receive the HOME set-aside funds in Fargo.
<b>Location</b>	To be determined
<b>Goal Supported</b>	Affordable Housing
<b>Needs Addressed</b>	Housing Needs
<b>Con Plan Objective Number</b>	H-2, Work with local partners to create new affordable housing in the community
<b>HUD Matrix Code</b>	12 (Construction of Housing)
<b>CDBG Citation</b>	570.201(m)
<b>CDBG National Obj</b>	N/A
<b>HUD Obj/Outcome</b>	Availability/Accessibility for the purpose of providing decent housing
<b>Target Date</b>	April 30, 2019
<b>Performance Indicators</b>	Construct affordable housing units to serve households at or below 60% AMI
<b>Units at completion</b>	2 HOME units – in Fargo
<b>Program income</b>	This activity is not expected to generate program income.
<b>HOME Match</b>	This activity is expected to generate match that can be used toward the 25 percent match requirement. All match will be documented and reported to HUD.
<b>Resale/Recapture</b>	Recapture

<b>Funding Sources</b>	
CDBG	
ESG	
HOME	\$100,000
HOPWA	
Total formula grant funds	\$100,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
Total	\$100,000

**Project Title** **Special Assessment Assistance**  
**Action Plan ID** 3  
**Local Project ID**

**Applicant's name** City of Fargo

**Project Description** This program pays for the special assessments of lower-income persons (less than 60% AMI) for water main replacement and possibly for alley paving, streetlights and other designated infrastructure projects. Infrastructure projects designated for CDBG participation are targeted to geographic areas where at least 35 percent of the residents are lower-income persons (as designated by the US Census).

**Location** Citywide

**Goal Supported** Neighborhoods  
**Needs Addressed** Non-Housing Community Development Needs  
**Con Plan Objective Number** H-3, Assist low income homeowners with infrastructure assessments to help maintain the affordability of homeownership

**HUD Matrix Code** 03J (Public Facilities – Water & Sewer Improvements)  
**CDBG Citation** 570.201(c)  
**CDBG National Obj** Low/Mod Clientele  
**HUD Obj/Outcome Target Date** Affordability for the purpose of providing a suitable living environment  
 October 31, 2018 (project completions); funds will be expended when assessments are levied (estimate November 2018)

**Performance Indicators** Assist approximately 100 lower-income persons with their yearly special assessment

**Units at completion** n/a  
**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$15,000
ESG	
HOME	
HOPWA	
<b>Total formula grant funds</b>	<b>\$15,000</b>
Prior year funds	
Assisted housing	
PHA	
Other funding	
<b>Total</b>	<b>\$15,000</b>

<b>Project Title</b>	<b>Downtown Slum and Blight Projects</b>
<b>Action Plan ID</b>	4
<b>Local Project ID</b>	
<b>Applicant's name</b>	Various
<b>Project Description</b>	The Community Development Committee wishes to set aside funds for potential projects in the Downtown area that will address slum and blight conditions. Included among these potential projects will be storefront rehabilitation grants to property owners which must be matched one-for-one with private dollars and be utilized for façade renovation. Other activities undertaken with the intention of eliminating blighted conditions in designated areas may be considered as well. At this time, specific projects are yet to be determined.
<b>Location</b>	Downtown Fargo, designated blighted areas (generally, Census Tract 7, Block Groups 1 and 2)
<b>Goal Supported</b>	Neighborhoods
<b>Needs Addressed</b>	Non-Housing Community Development Needs
<b>Con Plan Objective Number</b>	CD-1, Eliminate blighted conditions from the Downtown business district CD-2, Foster the establishment of strong neighborhoods through the implementation of neighborhood revitalization efforts
<b>HUD Matrix Code</b>	14E (Rehab – publicly or privately owned commercial)
<b>CDBG Citation</b>	570.202(a)(3)
<b>CDBG National Obj</b>	SBA (Slum/Blight Area)
<b>HUD Obj/Outcome</b>	Sustainability for the purpose of creating economic opportunity
<b>Target Date</b>	April 30, 2019
<b>Performance Indicators</b>	Provide grants to eliminate blighted conditions at approximately 2 yet-to-be-determined properties.
<b>Units at completion</b>	To be determined
<b>Program income</b>	This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$100,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$100,000
Prior year funds	
Assisted housing	
PHA	
Other funding – ADDI DCS	
Total	\$100,000

