



First Program Year Action Plan

The CPMP First Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GENERAL

Executive Summary

Program Year 1 Action Plan Executive Summary:

The City of Dunkirk is submitting the fiscal year 2013 – 2014 Action Plan as the first Action Plan of the fiscal years 2013 – 2017 Consolidated Plan. The Annual Plan is required by the U.S. Department of Housing and Urban Development (HUD) from all jurisdictions receiving annual entitlement of formula grants. The Annual Plan outlines activities to be undertaken in 2013 – 2014 including available and potential resources as well as proposed accomplishments. The Plan is due to HUD no later than February 15, 2013.

Based on the 2013 – 2017 Consolidated Plan for the next five years, this document identifies the activities that will address the priority needs in the community.

The 2013 – 2014 Program Year Consolidated Action Plan covers the period of April 1, 2013 through March 31, 2014.

General Questions

1. For the Fiscal Year 2013 – 2014, the entire area of the City of Dunkirk is considered to be in the low to moderate income bracket. Therefore, the entire city area stands to benefit from CDBG funds.
2. The City of Dunkirk will target the poorest of poor areas of the city for CDBG funds if possible; thus eliminating blight and improving the housing stock. The City also plans to put together a Slum and Blight study to outline the areas most in need. This will be included as an addendum to the Consolidated Plan in the future.
3. Proactive project management and real time analysis will be implemented to monitor the use of CDBG funds in the City of Dunkirk. These management strategies will be used to prevent the misuse of CDBG funds, and to keep the city on track for its desired goals.

4. Federal funds expected to be made available to achieve our goals will be community development block grant funds. State and local funds are intended to match these funds if applicable.

Managing the Process

1. The agency responsible for administering CDBG funds in the City of Dunkirk is the City of Dunkirk Department of Planning and Development. Our primary subrecipients of community development block grant funds are Chautauqua Opportunities Incorporated (COI) , and the Dunkirk Local Development Corporation (DLDC).
2. The planning process for the Consolidation Plan began in May 2012, where members of the Department of Planning and Development in the City of Dunkirk met to discuss what they believe would be good for the City of Dunkirk. From there, public hearings were held twice a month for four months to discuss the CDBG program and to get public input as to what the city needs from CDBG. During this time, solicitation began in the attempt to find subrecipients based on the needs of the community.
3. Actions that will take place in the next year to enhance public and private participation and partnerships with regard to CDBG will include but are not limited to advertisements about CDBG through the use of social media, informational listings in the local newspaper, and word of mouth to name a few.

Citizen Participation

1. Citizens of the City of Dunkirk were encouraged to participate in any of six public meetings throughout the summer of 2012 about CDBG funds and their application in Dunkirk. These meetings displayed both the pride of the community and the concerns that the people of the City of Dunkirk face. We held meetings in a variety of venues throughout the City in an attempt to reach out to populations that would normally not be interested or available in attending public meetings. While the turnout at our meetings was not overwhelming to say the least, we did have unprecedented numbers of people attend the meetings. We hope to build upon these numbers to encourage a more participatory democracy in the City of Dunkirk in the future.
2. The public has expressed positive views toward our 2013 – 2017 Comprehensive Plan, believing that with better organization and better management, a new plan is key to Dunkirk turning a new leaf and starting to grow again.

3. One of our biggest concerns was increasing the number of people aware of the planning process for the City of Dunkirk’s Consolidation Plan. In order to do this, we held meetings at a variety of locations throughout the City of Dunkirk, including a university technology incubator, a Spanish speaking church, a gazebo in Washington Park, a senior activity center, and a subsidized housing complex. We specifically focused on holding our meetings on the ground floor of all venues, and translators were available at meetings if it was determined to be necessary. Refreshments were provided at all meetings, and all meetings were announced on the radio and in the local newspaper.
4. Several comments were not accepted due to practical reasons. One citizen suggested we focus our efforts on building a tool library for citizens. While we truly do understand and appreciate the value of a tool library in a low income community, we cannot strictly focus our funding on a project of this nature that can, and has, been built by private individuals. In this situation, we worked with the interested individual to help find an organization or business to work with. While we were not successful, we will continue to work top find an appropriate situation for a project such as this. Another citizen suggested we focus funding on establishing an indoor soccer field in the City of Dunkirk. Like the tool library, we are all in favor of this concept, however, we feel as though Community Development funds are more needed in the redevelopment of our community at this time, especially considering the amount of funds we do receive.

