

CR-05 - Goals and Outcomes

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

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

The City of Bismarck is an entitlement community that receives Community Development Block Grant funds from the U.S. Department of Housing and Urban Development's (HUD) Community, Planning and Development (CPD) Division. The purpose of this document, known as the Consolidated Annual Performance and Evaluation Report (CAPER), is to report to the public and HUD the performance outcomes derived from CPD funds granted to HUD in the 2022 federal allocation. The CAPER requirements are available to read in the Federal Register (CFR) Code, 24 CFR Part 91.520, Performance Reports.

The City of Bismarck received \$384,881 on October 31, 2022 for the 2022 Fiscal Year (06/01/2022 – 05/31/2023) and funding was contracted with subrecipients in the following months. The signing of contractual agreements with the subrecipients was somewhat delayed due to a substantial amendment to the 2022 Annual Action Plan and amendments to the Citizen Participation Plan. Additionally, one 2022 subrecipient, Mosaic Community Triage Center, has continued to experience delays in securing a location. The City of Bismarck also initiated a substantial amendment to the 2022 Annual Action Plan in late 2022 that would allow the allocation of prior year funds and the reallocation of returned or forfeited funds from other projects. This amendment was approved by Bismarck City Commission June 26, 2023 and allowed for contractual agreements to be secured with four additional 2022 subrecipients. The replacement of the CDBG Program Administrator in February 2023 allowed for a significant amount of attention to be given to completing outstanding environmental reviews, creating and implementing a financial work out plan, responding to CDBG-CV monitoring findings, finalizing new subrecipient contracts and general improvements to the implementation of the City's CDBG program.

Subrecipients to receive 2022 CDBG funds include Salvation Army, Mosaic Community Triage Center, Abused Adult Resource Center, Burleigh County Council on Aging, Bridging the Dental Gap, Youthworks, USpireND and Burleigh County Housing Authority. Contracts have been secured on the majority of these projects with expenditure of funds expected to take place throughout the 2023 and 2024 program years.

Due to the timeline for approval and acceptance of amendments to the 2020 Annual Action Plan in the 2020-2024 Consolidated Plan, the 2021 Annual Action Plan and the 2022 Annual Action Plan, a request for an extension to the submittal deadline of the 2022 CAPER was submitted to HUD on August 3, 2023, with the expectation that it would be submitted electronically to HUD no later than October 2, 2023, via the Integrated

Disbursement and Information System (IDIS). The request to extend the deadline was accepted by HUD on August 21, 2023. Before submission and in accordance with the City's Citizen Participation Plan, the City of Bismarck opened a 15-day public comment period and held a public hearing on the draft CAPER. The public comment period was open from August 25, 2023 through September 8, 2023 and the public hearing was held on Wednesday, September 13, at from 5:00 pm to 6:00 pm (CST) in the David Blackstead Meeting Room located in the City-County Office Building.

For more information on the City of Bismarck's CAPER, please contact Hilary Balzum, CDBG Program Administrator at hbalzum@bismarcknd.gov or (701) 355-1847.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Allocate funds to prevent homelessness	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	500	164	32.80%	60	0	0.00%
Assist development of additional homeless housing	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	10	0	0.00%	8	0	0.00%
Development or renovation of affordable rentals	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	20	0	0.00%	165	0	0.00%

Development or renovation of affordable rentals	Affordable Housing	CDBG: \$	Buildings Demolished	Buildings	3	0	0.00%			
Improve connectivity and access	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%			
Improve the quality of public facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20000	88	0.44%	3320	0	0.00%
Promote special needs housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	0	0.00%			
Provide for homeless service providers	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	100	0	0.00%			
Support facilities serving homeless persons	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1500	0	0.00%			
Support homeownership for LMI households	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	4	20.00%			

Support public service activities	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	0	0.00%	250	0	0.00%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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

Highlights from project activities for FY 2022 associated with outline goals and objectives include the following; *(detailed breakdown of expenditure is attached)*