<b>Project Title</b>	<b>Housing Education</b>
<b>Action Plan ID</b>	5
<b>Local Project ID</b>	
<b>Applicant's name</b>	Various
<b>Project Description</b>	CDBG funds will be utilized to support Homebuyer and Tenant Education classes in the Fargo-Moorhead community.
<b>Location</b>	Citywide
<b>Goal Supported</b>	Poverty Reduction
<b>Needs Addressed</b>	Non-Housing Community Development Needs
<b>Con Plan Objective Number</b>	H-5, Provide opportunities for education to potential and recent homeowners and tenants H-7, Increase homeownership rates for minorities
<b>HUD Matrix Code</b>	05R (Homeownership Assistance – Not Direct)
<b>CDBG Citation</b>	570.201(e)
<b>CDBG National Obj</b>	Low/Mod Housing
<b>HUD Obj/Outcome</b>	Sustainability for the purpose of providing decent housing
<b>Target Date</b>	April 30, 2019
<b>Performance Indicators</b>	Provide homebuyer and tenant education training sessions to approximately 30 individuals/households.
<b>Units at completion</b>	n/a
<b>Program income</b>	These activities are not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$15,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$15,000
Prior year funds	
Assisted housing	
PHA	
Other funding – ADDI DCS	
<b>Total</b>	<b>\$15,000</b>

<b>Project Title</b>	<b>Homeless Initiatives</b>
<b>Action Plan ID</b>	6
<b>Local Project ID</b>	
<b>Applicant's name</b>	Various
<b>Project Description</b>	CDBG funds will be utilized to provide operating support at Fargo's Gladys Ray Shelter, and the possible creation of an indemnification fund for landlords that rent to long-term homeless individuals. The work is part of Fargo's 10-Year Plan to End Long-Term Homelessness.
<b>Location</b>	Citywide
<b>Goal Supported</b>	Homelessness
<b>Needs Addressed</b>	Homeless and Special Needs
<b>Con Plan Objective Number</b>	HO-1, Work to end chronic homelessness in Fargo through the 10-Year Plan
<b>HUD Matrix Code</b>	03T (Operating Costs of Homeless/AIDS Patients Programs)
<b>CDBG Citation</b>	570.201(e)
<b>CDBG National Obj</b>	Low/Mod Clientele
<b>HUD Obj/Outcome</b>	Sustainability for the purpose of creating a suitable living environment
<b>Target Date</b>	April 30, 2019
<b>Performance Indicators</b>	Provide operating funding for the emergency shelter and help meet the needs stated in Fargo's 10-year Plan to End Long-Term Homelessness
<b>Units at completion</b>	n/a
<b>Program income</b>	These activities are not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$38,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$38,000
Prior year funds	
Assisted housing	
PHA	
Other funding – ADDI DCS	
<b>Total</b>	<b>\$38,000</b>

**Project Title** Metro Transportation Initiative

**Action Plan ID** 7

**Local Project ID**

**Applicant's name**

**Project Description** CDBG funds will be used to fund transportation solutions for low-income clients of agencies, such as Adult Education and Southeast North Dakota Community Action Agency's Head Start Program. Transportation solutions are developed by a metropolitan wide consortium of social service agencies and transportation providers to improve access to employment and employment related skill development sites.

**Location** Citywide (Public Service)

**Goal Supported** Poverty Reduction

**Needs Addressed** Non-Housing Community Development Needs

**Con Plan Objective Number** CD-4, Support skill building opportunities designed to improve self-sufficiency and personal success  
CD-5, Support metropolitan efforts to address transportation and other barriers to work that affect low-income individuals

**HUD Matrix Code** 05E (Public Service – Transportation Services)

**CDBG Citation** 570.201(e)

**CDBG National Obj** Low/Mod Clientele

**HUD Obj/Outcome** Availability/Accessibility for the purpose of creating economic opportunity

**Target Date** April 30, 2019

**Performance Indicators** Provide subsidy to at least 20 individuals for rides on Metro Area Transit to help low-income individuals and New Americans with public transportation.