Institutional Structure

1. In the process of constructing this plan, a steering committee was constructed of non-governmental city residents from various parts of the city. These residents will remain as a committee after the plan has been implemented to help guide government officials and grantees in terms of what needs to happen, and where it needs to happen.

Monitoring

2. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements. In monitoring our plan, we anticipate matching available resources with the needs of our subrecipients, given our limited staff. We also will conduct analysis on subrecipients, to see if they are new to working with HUD grants, which can cause them to become more of a risk. Finally, we will follow guidelines spelled out by the HUD Community Planning and Development Monitoring Handbook (Handbook 6509.2) using the concept of monitoring checklists. Our checklist will look like this:

CDBG Monitoring		
Activity Summary	Yes	No
Status of Project	Complete	Incomplete
Applicable regulations	Applicable	Inapplicable
Documentation Req.	Yes	No
Problems Encountered	Yes (explain below)	No

The City of Dunkirk is working with a CDBG consultant to improve our monitoring as well as subrecipient agreements to outline monitoring in the future.

Lead-based Paint

Actions will be continued in the City of Dunkirk to evaluate and reduce the number of houses containing lead-based paint hazards. The Chautauqua County Environmental Health Services division responds to reports of children with elevated blood lead levels and performs environmental assessments to identify hazardous areas with lead-based paint in the child's home. Lead hazard control activities may be suggested or ordered to be performed dependent on the child's blood lead level. Education of parents, landlords and renovators on how to prevent lead poisoning and properly deal with lead hazards is a priority.

The Health Department and the Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC) have partnered to implement a third HUD-funded Lead Hazard Control grant. The program offers grants to landlords and homeowners to address lead-based paint hazards in rental properties and homes in Chautauqua County.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Home rehabilitation is one of the most important priorities of the City of Dunkirk with regard to housing at the present time. Due to the aging housing stock, the rehabilitation programs continue to be a high priority for the city. In previous years, our funds for rehabilitation have been dispersed throughout the city with little planning involved. However, now we will take an approach of targeting areas for redevelopment, one area of the city at a time. This way, we can clearly see improvements in neighborhoods and communities. If there is a pressing need to do construction, demolition, rehabilitation, etc, in a neighborhood or area that is not in our target area for the year, we will take steps to get it done, however, we believe our target areas are a priority that will see dramatic improvements annually. While much of the housing stock is in need, we are most interested in assisting individuals in owning, rather than renting. We will focus our attention on owner occupied housing in need.

Specific Objectives / Action Items:

1. The City of Dunkirk has divided its priorities into a year-to-year basis, making our plan easier to understand and use.
 - **Year one: Improve housing stock around the waterfront district area.**
 - Year two: Improve housing stock in the central business district, and area around the waterfront district.

- Year three: Improve area around central business district, focusing specifically in the Washington Park neighborhood, and the Academy Heights neighborhoods.
- Year Four: Improve areas around Washington Park and Academy Heights
- Year Five: Improve housing areas on the boarder of Fredonia, encouraging potential home purchases for students, faculty, and staff from the State University of New York at Fredonia.
- Provide the community with fair housing education. This education should be geared towards citizens, landlords, realtor, and housing providers.

2. Beyond Our Five Year “Waves” Plan, we intend to address lead-based paint hazards through education and resource allocation toward the issue. We also will provide assistance for energy conservation and weatherization activities through housing rehabilitation programs. We will achieve this through the use of energy audits, partnerships with green energy startups from the SUNY Fredonia Technology Incubator, and promotion of the use of Energy Star products. We are also looking to leverage funds with other programs such as those offered by NYSERDA.

3. Federal resources through Community Development Block Grants, as well as local resources through taxpayer dollars are reasonably expected to be available to be used to address previously identified needs described in the Action Plan.

Needs of Public Housing

1. Addressing the Needs

The primary mission of the City of Dunkirk Housing Authority is to provide low income families with decent, safe and sanitary shelter at a price they can afford. The authority works diligently to provide its residents with quality, cost effective maintenance operation.

Low cost housing: In some ways, residents of the city of Dunkirk are fortunate due to having a depressed housing market. Displayed below is our housing market data from 2007 to 2012. The average price of housing in Dunkirk is significantly lower than that of New York State.



