



August 2022

# Annual Action Plan Program Year 2022/2023

MANATEE COUNTY, FLORIDA

FOR SUBMISSION TO THE U.S. DEPARTMENT OF  
HOUSING & URBAN DEVELOPMENT





One Tampa City Center  
201 N. Franklin Street, Suite 1350  
Tampa, FL 33602  
813.882.4373  
[www.wadetrim.com](http://www.wadetrim.com)

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# Annual Action Plan



## AP-05 Executive Summary

### INTRODUCTION

Manatee County, FL has completed the planning process for the 2017/2018-2022/2023 Consolidated Plan (Consolidated Plan) as required by the U.S. Department of Housing and Urban Development (HUD). The purpose of the Consolidated Plan is to identify goals, objectives and strategies for addressing housing and community development needs, including those of the homeless and other special needs populations. The Manatee County Consolidated Plan guides the use of County resources to address these needs over a six-year period. Due to the COVID-19 Pandemic the Manatee County Board of Commissioners has approved a one-year extension to the current Consolidated Plan to include a sixth year, Program Year 2022/2023. This Annual Action Plan will serve as the final year of the current Consolidated Plan.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

For the Program Year 2022/2023 Annual Action Plan, the County anticipates an annual allocation which includes \$1,787,068 in Community Development Block Grant (CDBG) funds, \$675,391 in HOME Investment Partnerships (HOME) funds, and \$160,076 in Emergency Solutions Grant (ESG) funds. The county expects \$95,579 in HOME program income. In total, Manatee County received approximately \$2,718,114 in federal funding for the Annual Action Plan program year that will begin on October 1, 2022 and will expire on September 30, 2023.

The Annual Action Plan is developed in a manner specified by HUD, and the County has followed the prescribed format in completing the plan. The Annual Action Plan was developed using HUD and U.S. Census data for demographics and housing, input from public meetings, Board of County Commissioners (BOCC) meetings, and past program performance. During the planning process, the County conducted

public meetings with citizens and stakeholders, meetings and consultation with non-profit groups, and a public hearing with the BOCC. The purpose of this process was to receive citizen input on current year funding allocations and community development needs of the County to ensure that this Annual Action Plan is a citizen-driven plan.

There are five major areas of focus in the Consolidated Plan: Housing, Public/Social Services, Community Development/Public Improvements, Economic Development, and Emergency/Disaster Response. The Consolidated Plan process requires Manatee County to identify priority needs for each area and prepare an Annual Action Plan to address the priority needs. For every priority need, there are goals, objectives and strategies established to measure progress. Citizen input was critical in developing the goals, objectives, and strategies of this Consolidated Plan.

This Consolidated Plan not only presents goals to address the priority needs of the County, but also to address the following statutory goals established by Federal law:

***Decent Housing:***

- Assist homeless persons to obtain affordable housing
- Assist persons at risk of becoming homeless
- Retain affordable housing stock
- Increase the availability of affordable housing in standard condition to low- and moderate-income families, particularly to economically disadvantaged persons (and without discrimination on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, disability, gender identity or sexual orientation)
- Increase the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence
- Provide affordable housing that is accessible to job opportunities

***A Suitable Living Environment:***

- Improve the safety and livability of neighborhoods
- Increase access to quality public and private facilities and services

**Expanded Economic Opportunities:**

- Job creation and retention for low-income persons
- Availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory lending practices
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing.

**SUMMARY OF THE OBJECTIVES AND OUTCOMES IDENTIFIED IN THE PLAN**

The Manatee County Consolidated Plan identifies five goals, along with corresponding objectives to address Manatee County housing and community development needs. These goals are summarized as follows:

**Goal: Housing**

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**Improve availability, accessibility, and condition of affordable housing for low- and moderate-income and special needs households throughout Manatee County.**

**Objective 1:**

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Increase the supply of and/or reduce barriers to affordable housing units for low- and moderate-income and special needs households.

**Objective 2:**

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Preserve, maintain, and improve existing affordable housing stock for low- and moderate-income and special needs households.

**Objective 3:**

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Provide rental assistance program for homeless persons.

**Objective 4:**

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Assist low- and moderate-income and special needs households to obtain and maintain homeownership (homebuyer education, foreclosure prevention).

#### Objective 5:

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Expand Fair Housing outreach and improve Fair Housing enforcement within Manatee County.

### Goal: Social/Public Services

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**Expand the accessibility and coordination of social services to Manatee County low- and moderate-income, homeless, and special needs populations.**

#### Objective 1:

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Reduce and prevent homelessness in Manatee County.

#### Objective 2:

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Support programs that provide services to special needs populations.

#### Objective 3:

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Support public services for low- and moderate-income persons with priority given to protected classes.

#### Objective 4:

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Partner with community resources and local non-profit agencies to provide services that reduce poverty concentration (childcare, financial literacy, English as a second language, etc.).

### Goal: Community Development/Public Improvements

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**Enhance the living environment of low- and moderate-income, homeless, and special needs populations through public improvement projects and activities.**

#### Objective 1:

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Improve public infrastructure within HUD designated low- and moderate-income areas (i.e. street lighting, sidewalks, drainage improvements, road improvements etc.).

### Objective 2:

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Improve existing or develop new public facilities that service HUD designated low- and moderate-income areas or benefit low- and moderate- income persons or special needs populations (i.e. Libraries, Community Centers, Youth Recreational Facilities, Senior Centers etc.).

### Objective 3:

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Reduce blight within HUD-designated low- and moderate-income areas and Racially and Ethnically Concentrated Areas of Poverty (R/ECAP) to spur reinvestment and redevelopment.

## Goal: Economic Development

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**Support programs that create economic opportunities for low- and moderate- income persons or within the designated low- and moderate-income areas.**

### Objective 1:

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Support institutions, agencies, and programs that provide education and employment training opportunities to low- and moderate-income persons.

### Objective 2:

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Support businesses and commercial buildings through an exterior rehab/façade program within low- and moderate-income areas with priority given to R/ECAP areas.

## Goal: Emergency/Disaster Response

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**To plan, prevent, prepare, and respond to a community emergency and/or disaster event.**

### EVALUATION OF PAST PERFORMANCE

In previous program years the County has made significant progress in efforts to implement HUD entitlement programs. The County is in compliance with HUD regulations and continues to deliver housing and community development services in an efficient manner. With the Coronavirus pandemic there was a delay in all construction projects during 2020 and a slow restart of construction activities in

2021. While construction resumed in 2021 the delay in construction projects has impact Manatee County's timeline for expenditures for these activities.

The Community and Veterans Services Department is a Manatee County Department which works to improve the quality of life for County residents through improved economic opportunities and to revitalize areas by providing decent and safe affordable housing. The Community and Veterans Services Department is in charge of implementing the HUD programs.

The Community and Veterans Services Department also offers an array of housing programs and services providing the foundation needed to aid in promoting homeownership and/or sustainable neighborhoods:

- Housing Rehabilitation Program
- Housing Replacement
- Down payment Assistance
- Park Improvements
- Blight Removal
- Infrastructure Improvements

Additionally, the County has previously funded projects and activities through the CDBG program, as follows:

- Community Coalition on Homeless – One Stop Center
- Kelly Brown Resource Center
- 57<sup>th</sup> Street West Sidewalks
- Street Re-Paving
- Lincoln Park Splash Pad and Park Improvements
- Pride Park Improvements
- Washington Park Improvements
- Replacement Housing Projects
- United Community Center
- Hope Landing Infrastructure and Playground
- Homeowner Rehab Program
- Meals on Wheels

- Microbusiness Development
- Code Enforcement
- Rental Housing Assistance
- Jim Russo Prison Ministries -Transitional Housing for Ex-Offenders
- Sidewalk Projects
- In Home Care to Elderly
- Homeless Prevention

Additionally, the County prepared a substantial amendment to the 2017/2022 Consolidated Plan and 2019 Annual Action Plan to incorporate CDBG-CV and ESG-CV funding that was allocated in the CARES Act. The County has been actively administering CDBG-CV and ESG-CV funds to be used to prevent, prepare for, and respond to the Coronavirus. Planned activities include homeless outreach, emergency tenant based rental assistance, food assistance, legal assistance, worker retraining, hygiene stations, and financial coaching.

The County has been successful in implementing these programs in the past and anticipates the continuation of such programs in the future. The County will use CDBG, HOME, ESG, and State Housing Initiatives Partnership (SHIP) funds to make these programs successful and to meet the goals and objectives identified in the Consolidated Plan.

### **SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS**

Manatee County, Florida, is the lead agency responsible for overseeing the development of the Consolidated Plan and Annual Action Plans. The Community and Veterans Services Department is the internal department that is responsible for the day-to-day administration of CDBG, HOME, and ESG funding. However, the Community and Veterans Services Department does work with the County Commission, County Departments, in addition to residents, sub-recipients, and community organizations to develop a meaningful document.

The development of the Annual Action Plan was based on the Consolidated Plan and numerous other studies, plans and reports that have been prepared in recent years. Some of the primary documents included the County’s Local Housing Incentives Strategy and Local Housing Assistance Plan, and the

Suncoast Partnership to End Homelessness Point-in-Time (PIT) Homeless Report and Annual Homeless Assessment Reports, and the 2017 Assessment of Fair Housing (AFH), among others.

To maximize citizen participation, staff conducted outreach through a series of public notices, meetings, and hearings. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Annual Action Plan. Details of these efforts can be found in **Table 4**.

## **SUMMARY OF PUBLIC COMMENTS**

Based on input and data received through an extensive citizen participation process, the following summarizes the public comments:

### ***Comments Regarding Community Needs***

Although there are many issues that the public felt were important, there are a few items that were stressed throughout the public meetings as being of the highest priority as identified in the priority needs section in the Strategic Plan and addressed in this report:

- Increase Supply of Affordable Housing
- Quality of Housing
- Expand Access to Housing Programs and Services
- Elimination of Slum and Blight
- Fair Housing
- Legal Services
- Street Lighting
- Public Facilities Improvements
- Youth Centers and Programs
- Senior/Elderly Facilities and Services (Meals, Adult Daycare, Nutrition Training, Companion Services, Funding)
- Road Resurfacing/Construction
- Sidewalk Improvements
- Drainage Improvements
- Homeless Prevention, Services, and Shelters
- Rapid Rehousing



- Transportation Services
- Affordable and Accessible Child Care Services
- Employment Training (Mentoring and training)
- Exterior Rehabilitation of Commercial Structures

### **SUMMARY OF COMMENTS OR VIEWS NOT ACCEPTED AND THE REASONS FOR NOT ACCEPTING THEM**

All comments received by Manatee County were considered and are, generally or specifically, addressed by the Strategic Plan and/or Annual Action Plan. Documentation of all comments received is included as an appendix (PDF format) to the Plan submittal.

### **SUMMARY**

The Consolidated Plan for years 2017/2018-2022/2023 identifies goals, objectives and strategies to address the County's housing and community development needs. These needs were identified through an extensive citizen participation process that involved neighborhood residents, service providers and other community partners. The Consolidated Plan guides the County's use of HUD resources through five goals. These goals are summarized as Housing, Social/Public Services, Community Development/Public Improvements, Economic Development, and Emergency/Disaster Response. Activities identified in this Annual Action Plan will deliver housing and community development services through housing programs, public works, as well as through partnerships with an array of public service providers.

## PR-05 Lead & Responsible Agencies

### AGENCY/ENTITY RESPONSIBLE FOR PREPARING/ADMINISTERING THE CONSOLIDATED PLAN

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**TABLE 1: RESPONSIBLE AGENCIES**

Agency Role	Name	Department/Agency
Lead Agency	Manatee County, Florida	Community and Veterans Services Department

**Table 1 – Responsible Agencies**

### NARRATIVE

Manatee County, Florida, is the lead agency responsible for overseeing the development of the Consolidated Plan and Annual Action Plan. The Community and Veterans Services Department is the internal department that is responsible for the day-to-day administration of CDBG, HOME, and ESG funding. However, the Community and Veterans Services Department does work with both the County Commission and County Departments in addition to residents, sub-recipients, and community organizations to develop a meaningful document.

To maximize citizen participation, staff conducted outreach through a series of public notices, meetings, and hearings. As part of these efforts, low- and moderate-income residents, as well as service providers, were encouraged to provide input on the Annual Action Plan.

### CONSOLIDATED PLAN PUBLIC CONTACT INFORMATION

Inquiries, comments, or complaints concerning the Plan, any amendments, or performance reports, can be conveyed by contacting County staff at:

*Manatee County Community and Veterans Services Department  
1112 Manatee Avenue West, Suite 300  
Bradenton, FL 34205  
Telephone: (941) 748-4501, ext. 6858  
Jennifer.yost@mymanatee.org*

*Business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday*

Written complaints may also be made to the Jacksonville Field Office of the U.S. Department of Housing and Urban Development (HUD) at the following address:

*U.S. Department of Housing and Urban Development*

*Community Planning and Development Division*

*400 West Bay St., Ste. 1015*

*Jacksonville, FL 32202*

*Phone: (904) 232-2627*

*Fax: (904) 232-3759*

*Business hours: 8:00 a.m. to 4:30 p.m., Monday through Friday*

## AP-10 Consultation

### **SUMMARY OF THE JURISDICTION'S ACTIVITIES TO ENHANCE COORDINATION BETWEEN PUBLIC AND ASSISTED HOUSING PROVIDERS AND PRIVATE AND GOVERNMENTAL HEALTH, MENTAL HEALTH AND SERVICE AGENCIES**

Institutional coordination of the Consolidated Plan establishes a unified vision for community development. The County uses a collaborative process to shape various programs into effective, coordinated strategies. This process also facilitates the opportunity for planning and citizen participation to take place in a comprehensive context, attempting to reduce duplication of effort at the local level.

The County will implement this Annual Action Plan in coordination with public, private, and non-profit agencies. Non-profit agencies may include, but are not limited to, service providers and Community Housing Development Organizations (CHDOs). Private sector partners may include, but are not limited to, local financial institutions, developers, and local businesses. The County works closely with its partners to design programs that address identified needs.

**Table 2** outlines the types of agencies and organizations consulted throughout the program year and during the development of the Manatee County Consolidated Plan and the Annual Action Plan. Organizations consulted included various service providers, CHDOs, Manatee County Housing Authority (MCHA), Suncoast Partnership to End Homelessness, County Departments, and the County Commission, among others.

### **DESCRIBE COORDINATION WITH THE CONTINUUM OF CARE AND EFFORTS TO ADDRESS THE NEEDS OF HOMELESS PERSONS (PARTICULARLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS, AND UNACCOMPANIED YOUTH) AND PERSONS AT RISK OF HOMELESSNESS**

The County coordinates with the Suncoast Partnership to End Homelessness through its PIT and Homeless Assessment reports and with residents through community meetings. This consultation was pivotal in preparing the Needs Assessment and Strategic Plan components of the Consolidated Plan. In addition, through consultation and review of the most recent Public Housing Authority Plan and other HUD reports, the MCHA also provided pivotal input in preparing the Consolidated Plan through input collected in the recent AFH process.

Through the public participation process the County conducted several meetings to gain input from the public. Invitations were sent to the CoC in addition to several agencies that provide services to the homeless population.

**DESCRIBE CONSULTATION WITH THE CONTINUUM(S) OF CARE THAT SERVES THE JURISDICTION'S AREA IN DETERMINING HOW TO ALLOCATE ESG FUNDS, DEVELOP PERFORMANCE STANDARDS AND EVALUATE OUTCOMES, AND DEVELOP FUNDING, POLICIES AND PROCEDURES FOR THE ADMINISTRATION OF HMIS.**

Manatee County receives and administers an Emergency Solutions Grant (ESG). The Suncoast Partnership to End Homelessness is the regional Continuum of Care (CoC), which is comprised of 16 board members and six staff persons that work together to identify concerns and make policies and recommendations on homeless issues. The mission of the Suncoast Partnership is to prevent and end homelessness in Manatee and Sarasota Counties. The Suncoast Partnership envisions a community where everyone has the opportunity to have a home.

The Suncoast Partnership to End Homelessness, as the lead agency for the area's CoC, utilizes the Homeless Management Information System (HMIS) data, Annual Point-in-Time (PIT) Count Report, and other documents including the Federal Strategic Plan to Prevent and End Homelessness to inform the allocation of funds, develop policies and procedures, and evaluate outcomes annually. Consultation with the CoC for the Consolidated Plan included research of the Suncoast Partnership to End Homelessness annual reports and plans, as well as input from community meetings, public hearings, and notices.

Annually, Manatee County enters into a funding agreement with Turning Points, who coordinates with the CoC to appropriately allocate and administer ESG funds. The County aims to leverage these ESG dollars with the CoC which already receives grant dollars from the State of Florida. By leveraging funds, the County can ensure that the ESG funds make the most positive impact possible.

**TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS AND OTHERS WHO PARTICIPATED IN THE PROCESS AND CONSULTATIONS**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Suncoast Partnership to End Homelessness	Continuum of Care/ Services-Homeless	Homeless Needs/ Homelessness Strategy/ Market Analysis	Noticed for Focus Group Meetings, Research of Annual Reports and Plans, Identification of Need, Referrals
Bay Pines	Health Agency - Veterans	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
CareerSource Suncoast	Services - Employment	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Family Resources	Services – Children and Families	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Health Planning Council of Southwest Florida (HPCSWF)	Services - Health	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
HOPE Family Services	Services – Victims of Domestic Violence	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Jewish Family & Children’s Service of the Suncoast (JFCS)	Services – Children and Families	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Centerstone	Health Agency	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Manatee Religious Services	Services – Children and Families	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
People Assisting the Homeless (PATH)	Services - Homeless	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals

**TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS AND OTHERS WHO PARTICIPATED IN THE PROCESS AND CONSULTATIONS**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Pine Village Resident Association PHA Resident Advisory Board	PHA Resident Advisory Board	AFH Goals and CPD Strategic Plan; Public Housing Needs	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Samoset Neighborhood Association	Neighborhood Group	AFH Goals and CPD Strategic Plan	Community meeting held to identify need and issues through the AFH and CPD processes
Selah Freedom	Services – Children, Housing	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Stillpoint	Services- Homeless	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Tidewell Hospice	Health Agency	AFH Goals and CPD Strategic Plan	Noticed for Focus Group Meetings for AFH, Identification of Need, Referrals
Manatee County Housing Authority (MCHA)	PHA	Public Housing Needs/ Market Analysis	Noticed for Focus Group Meetings, Research of Annual Reports and Plans, Identification of Need, Referrals
Manatee County, Departments	Other (County Departments)/ Grantee Department	Housing Needs Assessment/ Market Analysis/ Non-Housing Community Development Strategy	Attended Focus Group Meetings, Administration/ Community and Veterans Services Department/Public Works/Property Management/ Neigh. Services/Planning & Zoning/Public Safety/Parks & Natural Resources, Identification of Need
Manatee County, Affordable Housing Advisory Committee (AHAC)	Other (Advisory Board)	All	Noticed for Focus Group Meetings, AHAC Meetings, for AFH and Consolidated Plan

**TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS AND OTHERS WHO PARTICIPATED IN THE PROCESS AND CONSULTATIONS**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Manatee County, County Commission	Elected Officials	All	Noticed for Community Outreach Meetings, Work Sessions, Public Hearings, Confirmation of Strategy
Community Housing Development Organizations (CHDOs)	Housing	Housing Needs Assessment	Attended Focus Group Meetings, Identification of Need
Habitat for Humanity	Housing	Housing Needs Assessment	Attended Focus Group Meetings, Identification of Need
AM & FM Enterprises	Services – Health/ Elderly Persons	Non-Homeless Special Needs	Attended Focus Group Meetings, Identification of Need
Goodwill Manasota	Services - Employment	Market Analysis/ Economic Development	Attended Focus Group Meetings, Identification of Need
Educational Consultants Consortium (ECCI), Inc.	Services - Education	Market Analysis/ Economic Development	Attended Focus Group Meetings, Identification of Need
United Cerebral Palsy of SW Florida - Sunrise	Services – Persons with Disabilities	Non-Homeless Special Needs	Attended Focus Group Meetings, Identification of Need
Genesis Health Services	Services - Health	Non-Housing Community Development Strategy	Attended Focus Group Meetings, Identification of Need
Society of St. Vincent de Paul	Services – Homeless	Homeless Needs (All)/ Homelessness Strategy/ Market Analysis	Attended Focus Group Meetings, Identification of Need
Catholic Charities	Services – Homeless	Homeless Needs (All)/ Homelessness Strategy/ Market Analysis	Attended Focus Group Meetings, Identification of Need
Meals on Wheels	Services – Elderly Persons	Non-Homeless Special Needs	Attended Focus Group Meetings, Identification of Need
The Salvation Army	Services – Homeless	Homeless Needs (All)/ Homelessness Strategy/ Market Analysis	Attended Focus Group Meetings, Identification of Need



**TABLE 2: AGENCIES, GROUPS, ORGANIZATIONS AND OTHERS WHO PARTICIPATED IN THE PROCESS AND CONSULTATIONS**

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Community Solutions 360	Services – Housing/Health	Housing Needs Assessment/ Non-Housing Community Development Strategy	Attended Focus Group Meetings, Identification of Need
United Way of Manatee County	Services – Education/Health	Non-Housing Community Development Strategy	Attended Focus Group Meetings, Identification of Need
Boys & Girls Club	Services – Children	Homeless Needs – Families Non-Homeless Special Needs/ Non-Housing Community Development Strategy	Attended Focus Group Meetings, Identification of Need
SCORE	Business Leaders	Market Analysis/ Economic Development	Attended Focus Group Meetings, Identification of Need
Manatee County School Board	Services – Education/ Employment	Market Analysis/ Economic Development	Attended Focus Group Meetings, Identification of Need
Manatee County Chamber of Commerce	Business Leaders	Market Analysis/ Economic Development	Attended Focus Group Meetings, Identification of Need
Manatee Community Action Agency (MCAA)	Services – Housing/ Education/ Employment/ Health	Housing Needs Assessment/ Market Analysis/ Non-Housing Community Development Strategy	Attended Focus Group Meetings, Identification of Need
Bridges International/ Bridges of America	Other – Persons leaving prison/re-entry services	Housing Need Assessment/ Homelessness Strategy/ Market Analysis	Attended Focus Group Meetings, Identification of Need
Florida Dept. of Corrections	Other – Persons leaving prison/re-entry services	Housing Need Assessment/ Homelessness Strategy/ Market Analysis	Attended Focus Group Meetings, Identification of Need
Turning Points	Services – Homeless	Homeless Needs (All)/ Homelessness Strategy	Attended Focus Group Meetings, Identification of Need
Manatee County Federal Credit Union	Banking/Financing	Housing Need Assessment/ Market Analysis	Attended Focus Group Meetings, Identification of Need
Gulfcoast Legal Services	Services – Housing, Fair Housing	2022 Annual Action Plan	Attended Focus Group Meeting

**Table 2 – Agencies, groups, organizations who participated**

**IDENTIFY ANY AGENCY TYPES NOT CONSULTED AND PROVIDE RATIONALE FOR NOT CONSULTING**

Manatee County consulted with the lead agency for the CoC, local and county PHAs, affordable housing providers, various social service providers, County departments, and civic leaders. Additionally, the public, including but not limited to low- and moderate-income residents, residents within the County’s Racially and Ethnically Concentrated Areas of Poverty (R/ECAP), and other entities impacted by housing and community development activities, were noticed of community meetings by email, website, and posters, and public hearings by newspaper advertisements.