1. **Homelessness Prevention:** A subrecipient contract was secured with The Salvation Army to provide assistance to individuals by either paying past due rent or by providing security deposits to obtain permanent housing. Work was conducted in partnership with The Salvation Army to spend down prior year funds (2020) before utilizing 2022 funds. This resulted in 164 individuals receiving assistance and the closure of the 2020 project. City staff continues to work closely with Mosaic Community Triage Center to guide the location of a facility appropriate for the project. Aid, Inc. has historically been a regular recipient of CDBG funds with which they are able to assist individuals with rent and utilities in emergency situations and cases of unexpected financial hardship. This agency was also guided through the expenditure of remaining prior year funds (2019) which have now been fully expensed. Assistance was provided to 10 individuals with that years funds.
2. **Support Homeownership for LMI households:** Lewis and Clark Development Group (LCDG) assists Low- to Moderate-Income (LMI) people maintain their homes through emergency repairs and removal of architectural barriers for home owners who are either elderly or to allow them to age in place, or homeowners with disabilities to allow them to carry on their day-to day activities without much difficulty. LCDG assisted 4 households from their 2020PY in early 2022 and opted to return remaining 2020 funds in addition to 2021 funds. These funds were allocated to 2022 and 2023 projects through the previously reference annual action plan amendments. Community Action Program provides similar services for accessibility improvements including rehab projects to improve ADA accessibility such as bathroom modifications and construction of wheelchair ramps.

During FY2022, all CDBG funds were used to assist low- and moderate-income (LMI) households to address the two main community priorities identified above. The highest priority addressed in 2022, as it was in 2021, was homelessness prevention. While the COVID-19 pandemic impacts have lessened, loss of income continues to put many LMI households at risk of becoming homeless. Remaining CDBG-CV funding has remained helpful for those in need of legal and subsistence assistance to remain housed. The discontinuation of the ND Rent Help program has created a need for qualifying subrecipients to provide more CDBG funds in a rental assistance capacity to secure or keep permanent housing.

While progress was made within the program overall, much attention during the 2022 fiscal year was given to annual action plan amendments, the spend down of prior year funds and improvements to the program in response to prior monitoring findings including the creation of CDBG policies and procedures, a subrecipient monitoring plan and a subrecipient training program. Projects from the 2018, 2019, 2020 and 2021 program years, as well as CDBG-CV funded projects, had activity with multiple projects being completed and closed. Consolidated Plan Goals and

Accomplishments are attached.



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 Integrated Disbursement and Information System
Con Plan Goals and Accomplishments
 Bismarck, 2020

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Accomplishments Associated With More Than One Strategic Plan Goal

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Accomplishments Not Associated With a Strategic Plan Goal

Project Name	Activity Name	CARES Act	Goal Outcome Indicator	Outcome Unit of Measure	Outcome Actual - Program Year
AID - Emergency Housing Assistance	AID - Emergency Housing Assistance (2019)		Homelessness Prevention	Persons Assisted	29
			Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	29
CV-BPS Students in Transition	CV-BPS	CV	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	29
CV-Legal Services of North Dakota	CV-Legal Services of North Dakota (2020)	CV	Homelessness Prevention	Persons Assisted	23
			Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	23
DF-Alternative Care Services	DF-Alternative Care Services (2019)		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7
Hall Home	Hall Home (2019)		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	17
Healthy Families Program	Healthy Families Program (2019)		Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	160
SA Emergency Housing Assistance	SA Emergency Housing Assistance (2019)		Homeless Person Overnight Shelter	Persons Assisted	0
			Homelessness Prevention	Persons Assisted	118
			Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	118

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CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	1,733
Black or African American	150
Asian	11
American Indian or American Native	285
Native Hawaiian or Other Pacific Islander	12
Total	2,191
Hispanic	26
Not Hispanic	0

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

Narrative

Accomplishment and beneficiary data entered against projects in IDIS show a total of 2,976 subrecipients are identified as having received a benefit in the 2022 CDBG PY. In addition to those listed, 9 reported were Black/African American & White; 10 were American Indian/Alaskan Native and Black/African American and 766 were other multi-racial. These include 26 reported as Hispanic. A summary of accomplishments report is attached.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	384,881	502,730

Table 3 - Resources Made Available

Narrative

The City of Bismarck received a 2022 CDBG entitlement allocation of \$384,881, but no portion of these funds were spent during the 2022 FY. The delay in fund distribution was due primarily to a substantial amendment to the initiation and completion of amendments to the 2020 Annual Action Plan in the 2020-2024 Consolidated Plan, the 2021 Annual Action Plan and the 2022 Annual Action Plan, solicitation needs of the 2023 program and the creation of a work out plan in order to spend down an outstanding carry over of prior year funds. The City of Bismarck has submitted the work out plan and has a vested dedication to helping subrecipients spend down their allocated funds. Part of the amendment also pivots funds set aside for a Covid-19 shelter to other projects that are geared to prevent, prepare for or respond to Covid-19. City staff has worked diligently to complete environmental reviews associated with those newly added 2022 projects and to date have secured subrecipient contracts in order to move forward with these projects. A total of \$502,729.76 was expensed on prior year projects during the 2022 program year.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	Funds are not targeted geographically, but are available citywide