2. Public Housing Authority Performance:

The City of Dunkirk Housing Authority is not considered by HUD to be a “troubled authority” nor is it performing poorly. Continued effective management and community involvement is anticipated to maintain the high level of performance at the City of Dunkirk Housing Authority sites.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

With a plurality of residents of the City of Dunkirk being low to moderate income and with 38.1% of the population being below poverty levels, concerns do exist for affordable housing for Dunkirk Residents. Fortunately, numerous programs have effectively targeted low income populations in order to find affordable housing. In the coming years, Dunkirk will continue to support the Dunkirk Housing Authority, as well as continue its housing rehab programs, so those living in sub-standard conditions will see improvements in not only their home, but in their community. Afterall, as planners, we are acutely aware of the fact that people in Dunkirk, and all over the country don’t just buy houses, they buy communities. With improved conditions in these areas, conditions on the home front are shown to improve.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

Typically, the City of Dunkirk does not receive funding from any additional public or private sources to address Homeless needs besides CDBG. We will look to cooperate with community organizations to address any needs.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

The City of Dunkirk will continue to work with the Dunkirk Housing Authority and the Department of Housing and Urban Development in order to prevent future homelessness. Presently, the homelessness rate in Dunkirk is statistically insignificant. In fact, according to CoC estimates, in 2011, Chautauqua County, the county that Dunkirk is located in, had a total of 57 homeless people out of a 134,368 person total population. This equates to a county average homeless population of approximately .042% of total population. Nationally, the rate of homelessness in 2011 was 21 persons out of 10,000. We believe that continued efforts to combat homelessness in Dunkirk has played a major role in this.

3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

Although Dunkirk does not have a known chronic homelessness population, Dunkirk will continue to support its current homeless prevention programs, which include non-monetary (volunteer) support to local churches and missions that tend to homeless prevention needs.

4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

The City of Dunkirk will continue its support of the Dunkirk Housing Authority's efforts to prevent individuals and families at risk of becoming homeless. These efforts include, but are not limited to, working with the Department of Housing and Urban Development to implement and monitor Section 8 Housing opportunities for the City of Dunkirk residents, home ownership education programs, housing consulting & referral services, and apartment finder and rental services.

5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Discharge policies and procedures for the homeless and at risk populations are a strong focus for the Dunkirk Housing Authority. Presently, mental health needs are met through services provided by the Dunkirk Resource Center, the SUNY Fredonia Counseling Center, and local churches and missions. These efforts are to ensure that an acceptable release plan is in place with the ultimate goal being to eliminate the stress of finding shelter. We continue to look for resources to assist community organizations addressing these needs.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

Public Facilities and Infrastructure

In 2013, the City is setting aside \$109,815 for infrastructure according to priorities and needs specified by public meetings and input, as well as input from the Mayor, City Council and the Department of Public Works. The Department of Public Works has put together a "street inventory" grading every city street on a 1-10 scale. This inventory is upkept throughout the year. Per this assessment, as well as the age of most of the roadways in the City, streets improvements have become a top priority for the City in 2013. The City's 5 year Plan outlines a strategy to improve roads and streets, as well as sidewalks, curbing, and sewer and water lines. The City is looking to allocate roughly 20-25% of its annual allotment into infrastructure.

The goal for 2013 is to spend roughly \$60,000 on the Plover Street Reconstruction Project. This street will get a total gut reconstruction; new drainage, sewer and water lines and sidewalks. The project will be combined with state and local money. The remaining money will be spent on street repairs inside the City's **Year 1 Target Area**. The goal is to repave three (3) City blocks.

- o **Streets Improvements – \$109,815**

Economic Development

The DLDC is allocating \$75,000 into three categories. \$50,000 will go towards the annual payment of the Bertges Building site. This is a reoccurring mortgage payment on an important piece of property in the heart of the City. This parcel is in need of

attention and improvement on this property is needed to further harborfront development. \$20,000 is allocated for much needed Brownfield cleanup at DLDC owned properties, including the forementioned Bertges site.. Finally, \$5,000 is set aside for admin and operating costs for the DLDC.

The DLDC is set to receive roughly \$20,000 in Program Income in 2013 that will be used for various economic development projects including loans and grants, and Brownfield Cleanup projects as well.