Metropolitan or regional planning agencies were not consulted during Plan development. Through extensive outreach efforts, representatives from these agencies did not participate. Other agencies and organizations not directly consulted were consulted indirectly by research of published plans and reports.

**DESCRIBE COOPERATION AND COORDINATION WITH OTHER PUBLIC ENTITIES, INCLUDING THE STATE AND ANY ADJACENT UNITS OF GENERAL LOCAL GOVERNMENT, IN THE IMPLEMENTATION OF THE CONSOLIDATED PLAN (91.215(L))**

Many of the programs and activities that will be carried out by the County during the program year will involve coordination with several agencies and organizations. The County actively administers the LHAP through state allocation for the creation and preservation of affordable housing to support the County’s goals for Housing, Social/Public Services, Community Development/Public Improvements, Economic Development and Emergency/Disaster Response. At a minimum, implicit in these goals is the County’s commitment to providing coordinated community, housing, and supportive services to its lower income residents. These services are provided through partnerships with government and quasi-government agencies, as well as respective planning efforts shown in **Table 3**. Manatee County will continue to encourage building partnerships between governments, lenders, builders, developers, real estate professionals, and advocates for low-income persons. Manatee County will continue to work with the building industry, banking industry, real estate industry, social service providers and other community groups to promote the development of affordable housing and related housing services.

**TABLE 3: OTHER CONSULTATIONS & COORDINATION**

Organization/Agency	Lead Organization	How do the goals of this Strategic Plan overlap with the goals of each plan?
State Housing Initiatives Partnership (SHIP) Local Housing Incentives Strategy and Local Housing Assistance Plan	Manatee County/ State of Florida	Housing

**Table 3 – Other Consultations & Coordination**

## AP-12 Citizen Participation

### SUMMARY OF CITIZEN PARTICIPATION PROCESS/EFFORTS MADE TO BROADEN CITIZEN PARTICIPATION

The development of the Annual Action Plan requires extensive citizen participation. For the 2022/2023 Annual Action Plan, Manatee County underwent an in-depth citizen participation process. HUD requires local jurisdictions to provide for citizen participation which encourages the development of the Annual Action Plan in cooperation with residents from every walk of life. In particular, HUD believes it is important to obtain the views of residents who live in low- and moderate- income areas, as well as service providers who deliver services to low-income and special needs residents.

The following section describes the public participation process that was completed for Manatee County in preparation of the 2022/2023 Annual Action Plan. A summary of the public participation process is shown in **Table 4**.

**TABLE 4: CITIZEN PARTICIPATION OUTREACH**

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL if applicable
Public Meeting	Non-Targeted/Community	January 21, 2022	Receive citizen input on housing and community development needs. Summaries and/or minutes are provided in the Appendix of this document.	All comments are addressed within the AFH and CPD goals.	N/A
Public Meeting – Lender Workshop	Targeted/Lender Community	January 21, 2022; 26 Attendees	Several lenders attended virtual meeting to discuss housing needs and gaps	All comments are addressed within the AFH and CPD goals.	N/A
Public Meeting – Whole Child Manatee	Non-Targeted/Community	February 2, 2022	Several service providers attended virtual meeting to discuss family service and housing needs and gaps	All comments are addressed within the AFH and CPD goals.	N/A
Public Notice Advertisement	Non-Targeted / Community	February 15, 2022	Public Advertisement of Notice of Funding Availability	No Comments	N/A
News Article	Non-Targeted/Community	February/ March 2022	Public Notification of availability of Funds	No Comments	N/A
Grant Application Workshop	Related Organizations	March 1, 2022; 37 Attendees	Agencies were provided guidance and answers related to grant applications	All comments are addressed within the AFH and CPD goals.	N/A
BOCC Regular Meeting	Non-Targeted/Community	June 7, 2022	No Comments Received	All comments are addressed within the AFH and CPD goals.	N/A
30-day Public Comment Period	Non-Targeted/Community	June 25, 2022 – July 26, 2022	No Comments Received	All comments are addressed within the AFH and CPD goals.	N/A
BOCC Public Hearing	Non-Targeted/Community	July 26, 2022	Final Adoption – Virtual and In-person. Comments included in the appendix of this report.	All comments are addressed within the AFH and CPD goals.	N/A

**Table 4 – Citizen Participation Outreach**

## **SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING**

Comments and concerns raised during the citizen participation process for both the Manatee County Consolidated Plan, Annual Action Plan, and AFH goals and outreach were taken into consideration when deciding on activity funding for the upcoming Program Year. The Annual Action Plan is a collaborative process that involves meetings with the public and stakeholders to determine areas of need and most appropriate projects to meet these needs. Priority needs were identified based on information located within the Consolidated Plan, available housing data, public input, service provider meetings, and past program performance. In addition, the Community and Veterans Services Department staff consulted with various County Departments to identify priorities for the upcoming year. Public participation documentation is included in the Appendix to this document.

### ***Housing Strategy***

Housing strategies located within the Consolidated Plan were determined by using housing data provided by HUD and the U.S. Census Bureau. Customized HUD data is available to help communities evaluate housing and homeless needs. Complete summaries of this data are available in the Needs Assessment and Market Analysis sections of the Consolidated Plan.

In addition, the County has a long and successful history of administering numerous housing programs and meeting housing needs. Several housing programs, particularly housing rehabilitation activities, have been underway for many years and provide good value to the community. In general, housing programs receive emphasis in Manatee County due to the large, ongoing need for housing services and affordable housing needs.

### ***Social/Public Service Strategy***

Social/Public Service strategies located within the Consolidated Plan were developed in several ways. First, the County consulted the Suncoast Partnership to End Homelessness annual PIT and homeless assessment reports to obtain the latest counts of the homeless population. The Suncoast Partnership to End Homelessness is the lead agency for homeless services and represents agencies that implement homeless services. The County also utilized data from HUD that details homelessness and homeless service providers, including the Sarasota, Bradenton/Manatee, Sarasota Counties CoC housing inventories. Finally, input from other service providers, stakeholders, and citizens through community

meetings, community surveys, meetings with Community and Veterans Services Department staff proved most helpful in crafting the Social/Public Service strategy.

### ***Community Development/Public Improvements Strategy***

Community Development/Public Improvements strategies located within the Consolidated Plan were determined through community meetings, community surveys, meetings with County staff, and review of current planning activities. The County is working to leverage other planning efforts with funding opportunities where possible.

In addition, a focus group meeting was held with internal Department Heads and staff to discuss priority needs of various County Departments. To the extent possible, the Community and Veterans Services Department will plan to leverage County resources and efforts.

### ***Economic Development Strategy***

Economic Development Needs located within the Consolidated Plan were determined through community meetings, community surveys, and consultation with service providers. As with the social/public service and housing topics, HUD and the U.S. Census provide data on various economic development items. In addition, information collected from citizens, stakeholders, and service providers that are knowledgeable about economic development and could provide valuable information through the participation process.

### ***Emergency/Disaster Response***

Emergency/Disaster Need located within the Consolidated Plan was determined in direct response to the COVID-19 pandemic.

## **AP-15 Expected Resources**

### **INTRODUCTION**

The Annual Action Plan must identify the federal, state, local and private resources expected to be available to the County to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in **Table 5**.

For the Program Year 2022/2023 Annual Action Plan, the County anticipates an annual allocation which includes \$1,787,068 in Community Development Block Grant (CDBG) funds, \$675,391 in HOME Investment Partnerships (HOME) funds, and \$160,076 in Emergency Solutions Grant (ESG) funds. The county expects \$95,579 in HOME program income. In total, Manatee County received approximately \$2,718,114 in federal funding for the Annual Action Plan program year that will begin on October 1, 2022 and will expire on September 30, 2023.

These funds will be used for CDBG eligible activities consistent with the current goals and objectives identified in the Consolidated Plan. CDBG, HOME, and ESG funds will be used for housing and community development activities including, but not limited to, increasing homeownership, providing existing homeownership assistance (e.g. housing rehabilitation), public services, infrastructure improvements, blight removal, homeless services/prevention and administration of the County's programs.

Other resources, such as private and non-Federal public sources may become available to the County during the program year. For CDBG leveraging, these include funding from State and Federal grant sources, County Departments (e.g. Public Works, Parks and Natural Resources, Building and Development Services, and Property Management), public or social service providers, or other sources. The County will also look to leverage funds and efforts through the Children's Services Dedicated Millage which funds an array of prevention, intervention and treatment programs for children birth through seventeen years of age, as authorized by County Ordinance #91-42 and associated amendments.

In addition, the half-cent Infrastructure Sales Tax (IST) is a possible source to fund infrastructure projects within designated low- and moderate- income areas.

**TABLE 5: ANTICIPATED RESOURCES**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 6				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public, Federal	Affordable Housing; Increasing Homeownership; Housing Rehabilitation/Reconstruction; Public Facility and Infrastructure Improvements; Public Services; Community and Economic Development; Planning & Administration	\$1,787,068	\$0	\$0	\$1,787,068	\$0	Additional resources for leveraging may include other State and Federal grant sources, County Departments (Public Works, Property Management, Parks and Natural Resources, Building and Development), public service providers or other sources of funding.
HOME	Public, Federal	Affordable Housing; Increasing Homeownership; Housing Rehabilitation/Reconstruction	\$675,391	\$95,579	\$0	\$770,970	\$0	Additional resources for leveraging may include other State and Federal grant sources (SHIP, CDBG)



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 6				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	Public, Federal	Homeless Prevention; Public Services	\$160,076	\$0	\$0	\$160,076	\$0	Funding to assist with homeless prevention and homeless services. May leverage resources from non-profit services providers, & non-federal resources.

*\*HUD 2022 Formula Allocation*

**Table 5 – Anticipated Resources**

The Annual Action Plan must summarize the County’s priorities and the specific goals it intends to initiate and/or complete within the fifth year of the Strategic Plan. These goals must be described in quantitative terms. Manatee County has selected goal outcome indicators and quantities based on the anticipated performance measures of the 2022/2023 Annual Action Plan. See **Table 8** and **Table 9**. It should be noted that due to the COVID-19 Pandemic, Manatee County has extended the 2017-2022 Consolidated Plan to include a sixth year, Program Year 2022/2023.

**EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED**

The County will look to leverage funds, if available, from State and Federal grants sources, County Departments (e.g. Public Works, Property Management, Parks and Natural Resources, Community Services, and Building and Development Services), public or social service providers, or other sources.

The County will also look to leverage funds, if available, from other agencies and programs against CDBG, HOME, and ESG dollars. The County will use funding from the State Housing Initiatives Program (SHIP) and/or other federal grants for the matching requirements under the HOME program, with 25% match on all expenditures except planning and administration, CHDO operating, CHDO capacity building, and CHDO project specific expenses when repayment is waived under § 92.301. Manatee County's match amount for ESG will come from the Community Coalition on Homelessness d/b/a Turning Points who receives grant funds through other non-federal sources. Consistent with ESG program requirements, a 100% match on all expenditures will be provided after the date that HUD signs the grant agreement. For ESG, cash, non-cash, and program income must meet requirements of § 576.201.

During the 2016 General Election, Manatee County voters approved a half-cent sales tax to pay for local roads, parks and public safety needs. Where possible, Manatee County will look to leverage these dollars with federal funds.

**IF APPROPRIATE, DESCRIBE PUBLICALLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN**

Manatee County Departments will work closely to dispose of surplus properties that are owned by Manatee County. Currently, the County administers a surplus property program that gives potential individuals the opportunity to obtain surplus property owned by Manatee County. These properties are potential surplus and must be approved by the county departments, administrators, and the Board of County Commissioners prior to approval. The County actively markets County owned property through the Property Management Department.

Also, through the property conveyance process developed by Manatee County, the Property Management Department works with the Community and Veterans Services Department to identify

surplus property that would be available for the development of permanent affordable housing. The County then seeks a partner to convey the property to in order to develop affordable housing.

Finally, through the Property Management Department, the County actively seeks property to acquire. Property Acquisition is responsible for identifying and obtaining real property needed by the County to deliver services to the citizens of Manatee County. The acquisition process includes negotiations with property owners to secure contracts for sale and purchase and conveyance of property following approval by the Board of County Commissioners.

## **DISCUSSION**

Manatee County's anticipated funding allocation will address many of the County's goals, including housing, social/public services, community development/public improvements, economic development, and emergency/disaster response. The County is fortunate to have a network of public or social service providers to help address these goals through financial leveraging, as well as other Federal funding sources, State funding sources, County Departments, and other agency and program funding.

## AP-20 Annual Goals and Objectives

**TABLE 6: GOALS SUMMARY INFORMATION**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator	Quantity	Unit of Measure (UoM)
1	Housing	2022	2023	Affordable Housing	Countywide	Quality of Housing, Increase Supply of Affordable Housing	HOME - \$699,010	Homeowner Housing Rehabilitated	5	Household/Housing Units
								CHDO Housing Units (Rental or Owner)	1	Household/Housing Units
2	Social/Public Service	2022	2023	Homeless Non-Homeless Special Needs	South County and Samoset West R/ECAPs, Countywide	Basic Needs Assistance, Transportation Services for Special Needs, Homeless Prevention, Services, and Shelters, Expand Access to Housing Programs and Services, Legal Services, Public Facilities Improvements	CDBG - \$268,060 ESG - \$148,071	Public service activities other than Low/Moderate Income Housing Benefit	311	Persons Assisted
								Homelessness Prevention	10	Persons Assisted
3	Community Development/Public Improvements	2022	2023	Non-Housing Community Development	Countywide	Public Facilities Improvements	CDBG - \$1,161,595	Public Infrastructure Projects	1	Facility
4	Economic Development	2022	2023	Economic Development	N/A	N/A	CDBG - \$0	N/A	0	N/A
5	Emergency/Disaster Response	2022	2023	Emergency/Disaster Response	N/A	N/A	CDBG - \$0	N/A	0	N/A
6	Program Administration	2022	2023	Program Administration	Countywide	N/A	CDBG - \$357,413 HOME - \$67,539 ESG - \$12,005	Other	N/A	Other

**Table 6 – Goals Summary Information**

**TABLE 7: GOAL DESCRIPTIONS**

1	Goal Name	Housing
	Goal Description	Improve availability, accessibility, and condition of affordable housing for low- and moderate-income and special needs households throughout Manatee County.   HOME - \$699,010
2	Goal Name	Social/Public Service
	Goal Description	Expand the accessibility and coordination of social services to Manatee County low- and moderate-income, homeless, and special needs populations.   CDBG - \$268,060   ESG - \$148,071
3	Goal Name	Community Development/Public Improvements
	Goal Description	Enhance the living environment of low- and moderate-income, homeless, and special needs populations through public improvement projects and activities.   CDBG - \$1,161,595
4	Goal Name	Economic Development
	Goal Description	Support programs that create economic opportunities for low- and moderate- income persons or within the designated low- and moderate-income areas.   CDBG - \$0
5	Goal Name	Emergency/Disaster Response
	Goal Description	Prepare for, prevent, and respond to the COVID-19 pandemic.   CDBG - \$0
6	Goal Name	Program Administration
	Goal Description	Program administration is required to implement the County’s Consolidated Plan goals. Program administration addresses all outcomes, objectives, and priority needs.   CDBG - \$357,413   HOME - \$67,539   ESG - \$12,005

**Table 7 – Goal Descriptions**

## AP-35 Projects

### INTRODUCTION

The Annual Action Plan includes proposed activities that meet the priority housing and community development needs as described in the 2017/2022 Consolidated Plan. Manatee County has developed a comprehensive strategy for using limited resources available to address the housing and community development needs of its low- and moderate-income citizens, the homeless, and its housing stock.

For the Program Year 2022/2023 Annual Action Plan, the County anticipates an annual allocation which includes \$1,787,068 in Community Development Block Grant (CDBG) funds, \$675,391 in HOME

Investment Partnerships (HOME) funds, and \$160,076 in Emergency Solutions Grant (ESG) funds. Additionally, the county expects \$95,579 in HOME program income. In total, Manatee County received approximately \$2,718,114 in federal funding for the Annual Action Plan program year that will begin on October 1, 2022 and will expire on September 30, 2023.

Manatee County takes great pride in the range of programs and services that are available to residents. Manatee County understands the need to ensure that basic services are provided. The County has utilized the CDBG, HOME, and ESG Programs to constructively meet the changing needs of the community.

**TABLE 8: PROJECT INFORMATION**

#	Project Name
1	2022 Project Smile – CDBG*
2	2022 Unfunded Senior Meals – CDBG*
3	2022 Allean’s Loving Care – CDBG*
4	2022 Housing Legal Services – CDBG*
5	2022 Homeless Prevention – CDBG*
6	Washington Park – CDBG
7	General Administration/Planning – CDBG
8	Homeowner Rehabilitation Program – HOME
9	CHDO Set Aside – HOME
10	General Administration/Planning – HOME
13	2022 Homelessness Prevention, Rapid Rehousing, & Case Management – ESG
14	General Administration/Planning – ESG

*\*Activities are public service – subject to 15% cap*

**Table 8 – Project Information**

**DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS**

One obstacle to meeting underserved needs is the lack of resources. Given that entitlement programs have been reduced over the last several fiscal years, Manatee County plans to continue to review alternative sources of funds to help address the needs of County residents. In program year 2020 the County focused efforts on responding to the COVID-19 pandemic and to address basic needs rather than looking to expand program opportunities; this year, the County will continue to build upon expanding program opportunities that were set aside to mitigate the impacts of COVID-19.

The County has also identified the housing requirements of the poverty-level renter and homeowner as a major underserved need. Although the County supports the construction of low-income rental projects, these projects, which are primarily funded through the Florida Housing Finance Corporation, only reach up to 60% of median family income. Therefore, there is still a group of low-income residents who are unable to be housed through these initiatives. These projects include HOME, SHIP and other state funds, but are generally projects funded through the Low-Income Housing Tax Credit (LIHTC) program, and the State Apartment Incentive Loan (SAIL) Program.

Neighborhood resistance to group homes is also an obstacle; however, the State now requires that communities allow small group homes (6 people and under) in all residential zoning districts. This has alleviated some of the need.