Table 4 – Identify the geographic distribution and location of investments

Narrative

Funds are made available to eligible beneficiaries city-wide. The City of Bismarck does not have any targeted areas of CDBG investments. 2022 projects awarded include Salvation Army and UspireND for services; and Abused Adult Resource Center, Mosaic Community Triage Center, Youthworks, Burleigh County Senior Center and Bridging the Dental Gap for construction projects. These agencies, while serving primarily low to moderate income individuals, provide support on a community-wide basis, not located in designated LMI areas.

Leveraging

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

The City does not generally require a set amount of match for the subrecipients that it funds under the CDBG program. However, match is taken into consideration when proposals for CDBG funding are reviewed. Match sources include in-kind labor, private donations, foundation support, state funds and federal funds. 2022 subrecipients such as Salvation Army utilizes ESG and NDHG to offset additional expenses whereas Abused Adult Resource Center utilizes more in-kind funds and private donations. Burleigh County Council on Aging has indicated amounts not covered by CDBG funds for their requested construction project will be covered by their regular budget while Youthworks has requested their project be fully CDBG funded. No publicly owned land or property was used to address needs in the Plan.

CR-20 - Affordable Housing 91.520(b)

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

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

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 6 – Number of Households Supported

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

While the City of Bismarck supports affordable housing in the community, no affordable housing as defined by HOME 91.315(b) (2) was identified in the 2022 Annual Action Plan as being provided with CDBG funding. Rental assistance will be offered by Salvation Army, however 2022 funds have not yet been utilized. There was no production of new units, rehab or aquisition of existing units during FY 2022.

Discuss how these outcomes will impact future annual action plans.

The City has followed its prior plans to fund fewer rehab projects to allow the completion of previously funded projects. Applications from subrecipients with carry-over project funding are not considered for new funding until funds are expended. Homeless prevention through rental assistance continues to be a community priority. LMI families are beginning to recover from the impacts of the Covid-19 pandemic and the City plans to continue to fund subrecipients addressing this need. The City has finalized its Together 2045 Comprehensive Plan and Burleigh County Housing Authority (BCHA) continues to be a key partner in providing affordable housing. BCHA in partnership with Beyond Shelter, Inc (BSI) has been able to secure a new construction project which when completed, will increase the stock of affordable housing in Bismarck by 34 units. Funds from The City of Bismarck’s 2021 CDBG funds, Low Income Housing Tax Credit equity, Housing Trust Fund, Capital Fund Program and a bank loan will be used for this project. Construction is projected to start in the Spring of 2023. The City plans to continue its exploration transitional or supportive housing for the chronically homeless to prevent the vicious cycle of the homeless- from correctional and health institutions into homelessness. Many of the homeless people are in need of additional assistance such as detoxification and/or mental health to stabilize their conditions. It is the intent that this will be achieved with the completion of the Mosaic Community Triage Center upon its identification of an appropriate location.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

Income verifications are conducted by subrecipients to ensure eligibility, and subrecipients must state this process as part of the application for funds. Burleigh County Housing Authority continues to be a resource for affordable housing as a public housing agency. While low-income households were served in the 2022 program year, the available data does not relate to affordable housing.

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

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

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

The City of Bismarck continues to maintain an active membership with the Missouri Valley Coalition for Homeless People (MVCHP) with City representation at monthly meetings and community events. This organization is responsible for conducting the Point-in-Time (PIT) count for sheltered and unsheltered people experiencing homelessness, community education, outreach, and coordination of regional participation in the Continuum of Care process. Ministry on the Margins continues to work with individuals experiencing homelessness, especially those that have no other shelter option due to chronic behavioral health and/or substance abuse issues and individuals recently released from incarceration. Ministry on the Margins collaborates with other agencies to assist individuals with specific needs. The Department of Health and Human Services West Central Human Service Center supports homeless people with mental health issues and the proposed Mosaic Community Triage Center will further support the recovery process of homeless people while other agencies such as Burleigh County Housing Authority assist with housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

Ministry on the Margins operates a low-barrier safe haven for homeless people struggling with addiction or who are recently released from correctional facilities. Missouri Slope Area United Way Emergency Shelter recently expanded their Center for Opportunity aimed at accommodating more individuals in need of emergency shelter to help foster sustainable living.