**Units at completion** n/a

**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$5,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$5,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
Total	\$5,000



**Project Title** **Snow Removal Assistance**  
**Action Plan ID** 8  
**Local Project ID**  
**Applicant's name** City of Fargo  
**Project Description** Partner to assist with snow removal for low and moderate income senior households and people with disabilities. Snow removal service includes one path to the front door, and the public sidewalk in front of the house.  
**Location** Citywide  
**Goal Supported** Poverty Reduction  
**Needs Addressed** Non-Housing Community Development Needs  
**Con Plan Objective Number** CD-5 Support metropolitan efforts to address barriers that affect low-income individuals  
**HUD Matrix Code** 05A (Senior Services)  
**CDBG Citation** 570.201(e)  
**CDBG National Obj** Low/Mod Clientele  
**HUD Obj/Outcome** Availability/Accessibility in order to create a suitable living environment  
**Target Date** April 30, 2019  
**Performance Indicators** This project will benefit an estimated 10 senior/disabled households. All will be at or below 80 percent of the area median income.  
**Units at completion** n/a  
**Program income** n/a

<b>Funding Sources</b>	
CDBG	\$2,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$2,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
<b>Total</b>	<b>\$2,000</b>

**Project Title** **NDSCS - Job Training**  
**Action Plan ID** 9  
**Local Project ID**  
**Applicant's name** Various  
**Project Description** The North Dakota State College of Science - Fargo, in cooperation with North Dakota Job Service, Lutheran Social Services, and Fargo Adult Learning Center, will offer a targeted job skills development program for New American and low-income individuals.  
**Location** Citywide  
**Goal Supported** Poverty Reduction  
**Needs Addressed** Non-Housing Community Development Needs  
**Con Plan Objective Number** CD-4, Support skill building opportunities designed to improve self-sufficiency and personal success  
**HUD Matrix Code** 05H (Employment Training)  
**CDBG Citation** 570.201(e)  
**CDBG National Obj** Low/Mod Clientele  
**HUD Obj/Outcome** Availability/Accessibility for the purpose of creating economic opportunity  
**Target Date** April 30, 2019  
**Performance Indicators** Provide training to at least 8 low/moderate income adults. Program participants must either be underemployed or be classified as a refugee.  
**Units at completion** n/a  
**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$30,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$30,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
Total	\$30,000

**Project Title** **Fraser, Ltd**  
**Action Plan ID** 10  
**Local Project ID**  
**Applicant's name** Fraser, Ltd  
**Project Description** CDBG funds will be utilized to ensure safe housing remains intact for adults with intellectual and developmental disabilities who need assistance with daily living activities. These funds will allow an Independent Living Program house to increase functionality through facility upgrades.  
**Location** 2574 Arrowhead Road South  
**Goal Supported** Affordable Housing  
**Needs Addressed** Housing Needs  
**Con Plan Objective Number** H-2, Work with local partners to create new and rehabilitate affordable housing throughout the community  
**HUD Matrix Code** 03B (Handicapped Centers)  
**CDBG Citation** 570.201(c)  
**CDBG National Obj** Low/Mod Clientele  
**HUD Obj/Outcome** Sustainability for the purpose of promoting a livable or viable community, creating a suitable living environment  
**Target Date** April 30, 2019  
**Performance Indicators** Provide a suitable living environment at the facility that serves approximately 6-8 individuals.  
**Units at completion** n/a  
**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$17,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$17,000
Prior year funds	
Assisted housing	
PHA	
Other funding – ADDI DCS	
<b>Total</b>	<b>\$17,000</b>