# AP-38 Project Summary

**TABLE 9: PROJECT SUMMARY INFORMATION**

1	<b>Project Name</b>	<b>2022 Project Smile - CDBG</b>
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Basic Needs Assistance, Transportation Services for Special Needs
	Funding	\$40,000 - CDBG
	Description	Provides dentures, prosthetics, and materials for making such devices for homeless and income-eligible residents of unincorporated Manatee County. (Community Coalition on Homelessness/Turning Points)
	Planned Activities	05M Health Services (166 Persons Assisted)
2	<b>Project Name</b>	<b>2022 Unfunded Senior Meals - CDBG</b>
	Target Area	Samoset West R/ECAP, South County R/ECAP
	Goals Supported	Social/Public Service
	Needs Addressed	Basic Needs Assistance, Transportation Services for Special Needs
	Funding	\$48,400 - CDBG
	Description	Provides hot meals to elderly clients who reside in a R/ECAP. All participants are required to complete an eligibility assessment. The program is run by staff instead of volunteers as a direct result of COVID-19. (Meals on Wheels Plus)
	Planned Activities	05A Senior Services (30 Persons Assisted)
3	<b>Project Name</b>	<b>2022 Allean’s Loving Care - CDBG</b>
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Expand Access to Housing Programs and Services, Basic Needs Assistance, Transportation Services for Special Needs
	Funding	\$65,000 - CDBG
	Description	Provides in-home care and companion services to the elderly. (AM&FM Enterprise, Inc)
	Planned Activities	05A Senior Services (17 Persons Assisted)
4	<b>Project Name</b>	<b>2022 Housing Legal Services - CDBG</b>
	Target Area	Countywide
	Goals Supported	Social/Public Services
	Needs Addressed	Legal Services, Homeless Prevention, Services, and Shelters
	Funding	\$61,600 – CDBG
	Description	Provide legal services to income-qualified residents of unincorporated Manatee County on violations of



		fair housing, landlord/tenant, mortgage foreclosure, and related housing laws. (Gulfcoast Legal Services)
	Planned Activities	05C Legal Services (58 persons assisted)
5	<b>Project Name</b>	<b>2022 Homeless Prevention - CDBG</b>
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Homeless Prevention, Services, and Shelters
	Funding	\$53,060 - CDBG
	Description	Provide emergency rental assistance for the purposes of preventing homelessness. (The Salvation Army)
	Planned Activities	05Z Other Public Services (40 Persons Assisted)
6	<b>Project Name</b>	<b>Washington Park - CDBG</b>
	Target Area	Washington Park
	Goals Supported	Community Development/Public Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	\$1,161,595 - CDBG
	Description	Construction of a County Park on a 19-acre parcel including a multi-use field, restroom building, parking lot and trails.
	Planned Activities	03F Parks, Recreational Facilities (1 Facility)
7	<b>Project Name</b>	<b>General Administration/Planning - CDBG</b>
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$357,413 - CDBG
	Description	Oversight, management, monitoring, and coordination of CDBG activities.
	Planned Activities	21A General Program Administration
8	<b>Project Name</b>	<b>Homeowner Rehabilitation Program - HOME</b>
	Target Area	Countywide
	Goals Supported	Housing
	Needs Addressed	Expand access to housing programs and services
	Funding	\$603,431 - CDBG
	Description	Rehabilitation or reconstruction of existing income-eligible homeowner-occupied residential units.
	Planned Activities	14A Rehabilitation (6 Household/Housing Unit)
9	<b>Project Name</b>	<b>CHDO Set Aside - HOME</b>
	Target Area	Countywide
	Goals Supported	Housing
	Needs Addressed	Expand access to housing programs and services
	Funding	\$100,000 - HOME

	Description	Set-aside for approved CHDO agencies for eligible households.
	Planned Activities	12 Construction of Housing (1 Household/Housing Units)
10	<b>Project Name</b>	<b>General Administration/Planning - HOME</b>
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$67,539 - HOME
	Description	Oversight, management, monitoring, and coordination of HOME activities
	Planned Activities	21A General Program Administration
11	<b>Project Name</b>	<b>Homelessness Prevention, Rapid Rehousing, &amp; Case Management - ESG</b>
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Homeless Prevention, Services, and Shelters
	Funding	\$148,071 - ESG
	Description	Provide for homeless prevention and rapid rehousing services.
	Planned Activities	05Q Subsistence Payments (10 persons assisted)
12	<b>Project Name</b>	<b>General Administration/Planning - ESG</b>
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$12,005 - ESG
	Description	Oversight, management, monitoring, and coordination of ESG activities.
	Planned Activities	21A General Program Administration

**Table 9 – Project Summary Information**

## AP-50 Geographic Distribution

### **DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED**

Manatee has designated low- and moderate- income census block groups with the highest percentages of low- and moderate- income households as “Target Areas”. The Community Block Grant Development (CDBG) program requires that each CDBG-funded activity must meet one of the HUD defined National Objectives which are:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating blight, or
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

With respect to activities that benefit all the residents of a given area, at least 51% of the area’s residents must be low- and moderate- income or the area must obtain a slum/blight area designation. Some CDBG assisted activities, such as parks, neighborhood facilities, community centers and streets, serve an identified geographic area. These activities generally meet the low- and moderate-income principal benefit requirement if 51 percent of the residents in the activity's service area are low- and moderate- income.

The Low- and Moderate- Income Areas Map located in the Appendix of this document shows all census block groups in which the majority of the population have incomes below the 80% AMI threshold. Each of these areas meets the eligibility requirements for low- and moderate-income area benefit.

In addition, Manatee County has identified areas known as Racially/Ethnically Concentrated Areas of Poverty (R/ECAPs) as target areas. This includes both the Samoset West and South County Target Areas. HUD has developed a census tract-based definition of R/ECAPs. The definition involves a racial/ethnic concentration threshold and a poverty test. The racial/ethnic concentration threshold is straightforward: R/ECAPs must have a non-white population of 50 percent or more. Regarding the poverty threshold, HUD defines neighborhoods of extreme poverty as census tracts with 40 percent or more of individuals living at or below the poverty line. Because overall poverty levels are substantially lower in many parts of the country, HUD supplements this with an alternate criterion. Thus, a neighborhood can be a R/ECAP

if it has a poverty rate that exceeds 40% or is three or more times the average tract poverty rate for the metropolitan/micropolitan area, whichever threshold is lower.

Census tracts with this extreme poverty that satisfy the racial/ethnic concentration threshold are deemed R/ECAPs. Based on the County’s R/ECAP and low- and moderate-income designations, a number of neighborhoods that have higher percentages of lower income residents, Samoset, Samoset West R/ECAP, South County R/ECAP, and Washington Park, have been identified as Target Areas.

For the 2022/2023 Annual Action Plan, Manatee County will provide direct assistance to these low- and moderate-income areas of the County including, but not limited to, the identified R/ECAP and Low- and Moderate- Income Target Areas. These Target Areas are identified in **Table 10**. Percentages were determined by dividing the total funds for a specified target area and dividing each of these amounts by the total funds available to the county (less the amount of funding allocated to administration activities). Assistance will also be made available Countywide to persons meeting the CDBG eligibility requirements for low- and moderate-income benefit.

**TABLE 10: GEOGRAPHIC DISTRIBUTION**

Target Area	Percentage of Funds
Samoset Target Area	0%
Samoset West R/ECAP Target Area	<1%
South County R/ECAP Target Area	<1%
Washington Park Target Area	42.7%
Low- and Moderate-Income Areas/Countywide	55.5%

**Table 10 – Geographic Distribution**

**RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY**

Manatee County’s rationale for allocating investments geographically is dependent upon the location of low- and moderate-income populations and Racially and Ethnically Concentrated Areas of Poverty (R/ECAPs) as defined above.

The R/ECAPs are prioritized due to the Assessment of Fair Housing that was approved in February of 2017. Several activities will directly benefit the R/ECAPs: Home Rehabilitation Program and Meals on

Wheels PLUS of Manatee, Inc. - Unfunded Senior Meals. These programs are directed toward physical and social enhancements of the R/ECAPs.

Additionally, in prior years the County allocated \$1,258,000 in CDBG to Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project and \$661,000 in HOME to Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development for the development of new affordable housing opportunities. These projects are still under development and will provide affordable homeownership and rental housing opportunities.

All other activities, or the remainder of expected non-administrative funding, will benefit any person meeting the CDBG eligibility requirements for low- and moderate-income benefit, including persons living in the R/ECAPs and Target Areas. These other activities include homebuyer assistance, home rehabilitation program, public facility projects, affordable housing development, and the homeless or persons likely to become homeless, as well as the County's administration of CDBG, HOME, and ESG funds.

## **DISCUSSION**

Manatee County has identified nine (9) projects to implement the five goals of the Strategic Plan during the final year of the 2017/2022 Consolidated Plan. These projects benefit low- and moderate-income persons Countywide and within the County's Target Areas. Projects with Countywide benefit include Project Smile, Allean's Loving Care, Housing Legal Services, Homeless Prevention, the CHDO set aside funding, as well as the County's ESG allocation used for homeless prevention, services, and shelters. The administration of CDBG, HOME, and ESG funds also have an indirect countywide benefit. Furthermore, several projects are specific to the R/ECAPs.

## **AP-55 Affordable Housing**

### **INTRODUCTION**

The County places a high priority on providing affordable homeownership and rental opportunity in Manatee County. This goal shall be addressed, in part, by local non-profit organizations and developers that construct affordable housing for lower-income homebuyers and renters. In addition, the County

will continue to deliver its housing rehabilitation and rental assistance programs, and to support homebuyer education and Fair Housing activities.

Manatee County approved Resolution R-17-069 on August 22, 2017, to enact the Livable Manatee Incentive Program for Qualified New Affordable Housing. This program provides for homeownership and rental incentives to foster the construction of new affordable units and is an improvement and expansion on the previous Affordable Housing Impact Fee Program. Through this program, Manatee County will pay 100% of impact fees for new qualified affordable units and will expedite the corresponding review and permitting process. The resulting development is subject to a Land Use Restriction Agreement to maintain affordability for a designated amount of time.

Additionally, Manatee County amended its Future Land Use Categories and increased densities in the Comprehensive Plan to further support affordable housing. The companion Land Development Code changes were adopted and implemented in April 2019.

Finally, in response to the COVID-19 pandemic the County has implemented the Emergency Rental Assistance Program with federal funding for temporary rental assistance through the Emergency Rental Assistance Program to help sustain housing for those impacted by COVID-19.

The Annual Action Plan must specify goals for the number of homeless, non-homeless, and special needs households to be supported within the program year. These numbers are shown in **Table 11** and are inclusive of the affordable housing activities shown in **Table 6**, in addition to other planned housing activities identified in **Table 8**. **Table 12** indicates the number of households to be supported through specific activities, including rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. For the purposes of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. [This section replaces the former HUD Table 3B.]

**TABLE 11: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT REQUIREMENT**

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	47
Special Needs	0
<b>Total</b>	<b>47</b>

**Table 11 – One Year Goals for Affordable Housing by Support Requirement**

**TABLE 12: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT TYPE**

One Year Goals for the Number of Households Supported Through:	
Rental Assistance	40
The Production of New Units	1
Rehab of Existing Units	6
Acquisition of Existing Units	0
<b>Total</b>	<b>47</b>

**Table 12 – One Year Goals for Affordable Housing by Support Type**

## DISCUSSION

The County will continue to deliver its long-standing housing programs, including housing rehabilitation, housing replacement, rental assistance, and down payment assistance through both federal and state programs, coordinate with non-profit organizations and for-profit developers that construct affordable housing, and support homebuyer education and Fair Housing activities. These housing activities will support at least 46 households through a combination of production of new units, short-term to medium-term rental assistance, and rehabilitation of existing units.

## AP-60 Public Housing

### INTRODUCTION

This section of the Annual Action Plan describes what actions Manatee County will take in the 2022/2023 program year to carry out the public housing portion of the Strategic Plan. Below, the County has identified the manner in which the 2022/2023 Annual Action Plan will address the needs of public housing during the program year.

## **ACTIONS PLANNED DURING THE NEXT YEAR TO ADDRESS THE NEEDS TO PUBLIC HOUSING**

Currently, Manatee County has two Public Housing Authorities working within its borders. These include the Bradenton Public Housing Authority (BPHA), which also manages the Hope VI housing project, and the Manatee County Housing Authority. According to the Manatee County Housing Authority (MCHA), as of August 2020, the MCHA manages 80 public housing units and 1,276 Section 8 vouchers.

These units/vouchers are in constant demand. The MCHA public housing waiting list has 100 applicants, while the Section 8 voucher program is more than 500 applicants. Typical wait time varies from 6 months to 2 years before receiving assistance. Currently, both public housing authorities have closed their waiting lists in an effort to manage the current demand.

According to the Manatee County Housing Authority, their PHA Plan has taken the following steps to ensure consistency between this Plan and the Consolidated Plan for the jurisdiction:

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan.
- The PHA has participated in many consultation processes, organized and offered by Manatee County, in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during development of their Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.

This Plan also explains that there are no public housing units or Section 8 Vouchers expected to be lost from their inventory over the next five years. In addition, the PHA does not utilize a HOPE VI grant.

## **ACTIONS TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP**

All programs in the 2022/2023 Annual Action Plan are available to public housing residents and address the common needs experienced by low-income persons, including public housing residents. In addition, public housing residents are encouraged to participate in the Annual Action Plan development process.

Furthermore, in 2017 Manatee County collaborated with the MCHA to develop a joint AFH. The AFH was a citizen-driven plan that was developed through a series of public outreach efforts that included the



surveys with PHA residents, meetings with MCHA staff, and attending PHA resident advisory board meetings.

**IF THE PHA IS DESIGNATED AS TROUBLED, DESCRIBE THE MANNER IN WHICH FINANCIAL ASSISTANCE WILL BE PROVIDED OR OTHER ASSISTANCE**

The Manatee County Housing Authority has a PHAS score of 100 and has a “small PHA deregulation” and is not listed as troubled by HUD. The Bradenton Housing Authority has a PHAS score of 88 and is considered a standard performer and is not listed as troubled by HUD.

**DISCUSSION**

Affordable housing needs are met by multiple service providers in Manatee County. The MCHA currently administers public housing units and tenant-based vouchers (HCVs). The County will continue to coordinate referrals with the MCHA in order to connect low-income residents with housing options.

## **AP-65 Homeless and Other Special Needs Activities**

**INTRODUCTION**

This section of the Annual Action Plan describes Manatee County’s one-year goal, and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations.

**DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS**

Consistent with Manatee County’s Consolidated Plan Strategic Plan, the County will continue to pursue the goal of reduced homeless. To this end, the County has programmed activities that meet the objectives of the Strategic Plan. Activities include:

- Project Smile - Funding to pay for dentures, prosthetics, and supplies for making such devices for homeless clients.
- Homeless Prevention (CDBG) - Funding will provide for housing relocation and stabilization services, and short-term rental assistance.

- Homeless Prevention/Rapid Rehousing (ESG) - Funding will provide for housing relocation and stabilization services, and short-term and medium-term rental assistance.

### **REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS**

Strategies outlined in the Consolidated Plan and the specific actions taken by Manatee County non-profit partners will continue to support the efforts of the Suncoast Partnership to End Homelessness, Inc., through this Action Plan Program Year.

Additionally, the County is using CDBG and ESG funding from prior year allocations as well as the CARES Act to reach out to unsheltered persons experiencing homelessness to connect them with traditional and COVID-19 related resources.

### **ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS**

One of the County's strategies for preventing and reducing homelessness is to assist non-profit service providers in obtaining additional funding sources for emergency shelters. The primary activities to address homelessness during the 2022/2023 program year is Project Smile and Homeless Prevention through short-term and medium-term rental assistance.

In addition to the impact of COVID-19 and the ending of the CDC Eviction Moratorium, the dramatic increase in housing costs could lead to homelessness for individuals and families. In response to the COVID-19 pandemic, the County has implemented the Manatee County Emergency Rental Assistance Program with federal funding for temporary rental assistance through the Emergency Rental Assistance Program to help sustain housing for those impacted by COVID-19. With HUD funding, Manatee County continues to support programming that is designed to prevent homelessness by assisting renters that find themselves behind in rental payments. This type of temporary assistance can help families that truly find themselves in a unique situation that can be remedied by one-time support. Through the CDBG funded Homeless Prevention activity, the County will provide for housing relocation and stabilization services, and short-term rental assistance. Through the ESG funding, the County will provide for housing relocation and stabilization services, and short-term and medium-term rental assistance to prevent homelessness and to rapidly rehouse individuals and families experiencing homelessness.

**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**

Another of the County's strategies for preventing and reducing homelessness is to promote and encourage the development of programs that facilitate the transition from homelessness into permanent housing. With ESG funds, the County supports homeless prevention and rapid rehousing services for those experiencing homelessness.

**HELPING LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES AND THOSE WHO ARE: BEING DISCHARGED FROM PUBLICLY FUNDED INSTITUTIONS AND SYSTEMS OF CARE (SUCH AS HEALTH CARE FACILITIES, MENTAL HEALTH FACILITIES, FOSTER CARE AND OTHER YOUTH FACILITIES, AND CORRECTIONS PROGRAMS AND INSTITUTIONS); OR, RECEIVING ASSISTANCE FROM PUBLIC OR PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION, OR YOUTH NEEDS**

Homeless prevention is a major concern and goal of Manatee County. Strategies outlined in the Consolidated Plan will continue to support the efforts of the Suncoast Partnership to End Homelessness, Inc., through this Action Plan Program Year.

During the 2022/2023 program year, Manatee County will coordinate with Suncoast Partnership to End Homelessness, the County's designated Continuum of Care agency and other homeless service providers to implement a cohesive, community-wide discharge coordination policy that can be successfully implemented to ensure that persons being discharged from publicly funded agencies and institutions do not become homeless upon release. Programs currently meeting such need include Turning Points, Our Daily Bread, The Salvation Army, and Catholic Charities.

The County will coordinate with Suncoast Partnership to End Homelessness and its member agencies that offer self-sufficiency training, medical/healthcare, mental health counseling, case management, and other activities to prevent homelessness in populations that may be discharged from systems of care but require housing assistance and continued access to related social services.

In addition, the County previously allocated CDBG funding from the CARES Act to Homeless Outreach and Legal Assistance programs that will continue through the 2022/2023 program year to help low-income families impacted by COVID-19 avoid homelessness.

## **DISCUSSION**

With the exception of a small amount of funds to be allocated to ESG program administration, the County plans to allocate the entire ESG allocation of \$162,591 toward homeless services for the 2022/2023 program year. These activities will provide much needed services for the homeless population.

Additionally, toward both reducing homelessness and addressing special needs, the County will support health services and other related activities including rental assistance and services for at-risk families.

Special needs in Manatee County include meal and home rehabilitation assistance, supportive housing for persons with disabilities, substance abuse and mental health counseling, HIV/AIDS services, and support in response to domestic violence and at-risk youth. The following 2022/2023 program year activities will support persons with special needs. These activities include:

- Manatee County Homeowner Rehabilitation Program
- Unfunded Senior Meals
- AMFM Enterprise, Inc. - Allean's Loving Care
- Housing Legal Services

## **AP-75 Barriers to Affordable Housing**

### **INTRODUCTION**

Manatee County is dedicated to providing affordable housing to homeless, non-homeless, and special needs households. During the 2022/2023 program year, the County will utilize the Housing Rapid Response Team and Land Development Code incentives for the Urban Corridors and the Livable Manatee Incentive Program for Qualified New Affordable Housing that act to reduce barriers to and incentivize affordable housing. Community and Veterans Services Department, County staff will review and identify required revisions to the Comprehensive Plan and Land Development Code to further fair housing and remove or ameliorate barriers to affordable housing.

Additionally, the County has previously provided funding to support two (2) affordable housing development projects: Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development (HOME) and Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project (CDBG) that are under development. The County will continue to move these efforts forward through the 2022/2023 program year.

With regard to fair housing, Manatee County has made available funds from 2022/2023 and continued CDBG-CV funding for use during the program year 2022/2023 to the Housing Legal Services for low- and moderate-income- residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosure, eviction mediation, and related housing laws.

**ACTIONS IT PLANNED TO REMOVE OR AMELIORATE THE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT SERVE AS BARRIERS TO AFFORDABLE HOUSING SUCH AS LAND USE CONTROLS, TAX POLICIES AFFECTING LAND, ZONING ORDINANCES, BUILDING CODES, FEES AND CHARGES, GROWTH LIMITATIONS, AND POLICIES AFFECTING THE RETURN ON RESIDENTIAL INVESTMENT**

Public policies can have a direct impact on barriers to affordable housing. Manatee County has recognized this fact and has reviewed its own process to expose any barriers or obstacles to developing affordable housing. From this review, a few concerns were noted. These included the review time by the staff and the cost to the developer, the limited code allowances for affordable or workforce housing, and impact fees. To alleviate these concerns, a variety of policies and or regulations were put into practice. An in-depth description of these policies and regulations are provided within the Consolidated Plan. An overview is outlined here:

**Housing Rapid Response Team** – assists housing developers who wish to participate in the County’s affordable/workforce housing programs expedite the development and permitting processes.

**Manatee County Land Development Code** – outlines incentives which may be available to developers of affordable/workforce housing developments. Developers for income-eligible households may seek expedited review and permit processing, review and permit fee refunds, and other incentives, as applicable.

**Urban Corridors** - Starting in 2016, the County made amendments to the Comprehensive Plan and Land Development Code to improve opportunities for infill, redevelopment and development, along major corridors in strategic areas of the County. The amendments generally provide greater flexibility in the regulations, allow for moderate increases in density and intensity of development, and allow residential and mixed-use development patterns to occur along the corridors. They also ensure that development review is consistent, meaningful, and predictable for staff, the developer, and citizens. In 2017, the Urban Corridors received statewide recognition for allowance of greater densities and building heights while promoting mixed-use and walkability.

**Livable Manatee Incentive Program for Qualified New Affordable Housing** - Manatee County approved Resolution R-17-069 on August 22, 2017, to enact the Livable Manatee Incentive Program for Qualified New Affordable Housing. This program provides for homeownership and rental incentives to foster the construction of new affordable units and is an improvement and expansion on the previous Affordable Housing Impact Fee Program. Through this program, Manatee County will pay 100% of impact fees for new qualified affordable units and will expedite the corresponding review and permitting process. The resulting development is subject to a Land Use Restriction Agreement to maintain affordability for a designated amount of time.