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

United Way and Missouri Valley Coalition for Homeless People offer a coordinated entry process designed to ensure that people who need assistance the most can receive it in a timely manner. Ministry on the Margins offers a low barrier overnight coffee house (Safe Haven) for those discharged from publicly funded institutions or struggling with addiction, but they are not equipped to care for individuals with medical needs following discharge nor are they able. Youthworks shelters youth in need of emergency care, homeless/runaway and juvenile offenders by offering counseling and job

training. The Annual Action Plan continues to identify a community need for a low barrier shelter to serve homeless people under the influence of drugs or alcohol. The anticipated Mosaic Community Triage Center (MCTC) will offer a monitored in-patient acute medical detox and other addiction treatments as needed. To ensure long-term success individuals in recovery, MCTC intends to collaborate with other subrecipients to provide community integrated services in an effort to support recovery, encourage self-sufficiency, housing and employment intervention of the homeless clientele. Ministry on the Margins (MOTM) also supports inmates released from incarceration through a series of organized visits to explore housing and employment options. This service is also available for those about to be released from incarceration. MOTM has also been an integral entity for individuals with no significant medical needs discharged from the hospital into homelessness and an option for law enforcement to take individuals that are non-belligerent and under the influence of substances in need of emergency shelter.

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 agencies named above assist individuals and families in making a transition to permanent housing. They serve chronically homeless individuals and families, families with children, and their families, and unaccompanied youth. Salvation Army, Aid, Inc. and West Central Human Services Center (WCHSC) assist with rent, utilities and security deposits, Additionally, WCHSC provides case management for those with mental illness to prevent them from being homeless. Burleigh Housing County Authority offers affordable housing through its collection of public housing units and programs such as Housing Assistance Payment Program (HAP) and Shelter Plus Care Voucher Program. Their new construction project will offer more affordable units and wraparound services for multiple chronically homeless individuals. Edwinton Place, added to the community in 2019, offers permanent supportive housing to individuals in need of assistance while facing mental and/or addiction illness issues by offering shelter in conjunction with recovery services up to and beyond the point where independent living is achieved.

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

Actions taken to address the needs of public housing

The City of Bismarck continues to work closely with Burleigh County Housing Authority (BCHA). BCHA manages 281 units of public housing which are made available to a cross-section of vulnerable individuals. Some of this housing needs improvements for code compliance, energy efficiency, accessibility, and general modernization. BCHA uses both public and private funds to implement major improvements. The City has supported these efforts through CDBG and HOME funding. BCHA also manages approximately 1,124 vouchers including 25 HUD VASH Vouchers and 26 Mainstream Vouchers, 56 units of special needs housing, 18 Shelter Plus Care vouchers, 40 basic care units for the elderly, 96 units of Section 236 housing for families and 40 units of Permanent Supportive Housing. The City continues to consult with BCHA on its needs for renovation/preservation of existing units. BCHA received 2021 CDBG funds for the demolition of existing housing units with future plans for the construction of 34 new public housing units with other funding. A 2022 contract is being worked through for the addition of a keyless entry system at two other existing sites as well.

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

BCHA hosts monthly advisory council meetings. These councils have their own activity budgets and use the funds for tenant activities throughout the year. BCHA administers a non-HUD sponsored self-sufficiency program that is open to any of its tenants where approximately 20 households a year participate. The services are coordinated with other local agencies. Several tenants participate in a program that provides training and counseling to promote homeownership to purchase the public housing unit that they are renting. Increasing property values continue to make it difficult for households to qualify.

Actions taken to provide assistance to troubled PHAs

Burleigh County Housing Authority is the sole public housing authority for the City of Bismarck and is not a troubled PHA.