<b>Project Title</b>	<b>Rape and Abuse Crisis Center</b>
<b>Action Plan ID</b>	11
<b>Local Project ID</b>	
<b>Applicant's name</b>	Rape and Abuse Crisis Center
<b>Project Description</b>	CDBG funds will be used to improve the safety and security of the center, removing physical barriers and allowing all individuals equal access to the facility. The center provides crisis intervention, advocacy, counseling, and education to all persons affected by sexual and domestic violence, providing prevention programs to create a society free of personal abuse.
<b>Location</b>	720 4th Avenue North and 315 8th Street North
<b>Goal Supported</b>	Neighborhoods
<b>Needs Addressed</b>	Non-Housing Community Development Needs
<b>Con Plan Objective Number</b>	CD-2 Foster the establishment of strong neighborhoods through the implementation of neighborhood revitalization efforts
<b>HUD Matrix Code</b>	14E (Rehab – publicly or privately owned commercial)
<b>CDBG Citation</b>	570.201(a)(3)
<b>CDBG National Obj</b>	Low/Mod Area
<b>HUD Obj/Outcome</b>	Sustainability for the purpose of promoting a livable or viable community, creating a suitable living environment
<b>Target Date</b>	April 30, 2019
<b>Performance Indicators</b>	Based on the Census data for this low-mod area, 375 individuals will benefit from the safety and security improvements to the facility.
<b>Units at completion</b>	n/a
<b>Program income</b>	These activities are not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$60,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$60,000
Prior year funds	
Assisted housing	
PHA	
Other funding – ADDI DCS	
<b>Total</b>	<b>\$60,000</b>

**Project Title** **Rebuilding Together**

**Action Plan ID** 12

**Local Project ID**

**Applicant's name** Rebuilding Together

**Project Description** CDBG funds will be used to support home improvements to low-income seniors, veterans, and disabled individuals.

**Location** Citywide

**Goal Supported** Affordable Housing

**Needs Addressed** Housing Needs

**Con Plan Objective Number** H-1, Rehabilitate older owner-occupied housing  
H-2, Work with local partners to create new and rehabilitate affordable housing throughout the community, including the preservation of the existing subsidized housing  
CD-1, Eliminate blighted conditions from Fargo's residential neighborhoods

**HUD Matrix Code** 14A (Rehab – single unit residential)

**CDBG Citation** 570.202

**CDBG National Obj** Low/Mod Housing

**HUD Obj/Outcome** Affordability for the purpose of providing decent housing

**Target Date** April 30, 2019

**Performance Indicators**

- Direct Benefit - Low and moderate income homeowners
- Indirect Benefit - Residents of affected older neighborhoods (well-maintained housing stock)
- Repair/Rehabilitate approximately 2 homes that are at least 40 years old or occupied by seniors, veterans, or disabled persons

**Units at completion** n/a

**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$10,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
<b>Total</b>	<b>\$10,000</b>

**Project Title** **High Plains Fair Housing Center**  
**Action Plan ID** 13  
**Local Project ID**  
**Applicant's name** High Plains Fair Housing Center  
**Project Description** CDBG funds will be used for comprehensive outreach and fair housing education in the region.  
**Location** Citywide  
**Goal Supported** Planning, Admin and Fair Housing  
**Needs Addressed** Non-Housing Community Development Needs  
**Con Plan Objective Number** CD-3, Provide education on fair housing issues  
**HUD Matrix Code** 21D (Fair Housing Activity – subject to Admin. Cap)  
**CDBG Citation** 570.206  
**CDBG National Obj** Low/Mod Clientele  
**HUD Obj/Outcome** Sustainability for the purpose of promoting a livable or viable community, decent housing  
**Target Date** April 30, 2019  
**Performance Indicators** It is estimated approximately 150 individuals will benefit from the Fair Housing education and outreach  
**Units at completion** n/a  
**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$5,000
ESG	
HOME	
HOPWA	
Total formula grant funds	\$5,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
<b>Total</b>	<b>\$5,000</b>