**Fair Housing Proclamation** - Manatee County has made a commitment to affirmatively further fair housing within the community. Along with the recent adoption of the Assessment of Fair Housing, the County has declared the month of April as “Fair Housing Month”. With this proclamation the Board of County Commissioners calls upon all residents and citizens to recognize that compliance with the U.S. Fair Housing Laws is the equitable way in which to guarantee fair housing practices for all citizens.

**National Community Development Week Proclamation** – April 22-26, 2019 was designated National Community Development Week to recognize and celebrate the CDBG Program and the HOME Program. On April 23, 2019 Manatee County BOCC adopted a Proclamation to recognize the outstanding work being done locally with CDBG and HOME funds by urging Congress to provide increased funding for both programs in Fiscal Year 2020. The 2022 program year allocation is a decrease when compared to 2019,

2020, and 2021 program year CDBG allocations at \$1,787,068.

## **DISCUSSION**

During the 2022/2023 program year, the County will utilize the Housing Rapid Response Team and Land Development Code incentives for the Urban Corridors and the Livable Manatee Incentive Program for Qualified New Affordable Housing that act to reduce barriers to and incentivize affordable housing. It should also be noted that, through the development of the AFH, the County identified several polices and regulations that need to be reviewed with the goal in determining what impediments to fair housing and barriers to affordable housing exist within these policies. The Land Development Code and County Comprehensive Plan were identified as documents that will need to be reviewed.

## **AP-85 Other Actions**

### **INTRODUCTION**

This section of the Annual Action Plan describes the Manatee County's planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and
- Enhance coordination.

In addition, the County has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

### **ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS**

One obstacle to meeting underserved needs is the lack of resources (not specific to COVID response). Given that entitlement programs generally do not match the needs of the community, during the 2022/2023 program year the County has seen a slight increase in resources. Manatee County will continue to review alternative sources of funds to help address the needs of County residents. Efforts will be made to submit and support others in making grant applications to Federal, State, and local

agencies, as staffing allows. Specific grant applications could include prisoner re-entry into society, mental health services, infrastructure improvements, and neighborhood revitalization.

The County has also identified the housing requirements of the poverty-level renter and homeowner as a major underserved need. Although the County supports the construction of low-income rental projects, these projects, which are primarily funded through the Florida Housing Finance Corporation, only reach up to 60% of median family income. Therefore, there is still a group of low-income residents who are unable to be housed through these initiatives. These projects include HOME, SHIP and other state funds, but are generally projects funded through the Low-Income Housing Tax Credit (LIHTC) program, and the State Apartment Incentive Loan (SAIL) Program. During the 2022/2023 program year, Manatee County will utilize incentive programs, such as the Livable Manatee Incentive Program and other local Land Development Code Incentives, such as Density Bonuses, for Qualified Affordable Housing, to foster additional rental units affordable to low-income residents.

Neighborhood resistance to group homes is also an obstacle; however, the State now requires that communities allow small group homes (6 people and under) in all residential zoning districts. This has alleviated some of the need.

In response to the COVID-19 pandemic, the county has implemented the Manatee County Emergency Rental Assistance Program with federal funding for temporary rental assistance through the Emergency Rental Assistance Program to help sustain housing for those impacted by COVID-19. In an effort to “plan, prevent, prepare and respond to” the COVID-19 pandemic, the County aims to provide assistance through CDBG funding and CARES Act funding to projects that address the provision of needed services. During the 2020/2021 program year, the County committed approximately \$4.8 million in CDBG-CV and ESG-CV funding to services that are aimed at mitigating the effects of COVID-19. Additionally, the County used \$60,532 of 2020 CDBG funding to support an additional COVID response service through Meals on Wheels, temporary meals assistance.

### **ACTIONS PLANNED TO FOSTER AND MAINTAIN AFFORDABLE HOUSING**

The County will continue to deliver its long-standing housing programs, including housing rehabilitation, housing replacement, rental assistance, and down payment assistance, coordinate with non-profit organizations and developers that construct affordable housing, and support homebuyer education and



Fair Housing activities. These housing activities will support at least 46 households through a combination of production of new units, rehabilitation of existing units, and short-term to medium-term rental assistance.

During the 2022/2023 program year, the County will utilize the Housing Rapid Response Team and Land Development Code incentives for the Urban Corridors and the Livable Manatee Incentive Program for Qualified New Affordable Housing that act to reduce barriers to and incentivize affordable housing. These programs foster affordable housing through expedited review and permitting, impact fee waivers, density and height allowances, and other measures to facilitate the production of new units affordable to low and moderate-income residents.

Additionally, the County has previously provided support for two (2) affordable housing developments: Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development (HOME) and Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project (CDBG). Manatee County increased funding to these activities in 2021/22, due to rising construction costs.

### **ACTIONS PLANNED TO REDUCE LEAD-BASED PAINT HAZARDS**

During the coming year, the Manatee County Health Department will continue to test low-income children for lead poisoning, as well as investigate any cases found. The County will meet the requirements of the new lead-based paint regulations by undertaking the actions shown in the Consolidated Plan as outlined below.

Three members of the housing staff within the Community and Veterans Services Department have successfully completed the HUD Office of Lead Hazard Control's "Visual Assessment Course" training. Participating contractors who have not attended the training continue to be encouraged to obtain training certification in lead-based paint safety procedures.

The County will address the lead-based paint hazards that are found in all homes rehabilitated with the County's CDBG and/or HOME funds. Only homes that are pre-1978 are subject to the lead-based paint provisions and, fortunately, many homes in Manatee County were constructed after 1978.

The County will continue to encourage appropriate staff and participating contractors to attend training and obtain certification in “Lead-Based Paint Safe Work Practices” for County construction and rehabilitation projects.

### **ACTIONS PLANNED TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES**

Manatee County has developed a program that will serve poverty level families and those in need. Through various housing initiatives the County will aim to increase the number of affordable units available, along with providing funds to rehabilitation substandard housing for income qualified households.

Also, with regards to senior programs, legal services, and homeless prevention the County will provide a series of public services that address the priority needs identified within the Consolidated Plan.

### **ACTIONS PLANNED TO DEVELOP INSTITUTIONAL STRUCTURE**

The County has a strong institutional structure in place to carry out its housing and community development strategies. The County’s Community and Veterans Services Department will administer the CDBG, HOME, and ESG, programs.

In conjunction with other County operating departments, the Community and Veterans Services Department will also implement any public works project proposed by the 2017/2022 Consolidated Plan or any of the Annual Action Plans.

Manatee County, unlike many others, has a dedicated tax millage for services for abused, neglected, and at-risk children to supplement similar programs. Accordingly, the Community and Veterans Services Department and the County’s non-profit agencies have long-standing ties and an effective delivery system for social services to the youth. The Community and Veterans Services Department will integrate the public service activities proposed in the Consolidated Plan or Annual Action Plan with these ongoing operations.

Manatee County receives SHIP and HOME funding. The Community and Veterans Services Department has an effective public/private affordable housing production system in place. The affordable housing

activities proposed in the Consolidated Plan and Annual Action Plan will be integrated into these ongoing operations. For the 2022 program year, Manatee County will receive \$2,260,862 in SHIP funds.

Suncoast Partnership to End Homelessness, Inc., is the lead agency for Continuum of Care in Manatee County. This is the non-profit entity that will administer the Continuum of Care process and homeless funding for both Manatee and Sarasota Counties. Representatives from Manatee County government, public housing authority, law enforcement, homeless providers, and mental health providers are members of this organization. This entity will be responsible for developing the Continuum of Care plan and prioritizing homeless funding for Manatee County.

### **ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES**

The Manatee County Community and Veterans Services Department will continue to coordinate with various community groups and service agencies to determine objectives and goals through the public participation process. These groups play a vital role in implementing the Consolidated Plan and the Annual Action Plans, CAPERs, and any proposed Substantial Amendments. All stakeholders are welcomed and encouraged to participate in the implementation of this Annual Action Plan.

### **DISCUSSION**

For the 2022/2023 Annual Action Plan, the County will support activities that will address underserved needs through community development and public services; foster and maintain affordable housing through rehabilitation, replacement, and homebuyer assistance; reduce lead-based paint hazards through responsible rehabilitation; reduce the number of poverty-level families through a combination of job training and economic development; and develop institutional structure through a network of community partners, including the County and its departments. Additionally, the County will continue to encourage coordination with the MCHA, non-profit and private for-profit housing developers, and public service providers, Annual Action Plan participation, and regular day-to-day referrals through the Community and Veterans Services Department.

# AP-90 Program Specific Requirements

## INTRODUCTION

This section addresses the program specific requirements for the Annual Action Plan; included are the CDBG, HOME, and ESG programs.

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) REFERENCE 24 CFR 91.220.(I)(1)

Projects planned with all CDBG, HOME, and ESG funds expected to be available during the year are identified in **Table 8**. **Table 13** identifies any program income that is available for use that is included in projects to be carried out. As shown, no program income is available.

**TABLE 13: AVAILABLE PROGRAM INCOME**

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

Table 13 – Available Program Income

**TABLE 14: OTHER CDBG REQUIREMENTS**

Available Program Income	Amount
1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (for year 2022/2023). <i>Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Annual Action Plan.</i>	100%

Table 14 – Other CDBG Requirements

## HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) REFERENCE 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section

**92.205 is as follows:**

The County will use funding from the State Housing Initiatives Program (SHIP) and/or other federal grants for the matching requirements under the HOME program. Additionally, dollars from a local CHDO and the Contemporary Housing Alternatives of Florida, INC. (CHAF) Affordable Housing Development will be leveraged to support affordable housing development.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

Manatee County uses the recapture method for the entire amount of HOME funds provided as a subsidy, when HOME-assisted homeownership housing does not continue to be the principal residence of the assisted homebuyer for the full affordability period. The recapture provision is subject to the limitation that when the recapture requirement is triggered by a sale, voluntary or involuntary, of the housing unit, and there are no net proceeds, or the net proceeds are insufficient to repay the HOME investment due, the County can only recapture the net proceeds, if any. The net proceeds are the sales price minus the superior loan repayment and closing costs. This language is included in the loan documents. These funds will be used by the County for other eligible HOME activities.

The proceeds from the sale of a CHDO property are retained by the CHDO and used in conformance with 24 CFR 92.300(a)(2).

**3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:**

See the response to number 2, above.

**4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

The County will not use HOME funds to refinance the existing debt for multi-family projects.

## **EMERGENCY SOLUTIONS GRANT (ESG) REFERENCE 24 CFR 91.220(I)(4)**

### **1. Include written standards for providing ESG assistance:**

In Program Year 2022/2023, Manatee County will receive its sixth allocation of ESG funding in the amount of \$160,076, made available through the HEARTH Act from the U.S. Department of Housing and Urban Development. These funds will be utilized in support of homeless prevention and rapid rehousing for the homeless. The Continuum of Care (CoC) and Homeless Providers have prepared written standards which are located within the Appendix of this report.

### **2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system:**

The Suncoast Partnership to End Homelessness, our lead agency for the Manatee and Sarasota Continuum of Care (CoC), has established a coordinated entry and assessment system in full compliance with HUD requirements. This system includes designated access points where the homeless and those at risk can receive an intake and assessment into the system by a trained professional and be prioritized for housing resources. The Manatee and Sarasota CoC coordinated entry system also includes trained outreach specialists who can serve as access points on the streets.

The CoC meets regularly to share best practices, solve problems and introduce new ideas. One very important activity entrusted to the CoC is the annual point-in-time census of homeless individuals and the corresponding survey of available emergency shelter beds, transitional housing units, and permanent housing units. This data helps the members with vital information on the needs and gaps in the system, and helps redirect services, funding and other resources as the needs of the community's homeless populations shift.

The CoC has established a centralized assessment system using HMIS principles. The CoC has a standing committee to consider process improvements. Currently, 2-1-1 conducts the initial assessment upon engaging the client.

### **3. Identify the process for making sub-awards and describe how the ESG allocation available to private non-profit organizations (including community and faith-based organizations) will be allocated:**

Manatee County is collaborating with the Suncoast Partnership to End Homelessness, the lead Continuum of Care (CoC) agency, to appropriately allocate and administer these funds. The County aims to leverage these ESG dollars with the CoC which already receives and allocates grant dollars from the State of Florida. By leveraging funds, the County can ensure that the ESG funds make the most positive impact possible.

Manatee County's match amount for ESG will come from the Community Coalition on Homelessness d/b/a Turning Points who receives grant funds through other non-federal sources.

**4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG:**

Manatee County itself does not have homeless or formerly homeless individuals elected to the commission but actively participates in the CoC Leadership Council for policy discussions and funding decisions. The CoC Leadership Council includes those with lived homeless experience, and the CoC membership includes active participants who are currently homeless or have past lived experience.

Manatee County awards all ESG funds to Turning Points, which does include homeless or formerly homeless individuals.

**5. Describe performance standards for evaluating ESG:**

During 2022/2023 program year, Manatee County will work with the CoC and homeless providers to create additional performance standards that ensure that ESG funds are used efficiently. This is being done in collaboration with the CoC Leadership Council.

## **DISCUSSION**

For the Program Year 2022/2023 Annual Action Plan, the County anticipates an annual allocation which includes \$1,787,068 in Community Development Block Grant (CDBG) funds, \$675,391 in HOME Investment Partnerships (HOME) funds, and \$160,076 in Emergency Solutions Grant (ESG) funds. The

county expects \$95,579 in HOME program income. In total, Manatee County received approximately \$2,718,114 in federal funding for the Annual Action Plan program year that will begin on October 1, 2022 and will expire on September 30, 2023.





# Appendix

- 1. Maps**
- 2. Public Participation**
- 3. SF 424**
- 4. Certifications**
- 5. Assessment of Fair Housing (AFH) Goals and Priorities**
- 6. Standards and Procedures for ESG**

# Maps

# Public Participation

SF 424

# Certifications

# AFH Goals and Priorities

# Standards and Procedures for ESG



# Appendix

- 1. Maps**
- 2. Public Participation**
- 3. SF 424**
- 4. Certifications**
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- 6. Standards and Procedures for ESG**



# Maps

# North County

2022/2023  
ANNUAL ACTION PLAN

## Manatee County

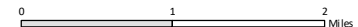
### Low & Moderate Income Areas

#### Low and Moderate Income Areas Percentage of Low/Mod Population by Block Group

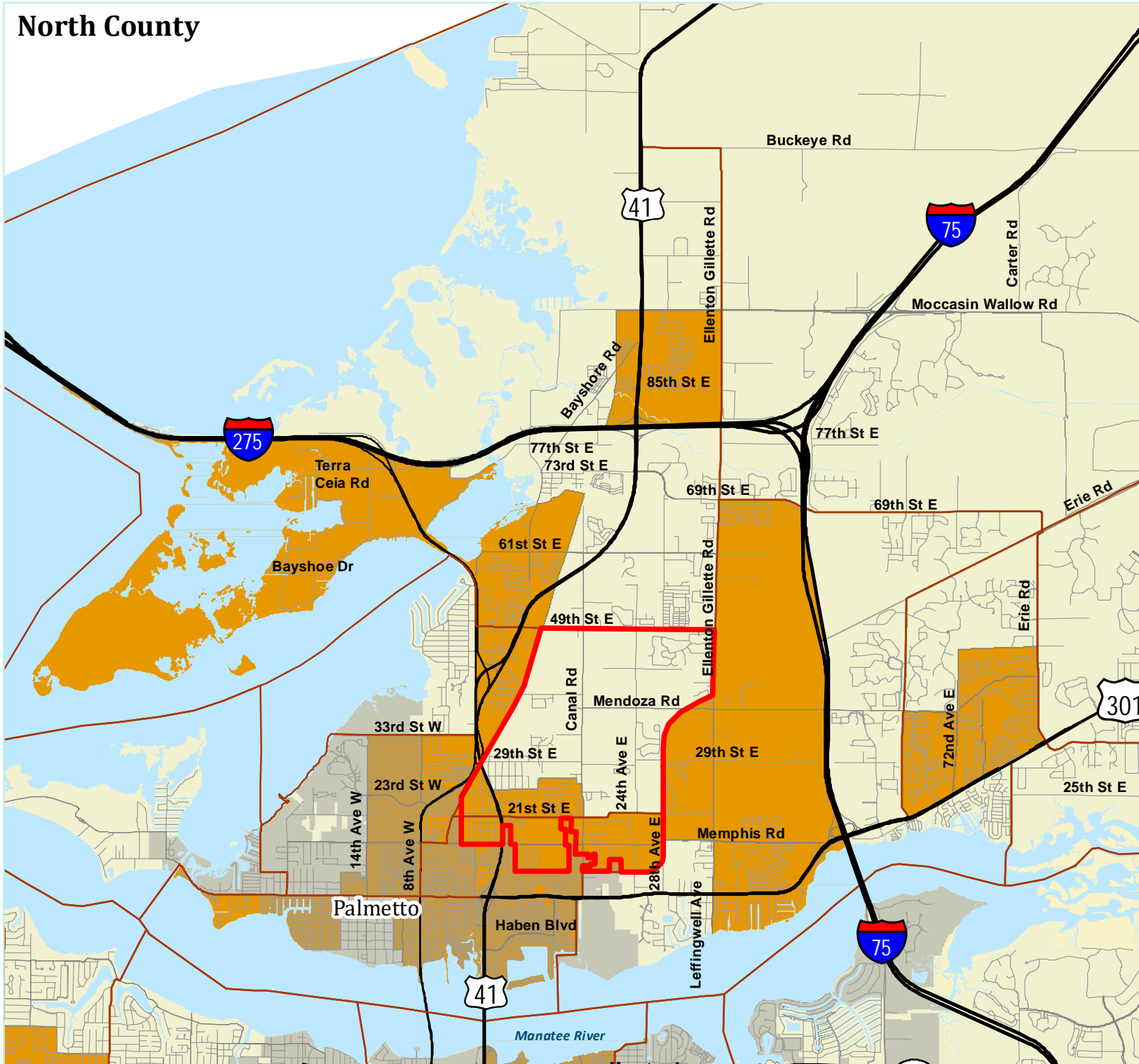
- < 51%
- >= 51%
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2021 HUD LMISD(2011-2015 ACS, Base Data)

June 2022



One Tampa City Center  
201 N. Franklin Street  
Suite 1350  
Tampa, FL 33602  
www.WadeTrim.com



# Manatee County

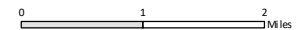
## Low & Moderate Income Areas

### Low and Moderate Income Areas Percentage of Low/Mod Population by Block Group

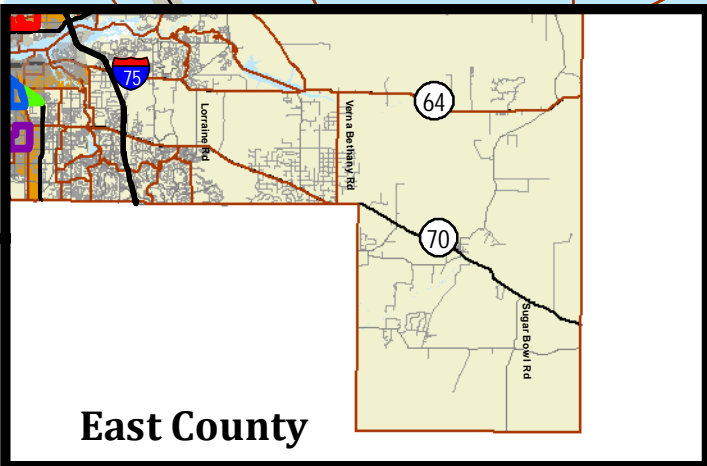
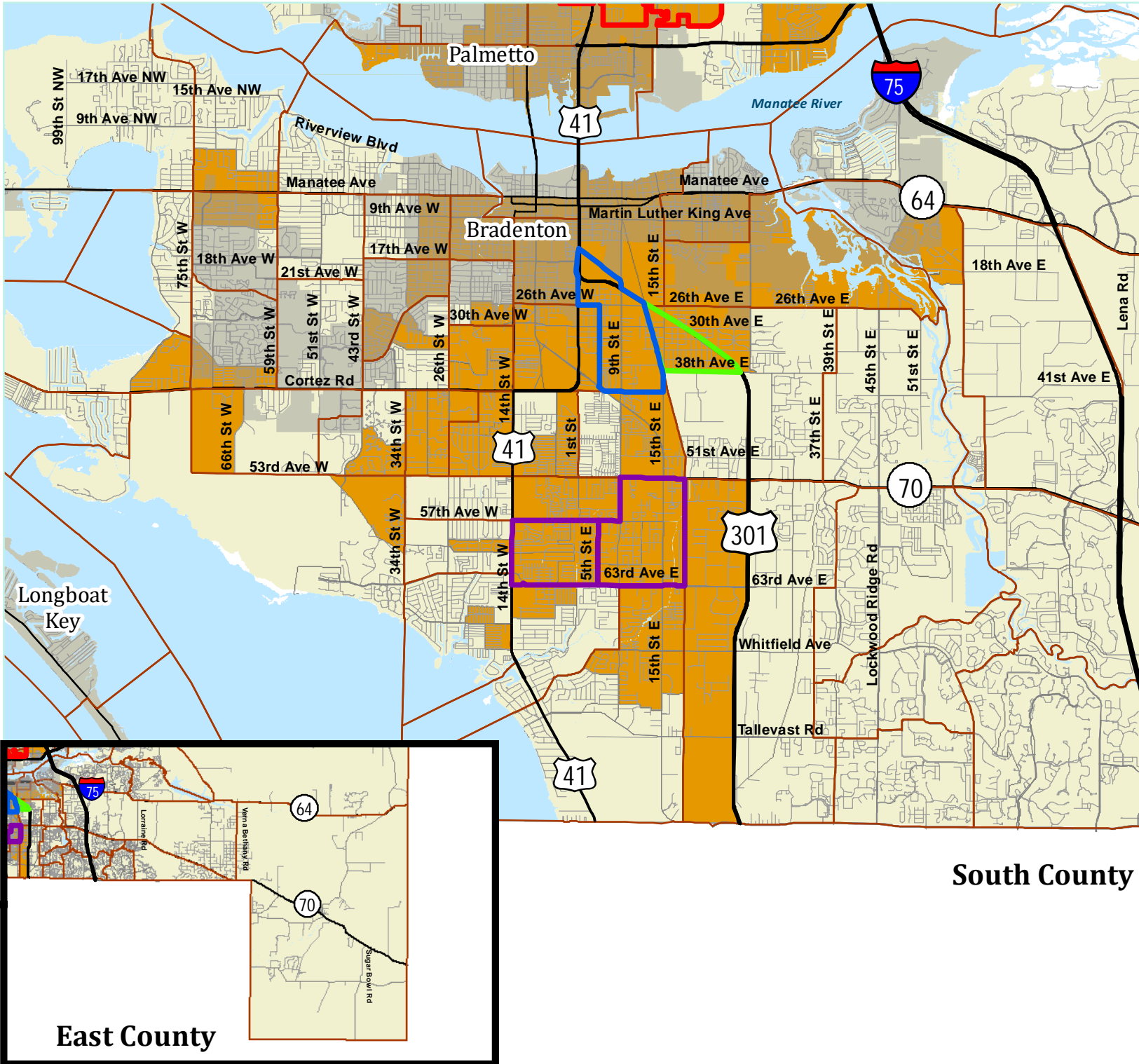
- < 51%
- ≥ 51%
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2021 HUD LMISD (2011-2015 ACS, Base Data)