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

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

The City continues to seek ways to reduce barriers to affordable housing. Some barriers to affordable housing in the City of Bismarck are out of the reach of the City, including the cost of land, labor and materials. The City will continue to make it feasible for developers to develop affordable housing units within the City as well as continue its partnership with local nonprofits, and private developers to promote affordable housing. The City has continued its development practices of reduced right-of-way and roadway widths for local streets to reduce development costs in residential subdivisions. The City also allows accessory dwelling units to single-family homes and encourages infill development with increased densities in areas already served by municipal utilities. A recent amendment to the City of Bismarck's parking ordinance has also allowed for a reduction to the required parking for all developments, including those that provide affordable housing options. The City's new comprehensive plan, Together 2045, was approved in late 2022 and is used to explore actions that can further eliminate barriers to affordable housing within the community. City staff regularly seeks out training opportunities for the betterment of their practices and works to achieve the Mayor's initiative to simplify, streamline and serve. Bismarck will be rewriting its zoning ordinance over the next two years, guided by the recently updated Comprehensive Plan.

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

The City is a member of the Missouri Valley Coalition of Homeless Persons which has a committee that specifically meets to addresses unmet needs. The City is sensitive of the needs expressed by this committee and provides resources when available. City staff participates in monthly meetings held by MVCHP to explore present homeless conditions, resources available and channels of assistance distribution. MVCHP also regularly hosts advocacy events to raise awareness on the plight of the homeless. The need for a low-barrier shelter continues to be expressed as a priority by subrecipients and the community in general. The City communicates consistently with subrecipients to assess their future plans and address priorities.

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

Historically, Bismarck has not had a significant amount of lead-based paint poisoning in children. The local Public Health Department administers the Health Tracks Program which provides testing for young children whose parents are eligible for Medicaid. Any CDBG assisted residential property build prior to 1978 or facility in which young people are present is tested for lead-based paint prior to work being funded. The City provides information on training and property construction procedures to contractors and maintenance workers. The City also consults with the North Dakota Department of Environmental

Quality on technical concerns and for assistance in working with new contractors. With recent staff changes, employee training to continue to have a certified lead renovator in the Planning Division will be explored in order to continue to have the ability to help agencies dealing with lead-based paint in renovation, repair and painting projects on proper procedures.

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

Food insecurity and housing issues are addressed by subrecipients through subsistence payments, landlord-tenant mediation and legal services assistance, and where applicable, assistance navigating the paperwork necessary to access rental assistance. In addition to rental assistance, AID, Inc. and Salvation Army help beneficiaries with access to food pantries and utility bill payments. The Housing Authority's self-sufficiency program uses a variety of resources to collaborate with tenants to help them develop a strategy towards self-sufficiency such as its home ownership program. The City continues to work with agencies that provide services to the homeless and those at risk of homelessness.

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

The City collaborates and consults with local agencies such as Burleigh County Housing Authority, MVCHP, healthcare agencies and other groups. The City's involvement with the homeless coalition group, MVCHP, gives it perspective and an in-depth knowledge on challenges experienced by local agencies, which better informs the City's CDBG priorities. City staff communicates with law enforcement and code enforcement divisions to find weaknesses in how and where services are being provided.

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

The City maintains communication with social service agencies in the community through its CDBG program and works with Burleigh County Housing Authority (BCHA) to develop and preserve affordable rental housing. Agencies such as West Central Human Service Center provide emergency rent assistance in addition to behavioral and mental health services. BCHA additionally offers various programs such as Shelter Plus Care to encourage sustainable housing for individuals who are homeless, disabled, have a support services care plan or are low-income. Numbers of those receiving services are requested as part of this CAPER under CR-30 Public Housing 91.220(h); 91.320(j).

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

The Department of Labor and Human Rights receives and responds to complaints on unlawful discrimination pertaining to housing, public accommodation and employment. Responses to these complaints must be sent within 30 days and if it is determined that the department has jurisdiction, an investigator is assigned to review and investigate the claim. The City collaborates with CDBG-funded agencies that advocate fair housing such as Legal Services of North Dakota and High Plains Fair Housing.

These agencies advocate, educate the community on fair housing regulation and provide legal assistance to LMI households. In accordance with the applicable statutes and regulations governing the Consolidated Plan, the City of Bismarck certifies that they will affirmatively further fair housing. The City of Bismarck adopted an Analysis of Impediments to Fair Housing Choice in 2015 and is committed to taking appropriate actions to overcome the effects of any impediments identified through that analysis and maintain records reflecting that analysis and actions in this regard. City staff is utilized as a resource where cases of potential discrimination are questioned and provides guidance on next steps in situations where impediments to fair housing are of a concern.