- **Dunkirk Local Development Corporation – \$75,000**

Demolition

Clearance and demolition of uninhabitable residential properties, either due to on-going neglect, fire and/or other emergency situations, will continue. The City has proposed \$50,000 of our FY2013 allocation towards this activity. These funds will be used in the City's new "waves" area. The City's 5 year plan specifies five areas of the City that will be addresses in each fiscal year. The City is hoping to demolish two houses in 2013 in the City's **Year 1 Target Area**.

- **Target Area Demolition – \$50,000**

Code Enforcement

Code enforcement is an absolute necessity and the City will allocate \$25,000 of its FY2013 allocation towards this activity. The City uses these funds for a code enforcement assistant, whose primary responsibility is to canvass the City's targeted area for code violations and to issue citations when they do exist.

The FY2011 report from the Code Enforcement Officer stated that over 1,500 violations citations were issued, of which over 1,300 were corrected. These results have been due to the efforts of CDBG funds allocated towards an on-going code position to assist with code enforcement compliance of exterior conditions.

- **Code Enforcement Officer – \$25,000**

Public Services

This year, \$10,000 will be allocated to the local Meals on Wheels. This successful program will assist 25-30 low- to moderate-income seniors who benefit directly from this allocation. This is a much needed program within the City.

- **Senior Services-Meals on Wheels – \$10,000**

Administration

The City always allocates administration money to run its CDBG program. In 2013, \$75,000 is allocated toward City employee salaries. \$13,000 is set aside for special CDBG eligible contracted services including studies pertaining to transportation issues and plans to address Slum and Blight. \$2,000 is allocated for operating costs including travel and training, copies and legal notices.

- **Administration – \$90,000**

Emergency Shelter Grants (ESG)

N/A

Antipoverty Strategy

FY2013 funds will be used on activities that assist with reducing the number of poverty level families. These activities include Meals on Wheels, Housing Rehabilitation and Economic Development funding. The City of Dunkirk concentrated on many antipoverty activities in FY2012 that are still active including homeownership education and employment education.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

The City of Dunkirk has both long-term and short-term non-housing community development needs and objectives. They include education opportunities, career development, and neighborhood improvement. These activities fall under priorities listed in the Consolidated Plan as described below:

Education Opportunities

The residents of the City of Dunkirk have expressed concern over the lack of alternative education opportunities for citizens who are not fit for traditional classroom settings, and would like to contribute to society. The city intends on partnering with local businesses to create a vocational training program to allow these residents to find their niche and contribute to our great city.

Career Development

The City of Dunkirk is home to a proud and productive workforce in a state of transition from largely industrial to largely post-industrial jobs. The City of Dunkirk intends on partnering with local job attainment agencies to help citizens attain new, fulfilling careers.

Neighborhood Improvement

Residents of the City of Dunkirk have expressed interest in strengthening their community and improving their neighborhood environments. We intend to use CDBG funds to improve public facilities such as parks, sidewalks and streetscapes in neighborhoods in order to improve the standard of living in neighborhoods such as Washington Park and Academy Heights.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs

for the period covered by this Action Plan.

Funds for our non-homeless special needs programs will be provided by Community Development Block Grants, as well as local taxpayer dollars. We will continue to explore additional funding opportunities to address these needs.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

City of Dunkirk's CDBG FY 2013 Annual Action Plan

The City of Dunkirk's FY 2013 Annual Action Plan is being prepared according to priorities and needs specified at the two public meetings held in the City this past Fall as well as public meeting and input held throughout the year will begin to be addressed in 2013 with the following types of programs and projects, and are outlined in further detail below.

• Public Facilities and Infrastructure	\$109,815
• Housing	\$100,000
• Economic Development (excluded PI)	\$75,000
• <i>Program Income expected (ED Revolving Loan)</i>	<i>\$20,000</i>
• Demolition	\$50,000
• Code Enforcement	\$25,000
• Public Services	\$10,000
• Administration	<u>\$90,000</u>
	\$459,815

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- **Streets Improvements – \$109,815**

Housing Rehabilitation

The City is outsourcing its housing rehab program again in 2013. The City put out a Request for Proposal in 2012 for a housing agency to administer a rehabilitation program. Chautauqua Opportunities will receive \$100,000 in FY2013 for owner occupied housing rehab.

- **Owner Occupied Housing Rehabilitation – \$100,000**

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