June 2022



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South County

East County

# Manatee County

## Low & Moderate Income Areas

### Low and Moderate Income Areas Percentage of Low/Mod Income Population by Block Group

- < 51%
- ≥ 51%

- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2021 HUD LMISD (2011-2015 ACS, Base Data)

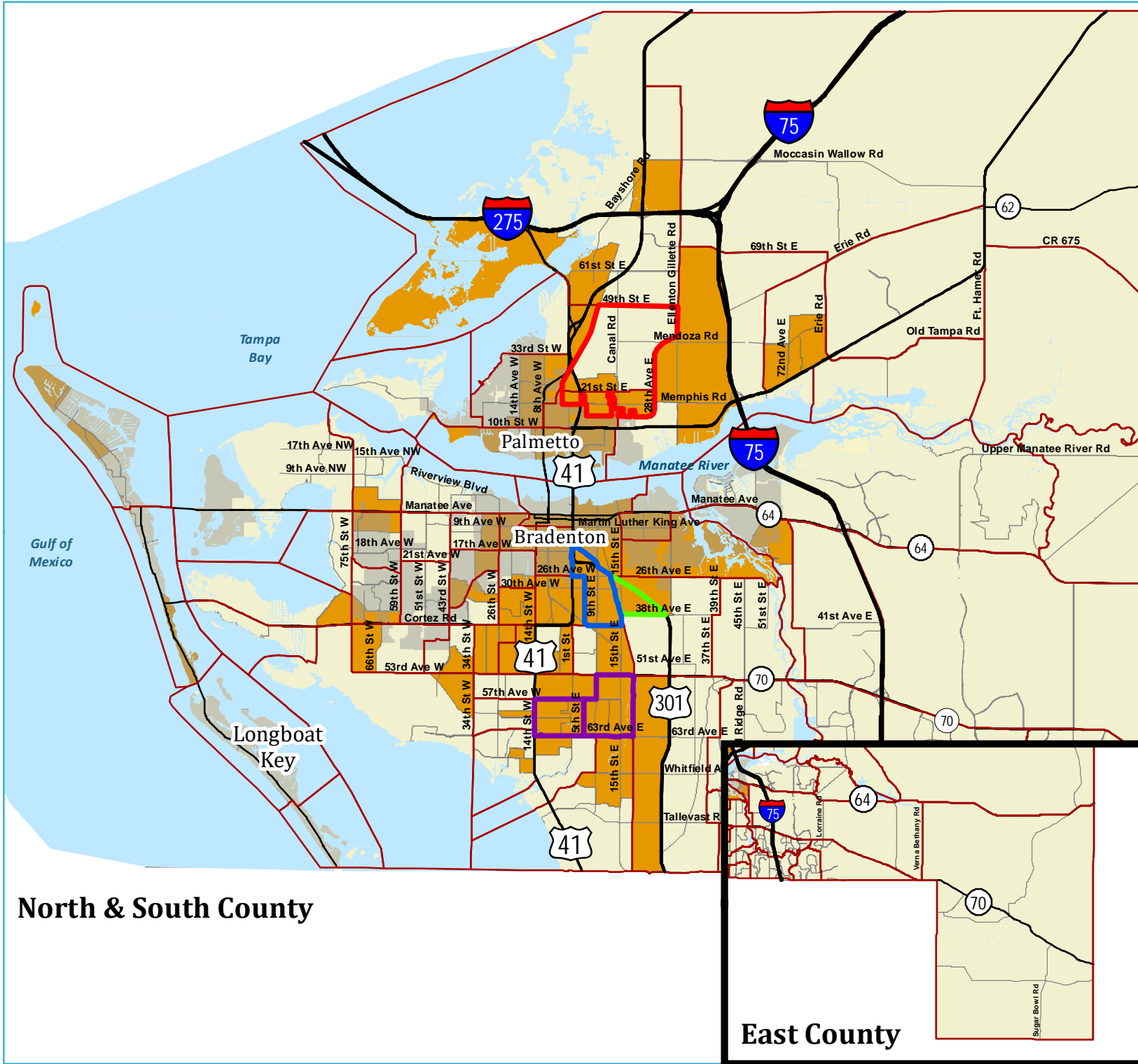
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North & South County

East County

# Manatee County

## Low Income Population

### Low Income Population Population (%) by Block Group

- < 10.00%
- 10.01% - 25.00%
- 25.01% - 40.00%
- 40.01% - 55.00%
- > 55.00%
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2021 HUD LMISD (2011-2015 ACS, Base Data);

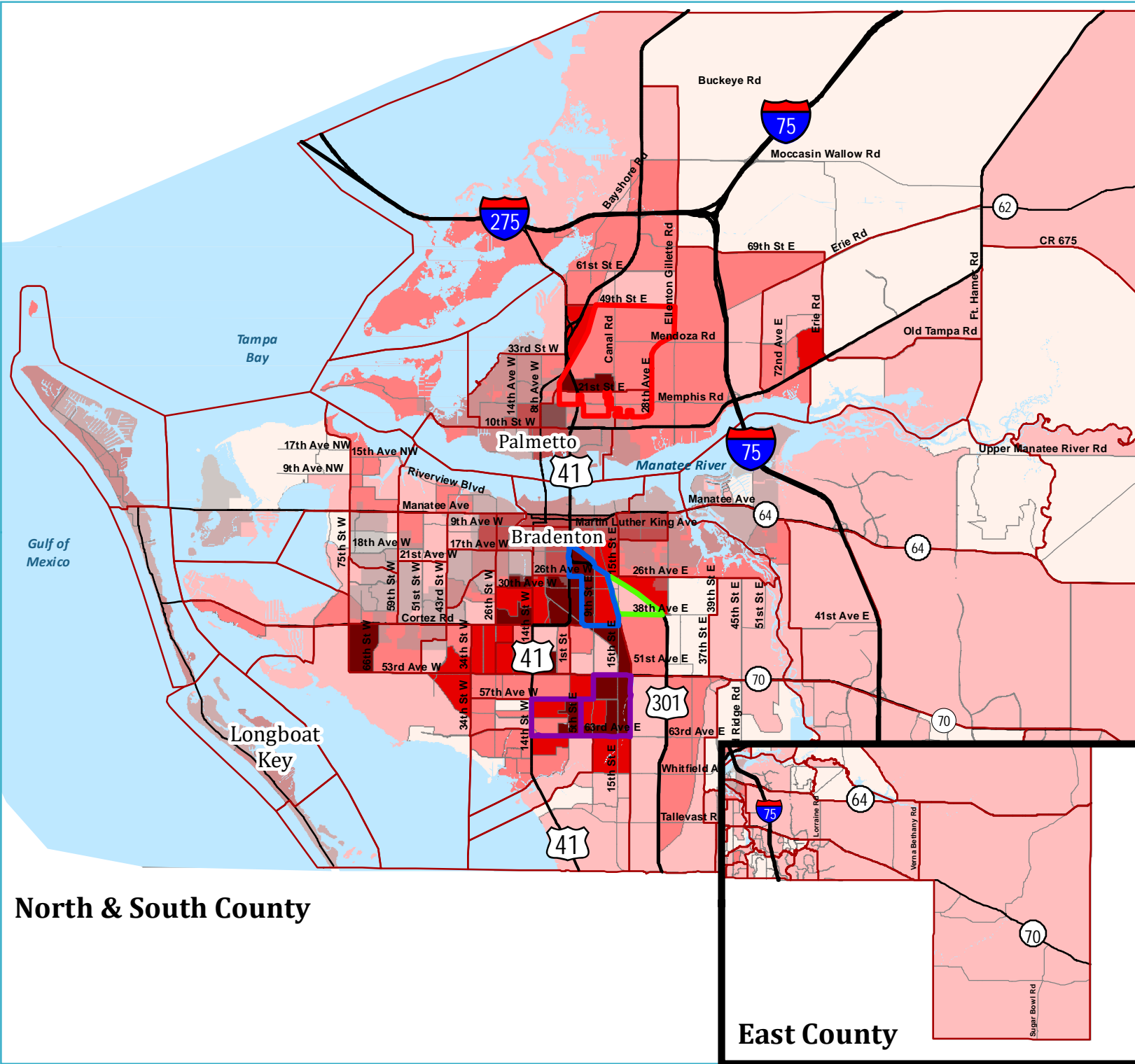
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North & South County

East County



# Manatee County

## African-American Population

### American Community Survey Percentage of Black or African-American Population by Block Group

- Less than 15.00%
- 15.01% - 30.00%
- 30.01% - 45.00%
- 45.01% - 60.00%
- Greater than 60.00%
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads

Source: 2021 TIGER/Line Shapefiles (Block Groups);  
2016-2020 American Community Survey, 5-Year Estimates

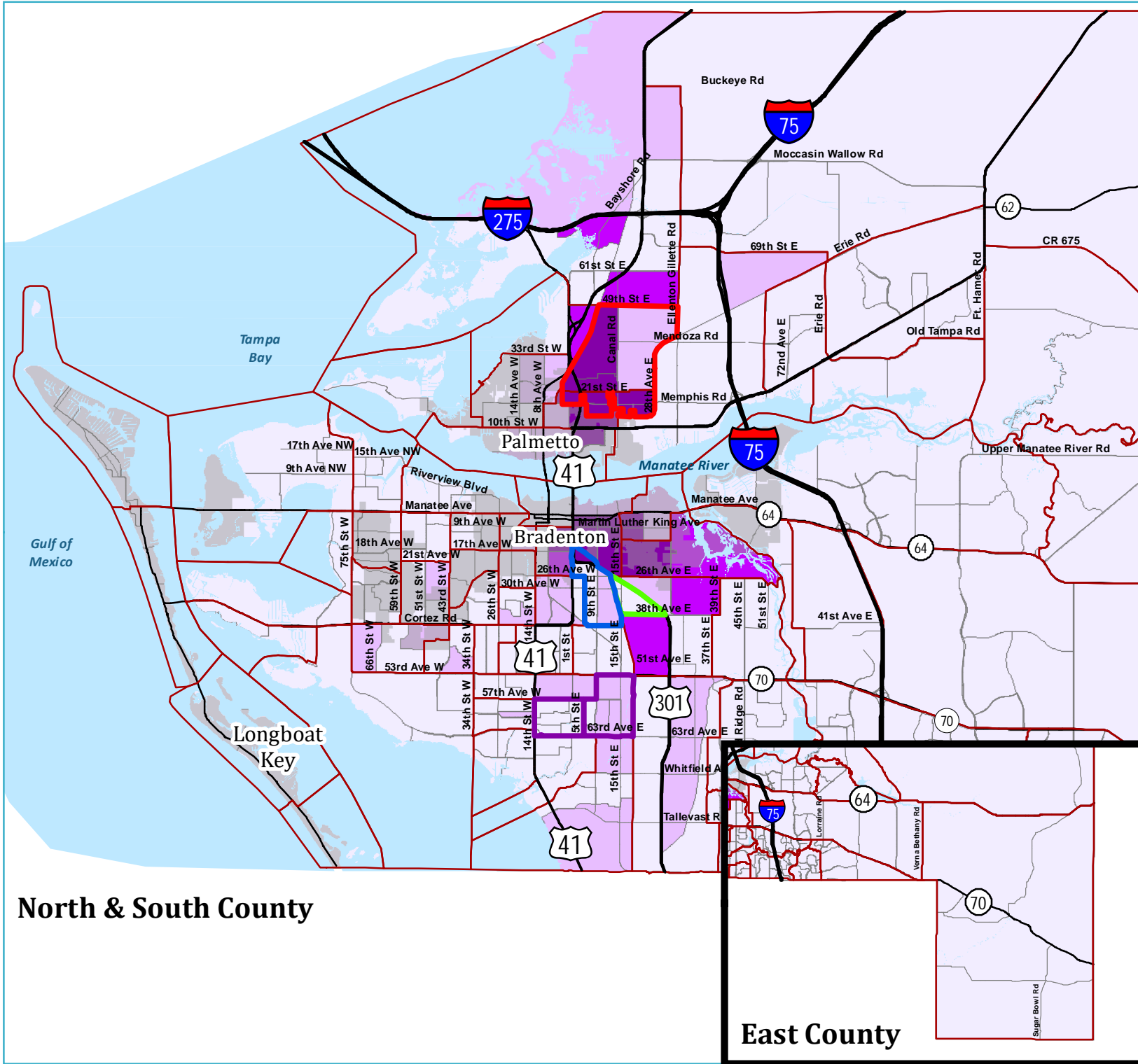
June 2022



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North & South County

East County

# Manatee County

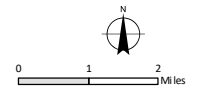
## Hispanic or Latino Population

### American Community Survey Percentage of Hispanic or Latino Population by Block Group

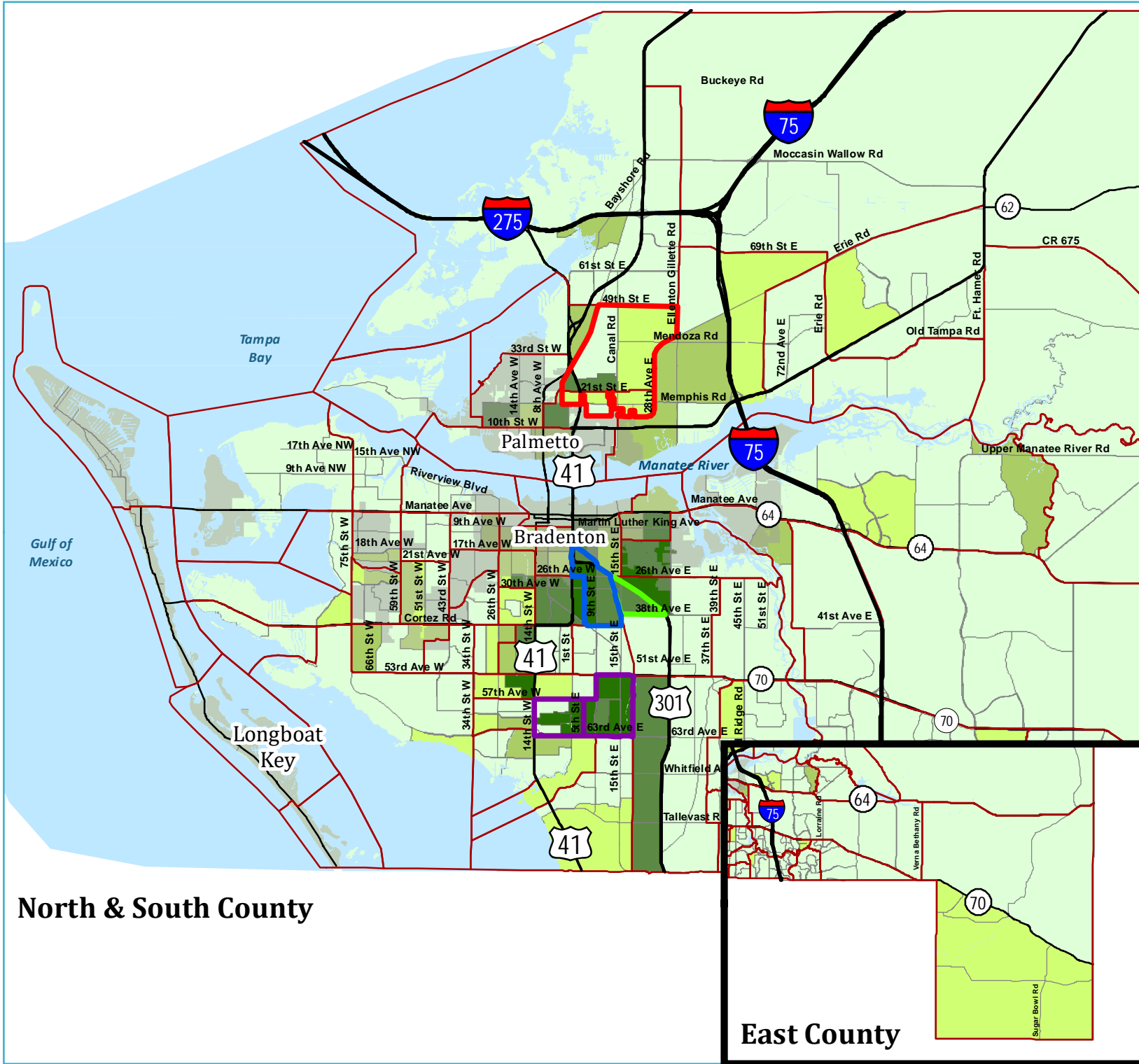
- Less than 20.00%
- 21.01% - 30.00%
- 30.01% - 40.00%
- 40.01% - 50.00%
- More than 50.00%
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads

Source: 2021 TIGER/Line Shapefiles (Block Groups);  
2016-2020 American Community Survey, 5-Year Estimates;

June 2022



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North & South County

East County

# Public Participation



# FY 2022-23 HUD Annual Action Plan



**Lee Washington, Director**  
**Jennifer Yost, Community Development Project Manager**  
**Community and Veterans Services Department**  
**July 26, 2022**

1

## Funding Amounts

- \$1,787,068.00 CDBG (2022/23 Funding)
- \$ 675,391.00 HOME (2022/23 Funding)
- \$ 45,579.00 HOME Prior Year Carry-Forward Program Income
- \$ 50,000.00 HOME 2022/23 Program Income Estimate
- \$ 160,076.00 ESG (2022/23 Funding)
- \$2,718,114.00 Total



2

## CDBG Activities

- \$ 48,400.00 Senior Meals Program
- \$ 61,600.00 Housing Legal Services
- \$ 40,000.00 Dentures / Prosthetics for Homeless
- \$ 53,060.00 Homeless Prevention
- \$ 65,000.00 Senior Companion & Homemaker Services
- \$1,161,595.00 Washington Park Improvements
- \$ 357,413.00 Administration (CDBG)



3

## HOME & ESG Activities

- \$603,431.00 Homeowner Rehabilitation/Replacement Program
- \$100,000.00 CHDO Set Aside
- \$ 67,539.00 Administration (HOME)
  
- \$148,071.00 Homeless Prevention (ESG)
- \$ 12,005.00 Administration (ESG)



4

**Notice of Public Hearing  
Notice of Plan Availability  
Draft 2022/23 Housing and Urban Development (HUD) Annual Action Plan  
Activities**

NOTICE IS HEREBY GIVEN that the **Board of County Commissioners of Manatee County** will conduct a Public Hearing on July 26, 2022, at **9:00 a.m.**, or as soon thereafter as same may be heard at the **Manatee County Administration Building – 1st Floor Chambers, 1112 Manatee Avenue West, Bradenton, Florida**, to consider and act upon the following matters:

R-22-118 – Resolution Adopting the 2022/23 Housing and Urban Development (HUD) Annual Action Plan  
A Resolution of the Board of County Commissioners of Manatee County, Florida, regarding the 2022/23 Annual Action Plan, Proposed Use of Funds, and Proposed Budget.