**Project Title** **Planning and Administration**  
**Action Plan ID** 14  
**Local Project ID**  
**Applicant's name** City of Fargo  
**Project Description** Funds are used for the administration of community development programs and general planning activities. HOME funds pay for administration of the Home program and a share of the delivery costs of the housing rehabilitation program. CDBG funds pay for administrative costs of the personnel that work on the planning and delivery of these community development programs, in addition to special plans, studies, and fair housing education.  
**Location** Citywide  
**Goal Supported** Planning and Admin (Administrative funds are used to develop and implement all approved community development activities. However, specific admin activities will address the following priority needs objectives.)  
**Objective Number** H-4, Increase public awareness of affordability concerns and the needs of at-risk populations  
HO-1, Work to end chronic homelessness in Fargo  
HO-2, Provide a continuum of housing options for Fargo's homeless population and encourage the development of supportive housing partnerships  
CD-3, Provide education on fair housing issues  
**HUD Matrix Code** 21A (General Administration)  
21H (Admin costs of a PJ)  
**CDBG Citation** 570.206  
**CDBG National Obj** N/A  
**Target Date** April 30, 2019  
**Performance Indicators** n/a  
**Units at completion** n/a  
**Program income** This activity is not expected to generate program income.

<b>Funding Sources</b>	
CDBG	\$127,000
ESG	
HOME	\$34,000
HOPWA	
Total formula grant funds	\$161,000
Prior year funds	
Assisted housing	
PHA	
Other funding	
Total	\$161,000

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# **Fair Housing Update**

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## **1. Benefits, Services, and Methods of Administration**

### **Relevant Law, Guidance, and Regulation:**

Title VI of the Civil Rights Act of 1964 (Title VI) – 24 CFR 1.4

Section 109 of Title I of the Housing and Community Development Act of 1974 (Section 109)  
24 CFR 6.4

Section 504 of the Rehabilitation Act of 1973 (Section 504) - 24 CFR 8.4(b)

### **HUD Technical Assistance Comments:**

Title VI, Section 109, and Section 504 require Fargo to analyze jurisdictional demographic data for race, color, national origin, sex, religion, and disability to determine whether any of the jurisdiction's minority groups appear under-represented by any group protected by Title VI, Section 109, or Section 504, Fargo must adjust the administration of its programs and activities to assure equitable participation.

### **City of Fargo Response:**

Over the course of the next year, the City of Fargo will work with its recipients to ensure that demographic data is being collected on beneficiaries of federal funds, including the gaps mentioned in the technical assistance as well as ensuring race and ethnicity are treated separately. We will report the progress and any data collected in future CAPER submissions, with the goal of having data collections for these categories fully operational and collected for the 2020 CAPER.

Of the data we do collect, we show an over-representation of groups protected by Title VI, Section 109, and Section 504, with the exception of people of Asian descent, which make up 3% of the population but only 1% of the beneficiaries of CDBG and 0% of HOME beneficiaries. The City of Fargo will make plans to reach out to this community specifically and begin implementation of the plans over the next year with updates on progress to be included in future CAPER submissions. These efforts will also be reflected in our citizen participation efforts below.

## **2. Citizen Participation**

### **Relevant Law, Guidance, and Regulation:**

Title VI - 24 CFR - 1.4 and 570.506 and 91.105

Section 109 - 24 CFR - 6.6 and 570.506 and 91.105

Section 504 - 24 CFR - 8.4 and 570.506 and 91.105

### **HUD Technical Assistance Comments:**

Title VI, Section 109, and Section 504 require Fargo to implement affirmative efforts to involve racial, ethnic, or religious minorities, single sex headed households, and people with disabilities in its citizen participation process.

**City of Fargo Response:**

The City of Fargo holds regular Community Development Committee meetings, and specific outreach meetings to give feedback on the expenditure of local and federal funds. We invite 142 organizations which serve clients from each of the protected classes. We are making plans to create additional opportunities for citizen participation, including making special efforts to receive feedback from protected groups both by directly reaching out to communities of protected groups, as well as working with our partners and the 142 organizations that attend our annual outreach meeting to make additional efforts to reach their clients and employees, who are members of protected groups. A list of the 142 organizations is attached.