CR-40 - Monitoring 91.220 and 91.230

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

The City monitors compliance with requirements of the program through a number of ways. Requests for CDBG funding are carefully reviewed to identify any potential issues before the funding is made available.

1. **Fiscal Monitoring:** The CDBG Program Administrator and the City's Grants Coordinator review a number of documents, including audit reports, to conduct a risk assessment and determine risk levels at the beginning of the project year, and throughout the program as deemed necessary. They have preventative internal control systems that ensure timely and accurate expenditures of CDBG resources. Additionally, the City is audited on an annual basis, and CDBG funds are included in that audit.
2. **Performance Reporting:** The City utilizes HUD's Integrated Disbursement and Information System (IDIS) to manage all financial and programmatic information that is generated through its CDBG program each fiscal year. The Consolidated Annual Performance and Evaluations Report (CAPER) is used to analyze the City's annual activities and compare them to the annual and 5-year goals. Subrecipients are required to submit a performance report upon the completion of their CDBG funded projects.
3. **MBE/WBE:** The City is required to report on Minority Business Enterprise and Women Owned Enterprise participation in its federally funded activities. The City's CDBG office compiles data from the City's CDBG funded construction projects and submits the Contract and Subcontract Activity Reports, Labor Standards and Enforcement Reports, and Section 3 Reports. The City continues to seek opportunities on how to better its delivery of information to subrecipients. A subrecipient training program is being devised for implementation in the 2023 program year.
4. **Monitoring of Subrecipients:** The Community Development Department creates subrecipient contracts that ensure that subrecipients are informed of the requirements for the use of CDBG and CDBG-CV funds. The subrecipients are required to submit invoices with supporting documentation and beneficiary reporting forms. These documents are used to monitor the subrecipients' progress toward meeting their goals throughout the program year. The City's CDBG office provides technical assistance with regard to regulatory requirements or if subrecipients are not on track with meeting their goals. While desk monitoring has been the primary method of conducting monitoring in previous years, City staff is working collaboratively to create a year round monitoring schedule that will serve both the subrecipient and financial monitoring requirements in the 2023 program year.
5. **On-site visits:** Periodically, the City visits subrecipients to observe and/or volunteer. During these visits the City is able to observe and recommend changes to meet HUD compliance requirements.

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

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

The City of Bismarck has adopted a CDBG program Citizen Participation Plan, as well as, a Title VI/Non-discrimination Plan which guide public engagement activities, including those associated with the development of the CAPER. The draft CAPER is made available on the City's website, a public notification placed on the Bismarck Tribune for a 15-day comment period and a draft version of the document is emailed to the existing subrecipients for comments. A public hearing will be held at the end of the comment period to allow in-person comments. For this fiscal year, a public hearing will be held in the David Blackstead Meeting Room at the City-County Office Building on Wednesday, September 13, 2023, at 5:00 pm. The building has ADA access, auxiliary aids and services can be provided for people with disabilities or with limited English proficiency. The public notice informs potential participants on what they should do if they require accomodation and Title VI surveys will be provided at the public hearing. A copy and proof of the associated public notice is attached.

CR-45 - CDBG 91.520(c)

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

No changes in program objectives were made. Program priority goals are aligned to mirror Bismarck's community needs and a substantial amendment to the 2022 Annual Action Plan was done and approved on June 27, 2023. The City's CDBG website is updated periodically to provide the community and local agencies with more information on available resources and progress of on-going CDBG funded projects. The City plans to fund fewer, bigger and impactful projects that address targeted priorities. The 2022 Annual Action Plan purposely addressed the need for a low-barrier shelter, a priority that was brought up by subrecipients and the community through the City's Comprehensive Plan and local enforcement authorities.

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

No

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

CR-45 - CDBG 91.520(c)

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

No changes in program objectives were made. Program priority goals are aligned to mirror Bismarck's community needs and a substantial amendment to the 2022 Annual Action Plan was done and approved on June 27, 2023. The City's CDBG website is updated periodically to provide the community and local agencies with more information on available resources and progress of on-going CDBG funded projects. The City plans to fund fewer, bigger and impactful projects that address targeted priorities. The 2022 Annual Action Plan purposely addressed the need for a low-barrier shelter, a priority that was brought up by subrecipients and the community through the City's Comprehensive Plan and local enforcement authorities.

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

No

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

CR-58 – Section 3

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

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

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	0				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				

Other.	0				
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Projects meeting the Section 3 threshold requirements were not undertaken in the 2022 program year.