**Statement of Proposed Budget and Use of Funds**

**Sources of Funds**

2022/23 Community Development Block Grant Entitlement (CDBG)	\$1,787,068.00
2022/23 Home Investment Partnership (HOME)	\$ 675,391.00
<u>2022/23 Emergency Solutions Grant (ESG)</u>	<u>\$ 160,076.00</u>
TOTAL	\$2,622,535.00

**Summary of Substantial Amendment  
Use of Funds**

**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2022 Unfunded Senior Meals Program - \$48,888.00  
Meals delivered to the homes of the elderly.
2. Gulfcoast Legal Services / 2022 Housing Legal Services – \$61,600.00  
Legal services to income-qualified residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosure, and related housing laws.
3. Community Coalition on Homelessness/Turning Points / 2022 Project Smile Program - \$40,000.00  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
4. The Salvation Army / 2022 Homeless Prevention - \$53,060.00  
Case Management, housing stabilization services & short-term emergency rental assistance to prevent homelessness.
5. AM&FM Enterprise, Inc. / 2022 Allean's Loving Care - \$65,000.00  
Program will provide in-home companion and homemaker services for the elderly.
6. Manatee County Parks & Natural Resources Department / 2018/19 Washington Park Improvement – \$2,145,013.31 (\$983,418.31 from prior award + \$1,161,595.00 from 2022/23 funding)  
Funding will be provided for the construction of a neighborhood park in the vicinity of Washington Gardens Subdivision, Palmetto, FL.
7. Manatee County CVS Department Administration and Planning - \$357,413.00  
Personnel and related costs for the general oversight and administration of the CDBG program.

**HOME Investment Partnership**

1. Manatee County CVS Department Homeowner Rehabilitation Program – \$507,852.00.  
Homeowner occupied single-family rehabilitation and reconstruction to income-qualified homeowners of unincorporated Manatee County.
2. CHDO Set-Aside / To Be Determined - \$100,000.00  
Funding will be provided for approved CHDO agencies for eligible HOME/CHDO activities per the U.S. Department of Housing and Urban Development Regulatory Requirement.
3. Manatee County CVS Department Administration and Planning - \$67,539.00  
Personnel and related costs for the general oversight and administration of the HOME program.

### **Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$148,071.00  
Housing relocation and stabilization services & short-term and medium-term rental assistance.
2. Manatee County CVS Department Administration- ESG Program Administration - \$12,005.00  
Personnel and related costs for the general oversight and administration of the ESG program.

In accordance with its Citizen Participation Plan, regulatory waivers authorized by the US Department of Housing and Urban Development (HUD), and HUD regulations, Manatee County is notifying the public of the activities found in the 2022/23 Housing and Urban Development (HUD) Annual Action Plan. Affected activities are funded with Community Development Block Grant, HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds.

### **Notice of Substantial Amendment Availability**

A draft of the 2022/23 HUD Annual Action Plan will be made available to the public on June 25, 2022. This notice is being published to make citizens aware that a formal 30 calendar day comment period commences on June 25, 2022 and will conclude on July 26, 2022. All Interested parties may examine the draft 2022/23 HUD Annual Action Plan at the Manatee County, Community and Veterans Services Department, 1112 Manatee Avenue West, 3<sup>rd</sup> Floor Reception Area, Bradenton, FL and the Manatee County website at [https://www.mymanatee.org/departments/neighborhood\\_services/community\\_development/cdbg](https://www.mymanatee.org/departments/neighborhood_services/community_development/cdbg).

Written comments on the 2022/23 Housing and Urban Development (HUD) Annual Action Plan will be accepted through July 26, 2022. Please address your comments to:

Jennifer Yost, Community Development Project Manager  
Manatee County Community and Veterans Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
(941) 748-4501, ext. 6858  
[jennifer.yost@mymanatee.org](mailto:jennifer.yost@mymanatee.org)

### **Notice of Public Hearing**

There will be a public hearing with the Manatee County Board of County Commissioners regarding the 2022/23 Housing and Urban Development (HUD) Annual Action Plan, Proposed Use of Funds, and Proposed Budget on:

**July 26, 2022**  
**9:00 AM or as soon thereafter as can be heard**  
**Manatee County Administration Building – 1<sup>st</sup> Floor Chambers**  
**1112 Manatee Avenue West**  
**Bradenton, FL 34205**

This meeting will be conducted via Zoom Communications Media Technology as allowed under Executive Order 20-69 issued by the Office of Governor Ron DeSantis on March 20, 2020. The meeting can be viewed live on [www.mymanatee.org/mga](http://www.mymanatee.org/mga) and on Manatee Government Access (MGA) Spectrum channel 644, Verizon channel 30, and Comcast channel 20.

Written public comments can be submitted at [www.mymanatee.org/comment](http://www.mymanatee.org/comment) by Monday, July 25, at 4:00 p.m. Be sure to include your name and submit your remarks by the meeting deadline. Commissioners may not receive your comments before the meeting if the form is submitted after the deadline.

According to Florida Statutes Section 286.0105, a person deciding to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the above-referenced meeting or hearing, will need a record of the proceedings, and, for such purposes, it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Americans with Disabilities: The Board of County Commissioners does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions including one's access to and participation in public hearings. Anyone requiring reasonable accommodation for this meeting as provided for in the ADA, should contact Carmine DeMilio 941-792-8784 ext. 8203 or [carmine.demilio@mymanatee.org](mailto:carmine.demilio@mymanatee.org).

Publish Date: 06/25/22



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
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 Kansas City Star  
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 Sacramento Bee  
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 The State - Columbia  
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 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
33901	279156	BRD/ Action Plan Ad/ 6-24-22	Action Plan Ad	\$350.00	3	20.50 in

**Attention:** Susan Bigham  
 MANATEE COUNTY GOVERNMENT/REDEVELOPMENT AND ECONOMIC OPPORTUNITY  
 DEPARTMENT  
 1112 MANATEE AVE W SUITE 300  
 BRADENTON, FL 34205

Copy of ad content  
 is on the next page

### THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 06/24/2022  
 Ending Issue of: 06/24/2022

### THE STATE OF FLORIDA COUNTY OF MANATEE

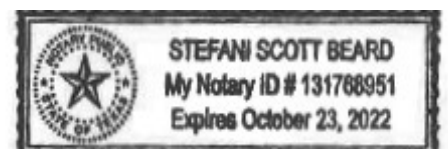
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Ryan Dixon*

Sworn to and subscribed before me this 24th day of June in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**Notice of Public Hearing  
Notice of Plan Availability  
Draft 2022/23 Housing and Urban Development (HUD)  
Annual Action Plan Activities**

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Manatee County will conduct a Public Hearing on July 28, 2022, at 9:00 a.m., or as soon thereafter as same may be held at the Manatee County Administration Building - 1st Floor Chambers, 1112 Manatee Avenue West, Bartonsville, Florida, to consider and act upon the following matters:

**R-24-118 – Resolution Adopting the 2022/23 Housing and Urban Development (HUD) Annual Action Plan**

A Resolution of the Board of County Commissioners of Manatee County, Florida, regarding the 2022/23 Annual Action Plan, Proposed Use of Funds, and Proposed Budget.

**Statement of Proposed Budget and Use of Funds**

**Source of Funds**

2022/23 Community Development Block Grant Entitlement (CDBG)	\$ 1,787,086.00
2022/23 Home Investment Partnership (HOME)	\$ 576,961.00
2022/23 Emergency Solutions Grant (ESG)	\$ 160,076.00
<b>TOTAL</b>	<b>\$2,524,123.00</b>

**Summary of Substantial Investment  
Use of Funds**

**Community Development Block Grant**

- 1. Meals on Wheels PLUS of Manatee, Inc. / 2022 Unfunded Senior Meals Program - \$44,899.00**  
Meals delivered to the homes of the elderly.
- 2. Gulfcoast Legal Services / 2022 Housing Legal Services – \$61,600.00**  
Legal services to income-qualified residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosure, and related housing laws.
- 3. Dementia Coalition on Homelessness/Turning Points / 2022 Project Brillo Program - \$40,000.00**  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
- 4. The Salvation Army / 2022 Homeless Prevention - \$69,060.00**  
Case Management, housing stabilization services & short-term emergency rental assistance to prevent homelessness.
- 5. AMSPM Enterprises, Inc. / 2022 Allean's Loving Care - \$65,000.00**  
Program will provide in-home occupation and homemaker services for the elderly.
- 6. Manatee County Parks & Natural Resources Department / 2016/18 Washington Park Improvement – \$2,145,012.21 (\$944,418.21 from prior award + \$1,191,596.00 from 2022/23 funding)**  
Funding will be provided for the construction of a neighborhood park in the vicinity of Washington Gardens Subdivision, Palmetto, FL.
- 7. Manatee County CVB Department Administration and Planning - \$867,418.00**  
Personnel and related costs for the general oversight and administration of the COBG program.

**HOME Investment Partnership**

- 1. Manatee County CVB Department Homeowner Rehabilitation Program – \$807,863.00.**  
Homeowner occupied single-family rehabilitation and reconstruction to income-qualified homeowners of unincorporated Manatee County.
- 2. CHDO Set-Aside / To Be Determined - \$100,000.00**  
Funding will be provided for approved CHDO agencies for eligible HOME/CHDO activities per the U.S. Department of Housing and Urban Development Regulatory Requirement.
- 3. Manatee County CVB Department Administration and Planning - \$87,889.00**  
Personnel and related costs for the general oversight and administration of the HOME program.

**Emergency Solutions Grant**

- 1. Homelessness Prevention, Rapid Rehousing & Case Management - \$148,071.00**  
Housing relocation and stabilization services & short-term and medium-term rental assistance.
- 2. Manatee County CVB Department Administration- ESG Program Administration - \$12,005.50**  
Personnel and related costs for the general oversight and administration of the ESG program.

In accordance with its Citizen Participation Plan, regulatory waivers authorized by the US Department of Housing and Urban Development (HUD), and HUD regulations, Manatee County is notifying the public of the activities found in the 2022/23 Housing and Urban Development (HUD) Annual Action Plan. Affected activities are funded with Community Development Block Grant, HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds.

**Notice of Substantial Investment Availability**

A draft of the 2022/23 HUD Annual Action Plan will be made available to the public on June 28, 2022. This notice is being published to make citizens aware that a formal 20 calendar day comment period commences on June 28, 2022 and will conclude on



ADVERTISEMENT

# Funding available for Community Development Block Grants in Manatee County



Manatee County for Web wwsb generic (WWSB-ABC7)

By ABC7 Staff

Published: Feb. 15, 2022 at 11:21 AM EST | Updated: 20 hours ago



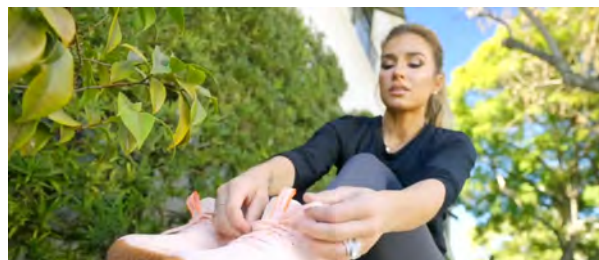
MANATEE COUNTY, Fla. (WWSB) - Manatee County will begin accepting applications from community organizations for projects benefitting low- and moderate-income county residents. The funds are a part of the county's Community Development Block Grant program.

The county has a one-month application window for organizations requesting funds runs March 4 - April 4, 2022. Community Development Block Grant funds may be used for activities that revitalize neighborhoods, economic development, and providing improve community facilities and services.

A grant application workshop will be held on March 1, 2022, via Zoom to give details and answer questions regarding the funding application. Those who wish to participate should register through the county's website on or before February 24, 2022. [View more information here on how to register for the Grant Application Workshop.](#)

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AD







Agenda

Agenda Packet  (/OnBaseAgendaOnline/Documents/Downloadfile/June\_7%2c\_2022\_-\_Regular\_Meeting\_278\_Agenda\_Packet\_6\_7\_2022\_8\_30\_00\_AM.pdf?documentType=5&meetingId=278&isAttachment=True)

Switch to Accessible View

## BOARD OF COUNTY COMMISSIONERS

Kevin Van Ostenbridge, District 3 - Chairperson  
 James Satcher, District 1- First Vice Chair  
 George W. Kruse, At Large - Second Vice Chair  
 Carol Whitmore, At Large – Third Vice Chair  
 Reggie Bellamy, District 2  
 Misty Servia, District 4  
 Vanessa Baugh, District 5



## MANATEE COUNTY, FLORIDA

Dr. Scott Hopes, County Administrator  
 William E. Clague, County Attorney

Manatee County Administration Building  
 Honorable Patricia M. Glass Chambers, First Floor  
 1112 Manatee Avenue West, Bradenton  
 8:30 AM - June 7, 2022

# Board of County Commissioners Port Authority Revised Agenda and Notice of Public Meeting Tuesday, June 7, 2022 - Regular Meeting

This meeting can be viewed live on [www.mymanatee.org/mga](http://www.mymanatee.org/mga) (<http://www.mymanatee.org/mga>) and on Manatee Government Access (MGA) Spectrum channel 644, Verizon channel 30, and Comcast channel 20.

Written comments can be submitted at [www.mymanatee.org/comment](http://www.mymanatee.org/comment) (<http://www.mymanatee.org/comment>) by **Monday, June 6 at Noon**. Be sure to include your name and submit your remarks by the meeting deadline. Commissioners may not receive your comments before the meeting if the form is submitted after the deadline.

During the meeting, comments may be delivered in person in the Honorable Patricia M. Glass Chambers at the Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton.

Also during the meeting, the public can offer comments by phone by dialing 1-888-788-0099 or 1-877-853-5247. Enter Meeting ID Number: **879 8004 2278** (followed by #).

### Dial-in Instructions:

- Dial one of the zoom numbers and enter the Meeting ID number: **879 8004 2278** (followed by #)
- There are no participant IDs, please press (#)
- You will be placed into the call on mute
- (\*) 9 to raise hand
- (\*) 6 to unmute

### A. CALL TO ORDER

### B. INVOCATION (The Commission does not endorse the religious beliefs of any speaker.)

Invocation led by Reverend Sam Rainer, West Bradenton Baptist Church

### C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by William A. Phillips, First Lieutenant, U.S. Army.

### D. ANNOUNCEMENTS

Items Scheduled for Time Certain

1:30 p.m. Time Certain - Item No. 67 - Florida Department of Transportation Updates for the "U.S.41 Corridor Mobility and Safety Study (CMASS)" and the "Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) Study"

1:30 p.m. Time Certain (to immediately follow Item 67) - Item No. 65 -Acceptance of Recommendations from the Supervisor of Elections for the New Precinct Boundaries Resulting from the Recent Census Required Redistricting

### **Changes to Agenda**

Updates to Agenda

#### **E. REQUESTS BY COMMISSIONERS (Items to be pulled from Consent Agenda)**

**Items removed from the Consent Agenda will be taken up for discussion and vote following the approval of the Consent Agenda.**

#### **F. AWARDS/PRESENTATIONS/PROCLAMATIONS**

##### **Awards and Presentations**

1. Presentation of the June Employee of the Month Award to Tim Cristello
2. Presentation of Certificates to the 2022 Manatee County Master Gardener Program Graduates

##### **Proclamations (Motion required to adopt proclamations)**

3. Adoption and Presentation of Proclamation Designating June 12, 2022, as Women Veterans Day in Manatee County.
4. Adoption and Presentation of Proclamation Designating June 19, 2022, as Juneteenth Day in Manatee County.
5. Adoption and Presentation of Proclamation Designating July 2022 as Parks and Recreation Month in Manatee County.

#### **G. CITIZEN COMMENTS (Consideration for Future Agenda Items - 30 Minute Time Limit)**

**Each person will be limited to three (3) minutes. If the thirty (30) minute time period has been exhausted, the Board will entertain any remaining comments near the end of the meeting with the same three (3) minute per person time limitation.**

#### **H. CITIZEN COMMENTS (Consent Agenda Items Only)**

**Each person wishing to speak to Consent Agenda items will be limited to three (3) minutes per item; provided, however, that each person will be limited to speaking for a total of ten (10) minutes regardless of the number of items being discussed.**

#### **I. CONSENT AGENDA**

##### **Clerk of Circuit Court**

6. Approval of the Clerk's Consent Agenda dated June 7, 2022

**Attorney**

7. Betsy A. Dhuyvetter, as Guardian of Michael Murphy v. Manatee County, Case No. 2021-CA-005075, Settlement of Personal Injury Lawsuit for \$138,000.00 Due to fractured hip after fall on County Transit Bus  
**DeCarlo**

**Community and Veterans Services**

8. Adoption of Resolution R-22-100 amending Resolution R-22-013 to provide technical revisions to the 2021-2024 Local Housing Assistance Plan
9. Adoption of Resolution R-22-106 Authorizing Execution of Agreement for the Community Care for the Elderly (CCE) Grant Funds 22/23; Adoption of Budget Resolution B-22-090
10. Adoption of Resolution R-22-107 Authorizing Execution of Agreement for the Alzheimer's Disease Initiative (ADI) Grant Funds 22/23; Adoption of Budget Resolution B-22-089
11. Adoption of Resolution R-22-108 Authorizing Execution of Agreement for the Home Care for the Elderly (HCE) Grant Funds 22/23; Adoption of Budget Resolution B-22-091
12. Approval of Proposed Projects and Activities for FY 2022/23 Housing and Urban Development (HUD) Annual Action Plan
13. Execution of Interlocal Agreement; Acceptance of Warranty Deed between Manatee County Housing Authority, a Public Body Corporate and Politic Existing Under the Laws of the State of Florida (Housing Authority) and Manatee County, a Political Subdivision of the State of Florida (County); Execution of Satisfaction and Release of Promissory Note and First Mortgage; and Execution of Agreement to Terminate the Land Use Restriction Agreement (LURA) and Deed Restrictions between the Housing Authority and the County
70. Authorization to Purchase Books for Manatee County Children (Summer Reading 2022 - \$3000) "Stewie the Duck Learns to Swim"

**Development Services**

14. Approval of Final Plat and Associated Documents for Cross Creek Subdivision Phase ID
15. Approval of Final Plat and Associated Documents for Hunters Point and Marina
16. Approval of Final Plat and Associated Documents for Morgan's Glen Commercial
17. Execution of Interlocal Agreement with Duette Fire and Rescue District - Fire Impact Fee Collection  
**Nicodemi**

**Financial Management**

18. Adoption of Budget Amendment Resolution B-22-084 and Budget Amendment Resolution for Infrastructure Sales Tax B-22-088
19. Adoption of Resolution R-22-110 Approving the Issuance Not To Exceed Par Amount of \$25,000,000 Revenue Refunding and Improvement Bonds by Florida Development Finance Corporation (EDFC) Requested by Parrish Charter Academy to Finance and Refinance the Expansion of Educational Facilities within Manatee County as per TEFRA (Tax Equity And Fiscal Responsibility Act) **Clague**

20. Authorization to Issue a Blanket Purchase Order Agreement for Water and Wastewater Treatment Chemicals
21. Execution of Agreement No. 21-R077666CD - Construction Management at Risk Services for Southeast Water Reclamation Facility Capacity Improvements; Adoption of Budget Resolution B-22-082
22. Execution of Agreement No. 22-TA004046RP for the Bayshore Yacht Basin Relocation and Force Main Replacement; Adoption of Budget Resolution B-22-092
23. Execution of Agreement No. 22-TA003951CD for Professional Transportation Engineering Services for 59th Street West Project - From Cortez Road to Manatee Avenue; Adoption of Budget Resolution B-22-097
24. Execution of Agreement No. 22-TA004125CD for Professional Transportation Engineering Services for Lena Road Project - From South of 44th Avenue East to SR 64; Adoption of Budget Resolution B-22-094
25. Execution of Agreement No. 22-TA004128CD for Professional Transportation Engineering Services for 75th Street West Project - From 20th Avenue West to Manatee Avenue; Adoption of Budget Resolution B-22-096
26. Execution of Agreement No. 22-TA004129CD for Professional Transportation Engineering Services for Upper Manatee River Road Project - From North of SR 64 to Fort Hamer Bridge; Adoption of Budget Resolution B-22-095
27. Execution of Change Order No. 1 to Agreement No. 21-TA003710JE for Manatee County Piney Point Deep Injection Well Project
28. Execution of Design-Build Amendment to Agreement No. 20-TA003404CD for Design-Build Services for Southwest Water Reclamation Facility Electrical Distribution System Rehabilitation; Adoption of Budget Resolution B-22-093
29. Execution of Amendment No. 3 to Agreement No. 18-R069908BLS for Collection of Waste Tires
30. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 21-TA003832DJ for Manatee County Chambers A/V Upgrade; Adoption of Budget Resolution B-22-083
31. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 22-R078541RP for the Honore Avenue at Cooper Creek Boulevard Project; Adoption of Budget Resolution B-22-081
32. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 22-R078793RP for the 9th Street East Rebase and Resurface Improvements; Adoption of Budget Resolution B-22-087
33. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 22-R079022DJ for Coquina Beach Phase 2 Drainage Improvements; Adoption of Budget Resolution B-22-098
34. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 22-TA004121JH for Manatee County Transit Fleet Facility Petroleum Renovation; Adoption of Budget Resolution B-22-037
35. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 22-TA003936RP for the Robinson Preserve Volunteer Building Project; Adoption of Budget Resolution B-22-086
36. Execution of Guaranteed Maximum Price (GMP) Addendum No. 2 to Agreement No. 19-TA003144CD for Construction Management at Risk Services for Manatee County Lincoln Park Basketball Project; Adoption of Budget Resolution B-22-085
71. Authorize Financial Advisor to circulate a Request for Services (RFP) on the County's behalf to accomplish debt issuance for General Government, Infrastructure Sales Tax and Utilities for related capital projects.  
**Clague**

**Parks and Natural Resources**

37. Execution of the Sixth Amendment to the Golf Course Management Agreement with Pope Golf, LLC for Manatee County Golf Course and Buffalo Creek Golf Course