The City of Fargo is planning to expand its public participation process and make additional efforts to reach out to protected classes:

- To the Asian community, which is the only group under-represented in our program usage according to our data
- To the LEP community, particularly: Arabic, Nepali, Somali, Bosnian, Spanish, and Kurdish speaking communities
  - This will include and be a part of efforts to update our four-factor analysis and Language Access Plan (LAP) as noted below under Limited English Proficiency.
- To the hard of hearing and vision impaired community
- Finally, we will expand our use of special notices to all public announcements, including: TTY/TDD information, contact information for our 504 coordinator to secure reasonable accommodations, and information on translation services which are provided upon request

**3. Limited English Proficiency (LEP)****Relevant Law, Guidance, and Regulation:**

Title VI - 24 CFR - 1.4(b)

Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Final Guidance)

**HUD Technical Assistance Comments:**

Title VI and the LEP Final Guidance require Fargo to develop procedures to ensure meaningful access to LEP persons. Fargo must provide interpretation services to LEP persons and must provide written translation of vital documents if and when the LEP population exceeds 1,000 persons. Vital documents include public notices and applications, among others. To comply with LEP requirements, Fargo must conduct a four-factor analysis, create a Language Access Plan (LAP), and document actions to implement the LAP (See document "LEP Reference Sheet," for extensive written technical assistance about completing a four-factor analysis and developing an LAP)

**City of Fargo Response:**

The City of Fargo is working with local agencies to collect data on groups that have limited English proficiency. Census and ACS data do not suggest that there are any groups of people who speak the same primary language and have limited English proficiency (LEP) that reach over 1,000. If we find data that suggests we have reached over 1,000 persons of LEP from one primary language, we will begin the process of translating vital documents into that language. Over the course of the next year, we will complete an updated four-factor analysis and our Language Access Plan (LAP). The City of Fargo does currently have an LAP (See attachment) which was updated in the summer of 2017; however, the four-factor analysis was not updated. A local non-profit has already been contacted to discuss the potential language communities that have the greatest need for translation services, which include: Arabic, Nepali, Somali, Bosnian, Spanish, and Kurdish

The City does provide translation services as needed whenever requested by any member of the public wishing to participate in public meetings or programs, and the City of Fargo website includes an automatic translation of the entire contents of the website into dozens of languages through a service offered by Google.

The City of Fargo will include a means to request reasonable accommodations in regards to interpretation and translation services in its announcements for public participation.

**4. Record Keeping****Relevant Law, Guidance, and Regulation:**

Title VI - 24 CFR - 1.6(b) and 121

Section 109 - 24 CFR - 6.6(a), 6.10(c), and 121

Section 504 - 24 CFR - 8.55(b) and 121

**HUD Technical Assistance Comments:**

Title VI and Section 109 require Fargo to gather and maintain information about the race, ethnicity, and sex of applicants and participants in their federally-funded programs and activities. The collection of race and ethnic data must conform to form HUD-27061, "Race and Ethnic Data Reporting Form." Section 504 requires Fargo to maintain complete and accurate records that show the extent to which people with disabilities participate in its federally funded activities. The implementing regulation specifically requires Fargo to gather, maintain, and submit documentation of the extent to which people with disabilities are participants in federally-funded programs and activities.

**City of Fargo Response:**

Over the course of the next year, the City of Fargo will update its record keeping practices to gather and maintain all demographic information required, including but not limited to: race, ethnicity, disability status, sex, and head of household status of applicants and participants of federally-funded programs and activities. The City of Fargo will also work with grantees of

federal funds to ensure the same standards of record keeping are in place and reported to the City of Fargo. The City of Fargo will provide an update on progress in terms of record keeping in future CAPER submissions.

## **5. Section 504: Effective Communication**

### **Relevant Law, Guidance, and Regulation:**

Section 504 - 24 CFR - 8.6

### **HUD Technical Assistance Comments:**

Section 504 requires Fargo to take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public by: (1) Furnishing appropriate auxiliary aids when necessary to afford individuals with disabilities equal opportunity to participate in and enjoy the benefits of a program or activity receiving federal financial assistance; (2) Providing telecommunication devices for the deaf (TDDs) or equally effective communication systems for hearing impaired persons; and (3) Adopting and implementing procedures to ensure that interested persons (including persons with impaired vision or hearing) can obtain information concerning the existence and location of accessible services, activities, and facilities.