**Property Management**

38. Acceptance and Recording of Special Warranty Deed from The Oasis At Manatee River, LLC for a portion of Pope Road - District 5
39. Acceptance and Recording of Special Warranty Deed from The Oasis At Manatee River, LLC for a portion of White Eagle Boulevard - District 5
40. Execution and Recording of an Easement to Florida Power and Light for property located at 915 4th Avenue West, Bradenton, Florida 34205 - District 3
41. Execution of Contract for Sale and Purchase for Fee Simple Acquisition between Girl Scouts of Gulfcoast Florida, Inc. and Manatee County for property located at 4825 51st Street East, Bradenton, Florida 34203; PID 1729900009/Reconstruct Storm Water Outfall to Braden River, CIP Project Number 6096700 - District 5
42. Execution of Contract for Sale and Purchase for Fee Simple and Temporary Construction Easement Acquisitions between Ronald L. Brown and Manatee County for Parcels 111, 111.03A, and 111.03B/Moccasin Wallow Road - US 41 to Gateway Boulevard - CIP Project Number 6092560 - District 1 ***D'Agostino***
43. Execution of Contract for Sale and Purchase for a Permanent Easement between Manatee County and Thomas L. Eversman, Individually and as Trustee of the Thomas L. Eversman Revocable Trust U/A/D December 28, 1999 for a Permanent Utilities Easement located at 4504 9th Street West, Bradenton, Florida 34207 / Tangelo Park Water Main Replacement CIP Project 6030272 - District 4
44. Execution of a Contract for Sale and Purchase from Ricardo Pallares and Maria Pallares for property located at 3804 36th Avenue East, Palmetto, Florida 34221 - District 1
45. Execution and Recording of a Notice of Termination of a Utility Easement for property located at 1136 Palma Sola Boulevard, Bradenton, FL 34209 - District 3
72. Adoption of Resolution R-22-071 Authorizing the Conveyance of Real Property to the Florida Cultural Group, Inc., a not for profit corporation conveying property located at 1009 4th Avenue West, Bradenton, Florida 34205; PID 3293100008 - District 3 ***Nicodemi***

**Public Safety**

46. Approval of the 2022-2025 Manatee County Behavioral Health Receiving System & Transportation Plan

**Public Works**

47. Adoption of Resolution R-22-095 Authorizing Execution of Florida Department of Transportation (FDOT) 2022/2023 Traffic Signal Maintenance and Compensation Agreement Exhibit 'A' ***D'Agostino***
48. Adoption of Resolution R-22-096 Authorizing Execution of State Fiscal Year 2022/23 Transportation Disadvantaged (TD) Trip & Equipment Grant Application and Approving Updated Reimbursement Rates
49. Adoption of Resolution R-22-104 Approving and Authorizing Submittal of the Manatee County Transit Division Public Transportation Agency Safety Plan (PTASP)

- 50. Adoption of Resolution R-22-109 Authorizing the Submission of Florida Department of Transportation (FDOT) State Fiscal Year 2023/24 Public Transit Service Development Grant Funding
- 51. Authorization to Advertise and Set a Public Hearing on the "New Washington Area" Street Lighting Pilot Program.
- 52. Execution of Assignment of Maintenance Agreement from The Woods Of Moccasin Wallow Community Association, Inc to The Woods Of Moccasin Wallow Master Association, Inc.
- 53. Execution of an Impact Fee Credit Agreement with Gamble Creek Holdings, LLC for a Local Road to Thoroughfare Redesign through the Saltmeadows Development – District 1 **Hodges**
- 54. Execution of the State of Florida Department of Transportation (FDOT) FY2022/2023 Highway Lighting Maintenance and Compensation Agreement Exhibit 'A' **D'Agostino**
- 55. Approval and Execution of the Local Agency Program (LAP) Agreement for the Florida Department of Transportation (FDOT) U.S. 41 Sidewalk and Lighting Project from 69th Avenue to Cortez Road **Soto**
- 56. Execution of the Manatee Mitigation Bank Credit Purchase Agreement Between Manatee County and TerraBlue Environmental, LLC for 0.13 acres Freshwater Forested Mitigation Bank Credits From the Manatee Mitigation Bank for the Manatee County Project: Canal Road Segment 1 Located in the Little Manatee River Basin

#### **Utilities**

- 57. Authorization to Execute and Record Utility Time Payment Agreement No. 1615, Nancy C Johnson and William C Johnson
- 58. Authorization to Waive Service Fees Assessed to Utility Customer Accounts

#### **J. APPROVAL OF CONSENT AGENDA**

Motion to Approve the Consent Agenda

#### **K. ITEMS REMOVED FROM THE CONSENT AGENDA**

#### **L. PORT AUTHORITY**

#### **M. ADVERTISED PUBLIC HEARINGS (Presentations Upon Request)**

##### **Financial Management**

- 59. Adoption of Resolution R-22-105 regarding the Infrastructure Sales Tax - Removing and adding road improvement projects in the Canal Road Corridor in the Transportation category and Amending a project's Scope and Rationale in the Public Safety and Law Enforcement category; Adoption of Budget Amendment Resolution B-22-100

##### **Property Management**

- 60. Adoption of Resolution R-22-053, a Resolution Vacating a Portion of a Platted Alleyway located in the Pinehurst Subdivision in Bradenton, Florida 34209 - District 3 **D'Agostino**

##### **Public Works**

61. Adoption of Ordinance 22-49, Honore Avenue, Regulating Engine Compression Release Braking **Warren**
73. Adoption of Ordinance 22-43 Amending Section 2-22-24 of the Manatee County Code Concerning No Stopping, Standing, and Parking Designations **Morris**

**N. ADVERTISED PUBLIC HEARINGS (Presentation Scheduled)**

**Community and Veterans Services**

62. Adoption of Resolution R-22-093 Amending the 2017-2022 Consolidated Plan and the 2018/19, 2019/20, 2020/21, and 2021/22 HUD Annual Action Plans

**O. REGULAR**

**Administrator**

63. Appointment of Commissioners and a Citizen Member to the 2022 Value Adjustment Board
74. Confirmation of Appointment of Deputy County Administrator

**Attorney**

64. Request Appointment of a Substitute Member to the Manatee County Canvassing Board **Clague**

**Financial Management (1:30 P.M. TIME CERTAIN - TO IMMEDIATELY FOLLOW ITEM 67)**

65. Acceptance of Recommendations from the Supervisor of Elections for the New Precinct Boundaries Resulting from the Recent Census Required Redistricting

**Public Works**

66. Adoption of Resolution R-22-065 to Approve the Alignment of Canal Road (16th Avenue East) Segment 1 - US 301 to 17th Street East - District 2

**P. REPORTS**

**Public Works (1:30 P.M. TIME CERTAIN)**

67. Florida Department of Transportation Updates for the "U.S.41 Corridor Mobility and Safety Study (CMASS)" and the "Bradenton-Palmetto Connector Alternative Corridor Evaluation (ACE) Study"

**Q. COMMISSIONER AGENDA**

**Commissioner Kruse**

69. Gulf Coast Trail

**R. COMMISSIONER REQUESTS FOR FUTURE WORK SESSION ITEMS**

**S. CITIZEN COMMENTS (Continuation of Consideration for Future Agenda Items, if needed)**

**T. COUNTY ATTORNEY COMMENTS**

**U. COUNTY ADMINISTRATOR COMMENTS**

**V. ADJOURN**

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions including one's access to, participation in, employment with, or treatment in its programs or activities. Anyone requiring reasonable accommodation for this meeting as provided for in the Americans with Disabilities Act (ADA), or assistance with accessing any of these documents, should contact Carmine DeMilio at (941) 792-8784 Ext. 8203 or [carmine.demilio@mymanatee.org](mailto:carmine.demilio@mymanatee.org).

The Board of County Commissioners of Manatee County and the Manatee County Port Authority may elect not to convene, if no business is scheduled; however, each reserves the right to take action on any matter during its meeting, including items not set forth within this agenda. The Chair of each governing body at his/her option may take business out of order if he/she determines that such a change in the schedule will expedite the business of the governing body.

All public comment on quasi-judicial agenda items is required to be under oath and must occur at a duly noticed public hearing. The Citizens' Comments portion of the agenda is not an advertised public hearing, and no comments on quasi-judicial agenda items are authorized during the Citizens' Comments portion of the agenda.

PUBLIC NOTICE: According to Florida Statutes, Section 286.0105, any person desiring to appeal any decision made by the Board of County Commissioners (or the other entities that are meeting) with respect to any matter considered at said public hearing/meeting will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.





Agenda

Agenda Packet (/OnBaseAgendaOnline/Documents/Downloadfile/July\_26%2c\_2022\_-

\_Regular\_Meeting\_290\_Agenda\_Packet\_7\_26\_2022\_8\_30\_00\_AM.pdf?documentType=5&meetingId=290&isAttachment=True)

Switch to Accessible View

**BOARD OF COUNTY COMMISSIONERS**

- Kevin Van Ostenbridge, District 3 - Chairperson
- James Satcher, District 1- First Vice Chair
- George W. Kruse, At Large - Second Vice Chair
- Carol Whitmore, At Large – Third Vice Chair
- Reggie Bellamy, District 2
- Misty Servia, District 4
- Vanessa Baugh, District 5



**MANATEE COUNTY, FLORIDA**

- Dr. Scott Hopes, County Administrator
- William E. Clague, County Attorney

Manatee County Administration Building  
 Honorable Patricia M. Glass Chambers, First Floor  
 1112 Manatee Avenue West, Bradenton  
 8:30 AM - July 26, 2022

Board of County Commissioners  
 Port Authority  
 Agenda and Notice of Public Meeting  
 July 26, 2022 - Regular Meeting

This meeting can be viewed live on [www.mymanatee.org/mga](http://www.mymanatee.org/mga) (<http://www.mymanatee.org/mga>) and on Manatee Government Access (MGA) Spectrum channel 644, Verizon channel 30, and Comcast channel 20.

Written comments can be submitted at [www.mymanatee.org/comment](http://www.mymanatee.org/comment) (<http://www.mymanatee.org/comment>) by **Monday, July 25, at 2:00 p.m.** Be sure to include your name and submit your remarks by the meeting deadline. Commissioners may not receive your comments before the meeting if the form is submitted after the deadline.

During the meeting, comments may be delivered in person in the Honorable Patricia M. Glass Chambers at the Manatee County Administration Building, 1112 Manatee Avenue West, Bradenton.

Also during the meeting, the public can offer comments by phone by dialing 1-888-788-0099 or 1-877-853-5247. Enter Meeting ID Number: **869 2181 1807** (followed by #).

**Dial-in Instructions:**

- Dial one of the zoom numbers and enter the Meeting ID number: **869 2181 1807** (followed by #)
- There are no participant IDs, please press (#)
- You will be placed into the call on mute
- (\*) 9 to raise hand
- (\*) 6 to unmute

**A. CALL TO ORDER**

**B. INVOCATION (The Commission does not endorse the religious beliefs of any speaker.)**

**Invocation led by Reverend Brock Patterson, Longboat Island Chapel**

**C. PLEDGE OF ALLEGIANCE**

**Pledge of Allegiance led by Staff Sergeant Jason Bearden, U.S. Marine Corps**

**D. ANNOUNCEMENTS**

**Announcement**

**Items Scheduled for Time Certain**

1:30 p.m. - Item 66, Affordable Housing, Astoria on 9th Street West and 23rd Avenue West

### **Changes to Agenda**

Updates to Agenda

#### **E. AWARDS/PRESENTATIONS/PROCLAMATIONS**

##### **Awards**

1. Presentation of the July Employee of the Month to Sherri Sweeny.
2. Recognition of Awards to Casey Zempel and Amanda Hengst from the National Association of Government Communicators

##### **Proclamations (Motion required to adopt proclamations)**

3. Adoption and Presentation of Proclamation Designating July 26, 2022, as "Victory for Life Day" in Manatee County

#### **F. CITIZEN COMMENTS (Consideration for Future Agenda Items - 30 Minute Time Limit)**

**Each person will be limited to three (3) minutes. If the thirty (30) minute time period has been exhausted, the Board will entertain any remaining comments near the end of the meeting with the same three (3) minute per person time limitation.**

#### **G. CITIZEN COMMENTS (Consent Agenda Items Only)**

**Each person wishing to speak to Consent Agenda items will be limited to three (3) minutes per item; provided, however, that each person will be limited to speaking for a total of ten (10) minutes regardless of the number of items being discussed.**

#### **H. CONSENT AGENDA**

##### **Clerk of Circuit Court**

4. Approval of the Clerk's Consent Agenda dated July 26, 2022

##### **Administrator**

5. Acceptance of Actions Taken During the Period of June 21 through July 23, 2022, pursuant to Resolution R-20-124

##### **Attorney**

6. Matter of: Diane Johnston v. Rick Wells in his capacity as Sheriff of Manatee County; Case No.: 2020-CA-4432; Motion to Allow Plaintiff's Proposal for Settlement in the amount of \$35,000.00 to Rick Wells Sheriff of Manatee County to expire and take no action regarding the Proposal for Settlement **Polk**

##### **Community and Veterans Services**

7. Approval of the Annual Budget for Suncoast Workforce Board Incorporated D/B/A CareerSource Suncoast for Program Year 22/23

8. Adoption of Resolution R-22-127, authorizing Submission and Acceptance of Federal FY2022 Edward Byrne Memorial Justice Assistance Grant - Local Solicitation; Execution of Certifications and Assurances

### **Development Services**

9. Approval of Final Plat and Associated Documents for Artisan Lakes Edgestone North, Phase I & II
10. Approval of Final Plat and Associated Documents for Twin Rivers Phase V-B2 and V-B3
11. Approval and Execution of Subordination Agreement for La Mirada Gardens, LTD *Nicodemi*

### **Financial Management**

12. Execution of Agreement No. 22-TA004058DJ for Phase II Repairs to Lake Manatee Dam and Adoption of Budget Resolution B-22-112
13. Execution of Agreement No. 22-TA004045JH for Satellite Lift Station R&R 2022 Group 1
14. Adoption of Budget Amendment Resolution B-22-099, and Budget Amendment Resolution B-22-109 for Infrastructure Sales Tax
15. Execution Of Design-Build Amendment To Agreement No. 21-TA003556CD For Design-Build Services For Master Lift Station 5 Force Main Extension To Master Lift Station 1-M; Adoption of Budget Resolution B-22-111
16. Execution of Design-Build Agreement No. 21-TA003841CD for Design-Build Services for Colony Cove Pipeline Replacements and Phase 1 Replacements
17. Adoption of Resolution R-22-135, authorizing a voluntary contribution not to exceed 10% of the annual 5305(d) funds to the Sarasota/Manatee Metropolitan Planning Organization (MPO); and Authorizing the County Administrator or his designee to execute all appropriate documents and agreements required in connection with the voluntary 10% contribution to MPO.

### **Parks and Natural Resources**

18. Adoption of Resolution R-22-128, approving and authorizing FY 2021/2022 West Coast Inland Navigation District (WCIND) Manatee County Marine Resources Work Boat grant application and authorizing the submission of said application in the amount of \$45,000 for the purchase of a custom fabricated aluminum work boat

### **Property Management**

19. Execution of Subordination of County Utility Interests to the Florida Department of Transportation (FDOT) for FDOT Parcel 500.2 located at Cortez Road West and Palma Sola Boulevard, Bradenton, Florida 34210 - District 3
20. Acceptance Of Warranty Deed Steven D. Hanes and Cynthia M. Hanes for Property Located at 7617 Tuttle Avenue, Sarasota, Florida 34243; PID 1945900106 - District 4
21. Acceptance of a Permanent Drainage Easement for Windwater Phases IA & IB, a new subdivision located at 5027 123rd Avenue East, Parrish, Florida 34219 - District 1
22. Execution of Contract for Sale and Purchase from Ecosouth Desoto Holdings LLC., for property located at 1510 17th Street East, Palmetto, Florida 34221; PID 2575500509 - District 2

23. Acceptance of Warranty Deed from Coast Concrete Company, LLC, for property located at 2825 17th Street East, Ellenton, Florida 34222 - District 2
24. Acceptance of Warranty Deed from Sunshine Investment Homes, LLC, for property located at 11809 Erie Road, Parrish, Florida 34219; PID 442710000 - District 1
25. Execution of Contract for Sale and Purchase from JBCC Manatee Ave, LLC, for property located at 4311 Manatee Avenue West, Bradenton, Florida 34209; PID 3648700056 - District 3
26. Acceptance of Warranty Deed from Alliance Parrish, LLC, for property located at 8605 Erie Road, Parrish, Florida 34219 - District 1
27. Acceptance and Recording of Permanent Utilities Easement from Stephany, Inc., for property located at 5225 69th Street East, Palmetto, Florida 34221 - District 1
28. Acceptance and Recording of Permanent Utilities Easement from Toby D. Meier for Property Located at 712 64th Avenue East, Bradenton, Florida 34203 / Winter Garden Dr Water Main Replacement, CIP Project Number 6046070 - District 4
29. Acceptance and Recording of Warranty Deed from Lakewood Ranch Stewardship District for a Portion of Pope Road - District 5
30. Acceptance of A Fee Simple Deed from the School Board at Manatee County for property located at 2800 27th Street East, Bradenton, Florida 34208 - District 2
31. Acceptance of Permanent Utility Easement and Temporary Construction Easement from Bradenton Missionary Village, Inc., for property located at 1200 Aurora Boulevard, Bradenton, Florida 34212 - District 5
32. Execution of a Contract for Sale and Purchase for a Permanent Easement From Michael L. Sanders for property located at 4514 9th Street West, Bradenton, Florida 34207 - District 4
33. Acceptance of Quit Claim Deed from Mattamy Tampa/Sarasota LLC, for property located at 11920 Malachite Drive, Bradenton, Florida 34211 - District 5
34. Acceptance and Recording of Permanent Utilities Easement from The Surf RV Resort, LLC for property located at 1920 61st Street East, Palmetto, Florida 34221 - District 1
35. Execution and Recording of a Temporary Construction Easement to the Manatee County Port Authority for the Manatee Harbor, Florida Navigation Project – District 1
36. Adoption of Resolution R-22-114, declaring a Public Hearing on August 30, 2022 to vacate a portion of a drainage easement located within the Whitfield Industrial Park plat at 2209 Whitfield Park Loop, Sarasota, Florida 34243 - District 4 **D'Agostino**
37. Acceptance and Recording of a Fee Simple Deed and a Temporary Construction Easement, and Execution of a License Agreement between the School Board of Manatee County and Manatee County for Property Located at 319 17th Street East, Palmetto, Florida 34221 - District 2
38. Acceptance and Recording of Permanent Utilities Easement for Chris Craft Expansion for property located at 8161 15th Street East, Sarasota, Florida 34243 - District 4
39. Execution of an Easement Agreement between Manatee County and Florida Power & Light (FPL) for the 17th Street East at 28th Avenue East Railroad Crossing Project located - District 2 **D'Agostino**
40. Acceptance and Recording of Permanent Utilities Easement From AYM Realty, LLC., to Manatee County for Property Located at 4555 18th Street East, Bradenton, FL 34203 - District 2

**Public Safety**

41. State of Florida Department of Health Civil Rights Compliance and Non-Discrimination Certificate Contract Amendment **Clague**
42. Interlocal Agreement between Manatee County and Manatee County Hazardous Materials Team for Cost Recovery. **Hodges**
43. Emergency Use Agreement for Designated Sites between Manatee County and Tropicana Products, Inc.  
**Warren**
44. Agreement with Ambitrans Medical Transport, Inc., for Medical Transport Services; and Adoption of Resolution R-22-098 **Hodges**
45. Adoption of Resolution R-22-121, accepting a State Grant Award from the State of Florida, Division of Emergency Management, for the Emergency Management Preparedness & Assistance (EMPA) Trust Fund Agreement (FY 2022–2023); and Adoption of Budget Resolution B-22-110

**Public Works**

46. Adoption of Resolution R-22-116, and authorizing the execution of the Utility Work by Highway Contractor Agreement, Appendix to the Utility Work by Highway Contractor Agreement, and Three-Party Escrow Agreement to relocate County Facilities at State Road 64 and Lorraine Rd **D'Agostino**
47. Adoption of Resolution R-22-122, and the Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Grant and Section 5339 Bus & Bus Facilities Grant Program, Federal Fiscal Year 2022 Apportionments
48. Adoption of Resolution R-22-123, approving the Manatee County 2022 Transit Development Plan (TDP) Annual Progress Report
49. Authorization to classify vehicles as surplus
50. Execution Of The Manatee Mitigation Bank Credit Purchase Agreement Between Manatee County And Terrablue Environmental, LLC For 0.32 Freshwater Herbaceous Mitigation Bank Credits From The Manatee Mitigation Bank For The Manatee County Project: 6108870 Phase II Dam Repairs **Hodges**
51. Adoption Resolution R-22-126, approving the Alignment of 60th Avenue East
52. Execution of an Alternative Wastewater Connection Agreement with Creekside Development of Manatee, LLC for an Alternative Wastewater Connection for the Creekside at Rutland Ranch Development - District 1  
**Hodges**
53. Authorization to Classify Property as Surplus

**Utilities**

54. Authorizing Execution of Amended Reclaimed Water Agreement with Manatee Fruit Company **Clague**
55. Authorization to Waive Service Fees Assessed to Utility Customer Accounts
56. Bad Debt Write-Offs