### **City of Fargo Response:**

The City of Fargo currently provides information on its website, agendas, and newspaper advertisements regarding how to contact the City of Fargo for aids and assistance as necessary to participate.

Over the course of the next year the City of Fargo plans to audit its practices to ensure we are effectively communicating the availability of assistance to those with disabilities, hearing, or language barriers. Progress on this will be included in future CAPER submissions, as mentioned in previous sections of this document.

## **6. Section 504: Coordinator**

### **Relevant Law, Guidance, and Regulation:**

Section 504 - 24 CFR - 8.53(a)

### **HUD Technical Assistance Comments:**

Section 504 requires Fargo to designate at least one person to coordinate its efforts to comply with Section 504.

### **City of Fargo Response:**

The City of Fargo previously had two people serving as 504 coordinators. As a result of a new understanding of the regulations in Section 504, we will be selecting a single 504 coordinator.

The Fargo Planning and Development Department is currently undergoing transitions and re-organization. During that process we will select a new 504 coordinator, the name of this person will be included in communication with our HUD contact and in future CAPER submissions, as well as an update as to improvements in our practices in terms of Section 504.

## **7. Section 504: Non-discrimination Notice**

### **Relevant Law, Guidance, and Regulation:**

Section 504 - 24 CFR - 8.54(a) and 8.54(b)

### **HUD Technical Assistance Comments:**

Section 504 requires Fargo to take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, that Fargo does not discriminate on the basis of disability by providing a Section 504 non-discrimination notice within printed informational materials Grantee makes available to participants, beneficiaries, applicants, and employees. The notification must include the name and contact information for the designated Section 504 coordinator and information about the availability of reasonable accommodations.

### **City of Fargo Response:**

The City of Fargo includes a non-discrimination notice on all applications for programs and positions as well as all program pamphlets. The City of Fargo plans to audit and improve its notices to ensure opportunities for reasonable accommodation for people with hearing loss, vision loss, disability, or language barrier, as mentioned in previous sections of this document.

## **8. Section 504: Grievance Procedure**

### **Relevant Law, Guidance, and Regulation:**

Section 504 - 24 CFR - 8.53(b)

### **HUD Technical Assistance Comments:**

Section 504 requires Fargo to adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504.

### **City of Fargo Response:**

The City of Fargo will put together a complete grievance procedure for beneficiaries of HUD funding that incorporates appropriate due process standards and provides for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 over the course of the next year. Progress will be reported in the next CAPER.

## **9. Affirmatively Furthering Fair Housing (AFFH)**

### **Relevant Law, Guidance, and Regulation:**

Title VIII of the Fair Housing Act of 1968, as amended (The Fair Housing Act), Sections 808(d) and 808(e)(5);

24 CFR. – 91.225; Affirmatively Furthering Fair Housing, Final Rule: 24 CFR Parts 5, 91, 92 et al.

2010 Analysis of Impediments (AI) does not contain all of the essential elements of an AI. See FHEO reviews of Fargo's PY 2011 CAPER and PY 2012 AAP for additional TA in regards to 2010 AI.

### **HUD Technical Assistance Comments:**

FHEO encourages Fargo to complete its updated AI utilizing the AFFH Rule framework, draft assessment tools, and AFFH Data and Mapping Tool (AFFH-T) to inform the update.

### **City of Fargo Response:**

The City of Fargo will update its Analysis of Impediments to Fair Housing (AI) and include all the essential elements as explained in FHEO reviews of Fargo's PY 2011 CAPER, and other HUD guidance. The City of Fargo has begun the process of creating a "Core Neighborhoods Plan" (CNP) that includes much of the lowest income areas in Fargo, and plans to continue the process of neighborhood planning to overcome impediments to fair housing and other community needs. We will provide updates on progress in future CAPER submissions.