**I. APPROVAL OF CONSENT AGENDA**

**Motion to Approve the Consent Agenda****J. ITEMS REMOVED FROM THE CONSENT AGENDA****K. PORT AUTHORITY**

**The consent and regular agenda items for any Port Authority meeting are set forth in the Port Authority meeting agenda materials as supplied by Port Manatee staff prior to and at the commencement of the meeting of the Port Authority.**

57. Port Authority Meeting

**L. ADVERTISED PUBLIC HEARINGS (Presentations Upon Request)****Financial Management**

58. Adoption of Resolution R-22-131, regarding the Infrastructure Sales Tax to add projects in the Parks and Community Facilities category; and Adoption of Budget Resolution B-22-118

**M. ADVERTISED PUBLIC HEARINGS (Presentation Scheduled)****Community and Veterans Services**

59. Adoption of Resolution R-22-118, adopting the FY 2022/23 U.S. Housing and Urban Development (HUD) Annual Action Plans to allocate Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds

**N. REGULAR****Administrator**

60. Adoption of Resolution R-22-117, regarding the closure of the Piney Point Facility, and approval and execution of the Form of a Design-Build and Service Agreement **Hodges**

**Attorney**

61. Concealed Carry of Firearms in the Workplace **Clague**

**Community and Veterans Services**

62. Adoption of Resolution R-22-130, appointing seven members to vacant seats (1, 3, 5, 6, 7, 9, and 11) of the Affordable Housing Advisory Committee

**Development Services**

63. Execution of Land Use Restriction Agreement for Blue Heaven Enterprises, LLC.

**Public Works**

64. Adoption of Ordinance 22-79, confirming the New Washington Area Street Lighting Assessment Roll - First Public Hearing

**O. REPORTS**

**Administrator**

65. Dashboard Report - Provided for Informational Purposes

**P. COMMISSIONER AGENDA****Commissioner Kruse**

66. Commissioner Reports - Affordable Housing, Astoria on 9th Street West and 23rd Avenue West

**Commissioner Whitmore**

67. Commissioner Reports - Presentation by Thomas Mantz - possible vote on any action the board may wish
68. Commissioner Reports - Woodlawn Lakes Subdivision/Woodlawn Circle South - Sidewalk Installation requested by School Board. BOCC discussion unless board decides to give direction to staff at a future meeting.
69. Commissioner Reports - Updates on (1) meeting with the City of Bradenton Mayor for 17th Avenue West, (2) Pillsbury Mound, and (3) Rye Preserve and Dream Oaks

**Commissioner Bellamy**

70. Commissioner Reports - District 2. Review and Discuss Issues/Concerns

**Commissioner Servia**

71. Commissioner Reports - District 4. Review and Discuss Issues/Concerns

**Q. COMMISSIONER REQUESTS FOR FUTURE WORK SESSION ITEMS****R. CITIZEN COMMENTS (Continuation of Consideration for Future Agenda Items, if needed)****S. COUNTY ATTORNEY COMMENTS****T. COUNTY ADMINISTRATOR COMMENTS****U. ADJOURN****V. REQUESTS BY COMMISSIONERS (Items to be pulled from Consent Agenda)**

**Items removed from the Consent Agenda will be taken up for discussion and vote following the approval of the Consent Agenda.**

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions including one's access to, participation in, employment with, or treatment in its programs or activities. Anyone requiring reasonable accommodation for this meeting as provided for in the Americans with Disabilities Act (ADA), or assistance with accessing any of these documents, should contact Carmine DeMilio at (941) 792-8784 Ext. 8203 or [carmine.demilio@mymanatee.org](mailto:carmine.demilio@mymanatee.org).

The Board of County Commissioners of Manatee County and the Manatee County Port Authority may elect not to convene, if no business is scheduled; however, each reserves the right to take action on any matter during its meeting, including items not set forth within this agenda. The Chair of each governing body at his/her option may take business out of order if he/she determines that such a change in the schedule will expedite the business of the governing body.

All public comment on quasi-judicial agenda items is required to be under oath and must occur at a duly noticed public hearing. The Citizens' Comments portion of the agenda is not an advertised public hearing, and no comments on quasi-judicial agenda items are authorized during the Citizens' Comments portion of the agenda.

PUBLIC NOTICE: According to Florida Statutes, Section 286.0105, any person desiring to appeal any decision made by the Board of County Commissioners (or the other entities that are meeting) with respect to any matter considered at said public hearing/meeting will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.



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**RESOLUTION R-22-118**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ADOPTING THE FY 2022-23 HOUSING AND URBAN DEVELOPMENT (HUD) ANNUAL ACTION PLAN**

**WHEREAS**, Manatee County is an entitlement community and eligible to receive federal funds through the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) Programs from the U.S. Department of Housing & Urban Development (HUD); and

**WHEREAS**, the Manatee County Board of County Commissioners approved the Citizen Participation Plan on May 5, 2020 and the planning process has been consistent with the Plan, and

**WHEREAS**, two public community meetings were held on January 21, 2022 and February 2, 2022 to receive citizen input on housing and community development needs; and

**WHEREAS**, a Spanish translator was available for all public community meetings; and

**WHEREAS**, the required 30-day public comment period on the draft FY 2022-23 HUD Annual Action Plan was held between June 25, 2022 and July 26, 2022; and

**WHEREAS**, the FY 2022-23 HUD Annual Action Plan was developed with public input from all concerned citizens and organizations on housing and community development needs, which were considered by staff where appropriate; and

**WHEREAS**, the process for adopting and amending Annual Action Plans is outlined in Manatee County's Citizen Participation Plan, regulatory waivers authorized by the U.S. Department of Housing and Urban Development (HUD), and HUD regulations, and each of those steps have been followed in this process; and

**WHEREAS**, the activities are designed to provide decent housing, a suitable living environment, affirmatively furthering fair housing, and expand economic opportunities, which are consistent with the goals of the Manatee County Comprehensive Plan and the 2017-2023 Consolidated Plan; and

**WHEREAS**, the approval of the FY 2022-23 HUD Annual Action Plan is required to receive funds under HUD's program.

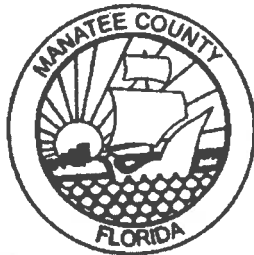
**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners that:

1. Resolution R-22-118 is hereby adopted to provide for the approval of the FY 2022-23 Annual Action Plan as attached hereto as Exhibit B.
2. The County Administrator, or designee, is hereby authorized to approve and execute subrecipient funding agreements, amendments, and associated standard Land Use and Deed Restriction Agreements, and, authorize payments up to the maximum allowable funding for Federal CDBG, HOME and ESG program activities as approved and adopted by the Board of County Commissioners in Manatee County's Consolidated Plan and Annual Action Plans.
3. The Chairman is hereby authorized to sign any documents from the U.S. Department of Housing and Urban Development necessary to implement the Federal CDBG, HOME and ESG program activities as approved and adopted by the Board of County Commissioners

in Manatee County's Consolidated Plan and Annual Action Plans, including the Non-State Certifications and Application for Federal Assistance (SF424 forms).

4. The Chairman is hereby authorized to sign and execute upon receipt the HUD Grant Agreements for Federal CDBG, HOME and ESG program activities as approved and adopted by the Board of County Commissioners in Manatee County's Consolidated Plan and Annual Action Plans.
5. Submission of this resolution along with the FY 2022-23 HUD Annual Action Plan to the U.S. Department of Housing and Urban Development is hereby authorized.

ADOPTED, with a quorum present and voting this 26<sup>th</sup> day of July 2022.



By:

BY: BOARD OF COUNTY  
COMMISSIONERS MANATEE  
COUNTY, FLORIDA

  
Kevin Van Ostenbridge, Chairperson

ATTEST: Angelina "Angel" Colonnese  
Manatee County Clerk of the Circuit Court and Comptroller

By:

  
Deputy Clerk

**Exhibit A**

**Summary of Annual Action Plan**

The Action Plan includes an estimate of available resources from private and public sources to address identified needs; a description of the priorities and specific objectives to be addressed in this program year; a summary of the eligible programs or projects that Manatee County will undertake to address the needs; a description of the geographic areas of the County in which assistance will be directed; a description of the projects to address the needs of the homeless, near-homeless and special needs populations; the plans to reduce the number of poverty level families; a description of the activities to evaluate and reduce the number of housing units containing lead-based paint hazards; and the standards in which the County will monitor its housing and community development projects.

**Statement of Proposed Budget and Use of Estimated Funds**

**Sources of Funds**

2022/23 Community Development Block Grant Entitlement (CDBG)	\$1,787,068.00
2022/23 Home Investment Partnership (HOME)	\$ 675,391.00
Prior Year Carry-Forward HOME Program Income	\$ 45,579.00
2022/23 HOME Investment Partnership Program Income Estimate	\$ 50,000.00
<u>2022/23 Emergency Solutions Grant (ESG)</u>	<u>\$ 160,076.00</u>
<b>TOTAL</b>	<b>\$2,718,114.00</b>

**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2022 Unfunded Senior Meals Program - \$48,400.00  
Meals delivered to the homes of the elderly.
2. Gulfcoast Legal Services / 2022 Housing Legal Services – \$61,600.00  
Legal services to income-qualified residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosure, and related housing laws.
3. Community Coalition on Homelessness/Turning Points / 2022 Project Smile Program - \$40,000.00  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
4. The Salvation Army / 2022 Homeless Prevention - \$53,060.00  
Case Management, housing stabilization services & short-term emergency rental assistance to prevent homelessness.
5. AM&FM Enterprise, Inc. / 2022 Allean's Loving Care - \$65,000.00  
Program will provide in-home companion and homemaker services for the elderly.
6. Manatee County Government Parks & Natural Resources / 2018/19 Washington Park Improvement – \$2,145,013.31 (\$983,418.31 from prior award + \$1,161,595.00 from 2022/23 funding)  
Funding will be provided for the construction of a neighborhood park in the vicinity of Washington Gardens Subdivision, Palmetto, FL.

7. Manatee County Community and Veterans Services Administration and Planning - \$357,413.00  
Personnel and related costs for the general oversight and administration of the CDBG program.

#### HOME Investment Partnership

1. Manatee County Community and Veterans Services Homeowner Rehabilitation Program – \$603,431.00  
(\$507,852.00 HOME Funds + \$45,579.00 Prior Year Carry-Forward HOME Program Income and + \$50,000.00 estimated HOME Program Income).

Homeowner occupied single-family rehabilitation and reconstruction to income-qualified homeowners of unincorporated Manatee County.

2. CHDO Set-Aside / To Be Determined - \$100,000.00

Funding will be provided for approved CHDO agencies for eligible HOME/CHDO activities per the U.S. Department of Housing and Urban Development Regulatory Requirement.

3. Manatee County Community and Veterans Services Administration and Planning - \$67,539.00

Personnel and related costs for the general oversight and administration of the HOME program.

#### Emergency Solutions Grant

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$148,071.00

Housing relocation and stabilization services & short-term and medium-term rental assistance.


2. Manatee County Community and Veterans Services Administration - ESG Program Administration - \$12,005.00

Personnel and related costs for the general oversight and administration of the ESG program.

STATE OF FLORIDA, COUNTY OF MANATEE  
This is to certify that the foregoing is a true and correct copy of the document on file in my office.

<input checked="" type="checkbox"/> No redactions	<input type="checkbox"/> Redacted pursuant to law
<input checked="" type="checkbox"/> Full Document	<input type="checkbox"/> Page ___ of ___
<input checked="" type="checkbox"/> Not LOA	<input type="checkbox"/> Letter of Administration is in full force and effect.

Witness my hand and official seal dated 8/2/22  
MANATEE COUNTY CLERK OF COURTS  
By: Arthur G. [Signature]  
Deputy Clerk



**MANATEE COUNTY**  
**RANKING AND SCORING COMMITTEE 2022/2023 PROJECTS/PROGRAMS**  
**Page 1 of 2 – JUNE 7, 2022**

2022/23 CDBG Allocation: \$1,787,068.00

**CDBG PUBLIC FACILITY & INFRASTRUCTURE (PF&I) /HOUSING APPLICATIONS**

Agency Name	Proposed Project	Rank	Amount Requested	Funding Amount Proposed
MCG – Property Management	Washington Park	NA	\$1,161,595.00	\$1,161,595.00
<b>TOTAL PF&amp;I/Housing</b>	<b>65% Minimum = \$1,161,595.00</b>		<b>\$1,161,595.00</b>	<b>\$1,161,595.00</b>

\*Funding Amount Proposed is to address increases in costs to existing project.

**CDBG PUBLIC SERVICES & ECONOMIC DEVELOPMENT APPLICATIONS**

Agency Name	Proposed Project	Rank	Amount Requested	Funding Amount Proposed
Meals on Wheels PLUS of Manatee, Inc.	Unfunded Senior Meals (R/ECAP)	1	\$48,400.00	\$48,400.00
Gulfcoast Legal Services, Inc.	Housing Preservation	2	\$84,518.00	\$61,600.00
Community Coalition on Homelessness/Turning Points	Project Smile	3	\$65,000.00	\$40,000.00
The Salvation Army	Homeless Prevention	4	\$75,000.00	\$53,060.00
AM and FM Enterprise, Inc.	Allean's Loving Care - In Home Care to Elderly	5	\$120,000.00	\$65,000.00
Colony Cove Helping Hands	Colony Cove Helping Hands Food Pantry	6	\$14,068.00	\$0.00
Alongside U, Inc.	Making Poverty Temporary... NOT a Lifestyle	7	\$25,000.00	\$0.00
St. Vincent de Paul	Manatee County Rapid Rehousing and Safer Emergency Housing Alternative	NA	\$445,000.00	\$0.00
<b>TOTAL PUBLIC SERVICES &amp; ECONOMIC DEVELOPMENT</b>	<b>15% Maximum = \$268,060.00</b>		<b>\$876,986.00</b>	<b>\$268,060.00</b>

**CDBG ADMINISTRATION & PLANNING**

Agency Name	Proposed Project	Amount Requested	Funding Amount Proposed
MCG – Community & Veterans Services	Administration & Planning	\$357,413.00	\$357,413.00
<b>TOTAL ADMINISTRATION &amp; PLANNING</b>	<b>20% Maximum = \$357,413.00</b>	<b>\$357,413.00</b>	<b>\$357,413.00</b>

**MANATEE COUNTY  
RANKING AND SCORING COMMITTEE 2022/2023 PROJECTS/PROGRAMS  
Page 2 of 2 – JUNE 7, 2022**

<b>CDBG RECONCILIATION</b>		
PF&I/Housing	65% Minimum = \$1,161,595.00	\$1,161,595.00
Public Services & Economic Development	15% Maximum = \$268,060.00	\$268,060.00
Administration & Planning	20% Maximum = \$357,413.00	\$357,413.00
<b>TOTAL</b>	<b>2022/23 CDBG Allocation: \$1,787,068.00</b>	<b>\$1,787,068.00</b>

**2022/23 HOME Allocation: \$675,391.00**

**HOME PROGRAM**

Agency Name	Proposed Project	Amount Requested	Funding Amount Proposed
To Be Determined	CHDO Set Aside	\$100,000.00	\$100,000.00**
MCG – Community & Veterans Services	Homeowner Rehabilitation and Replacement	\$507,852.00	\$507,852.00
MCG – Community & Veterans Services	HOME Program Administration & Planning (10% Maximum = \$67,539.00)	\$67,539.00	\$67,539.00
<b>TOTAL HOUSING</b>		<b>\$675,391.00</b>	<b>\$675,391.00</b>

\*\* U.S. Department of Housing and Urban Development Regulatory Requirement of 15% minimum to be set aside for CHDO.

**2022/23 ESG Allocation: \$160,076.00**

**ESG PROGRAM**

Agency Name	Proposed Project	Amount Requested	Funding Amount Proposed
Community Coalition on Homelessness/Turning Points	Homeless Prevention & Rapid Rehousing	\$148,071.00	\$148,071.00
MCG – Community & Veterans Services	ESG Program Administration & Planning (7.5% Maximum = \$12,005.00)	\$12,005.00	\$12,005.00
<b>TOTAL ESG Program</b>		<b>\$160,076.00</b>	<b>\$160,076.00</b>

**PUBLIC NOTICE**  
**NOTICE OF FUNDING AVAILABILITY**  
**MANATEE COUNTY, FLORIDA**  
**Community Development Block Grant (CDBG)**

Manatee County is anticipating an allocation from the Department of Housing and Urban Development (HUD) in an estimated amount of \$1,900,000 for the 2022-23 program year CDBG program. This allocation is an estimate based upon the 2021-22 funding year and is subject to change. *(A maximum of 20% of the funds may be used for program planning and administration.)* The CDBG program is primarily designed to help those residents who are of low- and/or moderate-income within CDBG eligible areas or for households who income qualifies.

During January and February of 2022, public focus group meetings were held to solicit stakeholder/citizen comments on Manatee County's low and moderate-income housing and community development needs, provide information about the eligibility of various kinds of activities, and to answer questions regarding the grant programs. Feedback received will be used to assist Manatee County in determining which priority needs identified in the 2017-22 Consolidated Plan are of highest priority, when reviewing grant applications for the 2022-23 program year.

Manatee County will be soliciting CDBG grant applications on March 4, 2022 from non-profit organizations to assist in addressing the housing and community development needs of the County's low- and moderate-income residents.

Application access for funding will be made available through the Neighborly Portal. The County will be accepting applications from March 4, 2022 until 4:00 p.m., April 4, 2022.

A grant application workshop will be held on March 1, 2022 via Zoom from 9:30 a.m. to 11:30 a.m. to give details and answer questions regarding the funding application. We are asking that all parties who wish to participate to register through the county's website on or before February 24, 2022. To register for the Grant Application Workshop, please visit the County Website at:

[https://www.mymanatee.org/departments/redevelopment\\_economic\\_opportunity/community\\_development/community\\_development\\_block\\_grant\\_c\\_d\\_b\\_g](https://www.mymanatee.org/departments/redevelopment_economic_opportunity/community_development/community_development_block_grant_c_d_b_g)

Additional questions or comments may be sent to:

Jennifer Yost  
**Community Development Project Manager**  
**Redevelopment and Economic Opportunity Department**  
**Community Development Division**  
**1112 Manatee Avenue West Bradenton, Florida 34205**  
**Ph: 941-748-4501 ext. 6858**





Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

# AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
33901	217454	Print Legal Ad - IPL0060461		\$99.45	1	84 L

**Attention:** Susan Bigham  
 MANATEE COUNTY GOVERNMENT/REDEVELOPMENT AND ECONOMIC OPPORTUNITY  
 DEPARTMENT  
 1112 MANATEE AVE W SUITE 300  
 BRADENTON, FL 34205

**PUBLIC NOTICE  
 NOTICE OF FUNDING AVAILABILITY  
 MANATEE COUNTY, FLORIDA  
 Community Development Block  
 Grant (CDBG)**

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Additional questions or comments may be sent to:

**Jennifer Yost  
 Community Development Project  
 Manager  
 Redevelopment and Economic  
 Opportunity Department  
 Community Development  
 Division  
 1112 Manatee Avenue West  
 Bradenton, Florida 34205  
 Ph: 941-748-4501 ext. 6858  
 IPL0060461  
 Feb 15 2022**

## THE STATE OF TEXAS COUNTY OF DALLAS

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 02/15/2022  
 Ending Issue of: 02/15/2022

## THE STATE OF FLORIDA COUNTY OF MANATEE

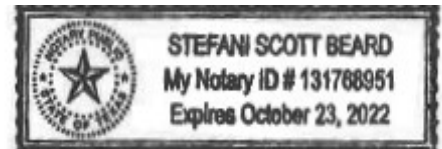
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

*Ryan Dixon*

Sworn to and subscribed before me this 15th day of February in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!



**From:** [Susan Bigham](#)  
**Bcc:** [Alberta.amfm\\_ent@yahoo.com](#); [suzie.dobbs@hotmail.com](#); [ttaft@bbbsun.org](#); [michael.wood@bgcmanatee.org](#); [agagliano@careersourcesc.com](#); [lbenedict@careersourcesc.com](#); [sandi.rowland@catholiccharitiesdov.org](#); [jane.roseboro@centerstone.org](#); [todd.markel@centerstone.org](#); [pj.brooks@caslinc.org](#); [communitysolutions360@gmail.com](#); [mike@dreamsandssuccesshomes.com](#); [hking@elc-manatee.org](#); [james.mccloud@genesishalthagency.org](#); [chelseaw@gulfcoastlegal.org](#); [JodiD@gulfcoastlegal.org](#); [DShoemaker@manateehabitat.org](#); [dawn.bryant@HOPEFAMILYSERVICE.ORG](#); [stephaniej.hjb@gmail.com](#); [slegarsky@jfcc-cares.org](#); [rmcdaniel@jfcc-cares.org](#); [pamelaf@legalaidofmanasota.org](#); [Jbushinger@lovelandcenter.org](#); [willie.calhoun@manateehousing.com](#); [bgrenier@mealsonwheelsplus.org](#); [newsome9@verizon.net](#); [dlwj6334221@gmail.com](#); [susanpyron@gmail.com](#); [julia.showers@uss.salvationarmy.org](#); [Kelly.French@uss.salvationarmy.org](#); [bjw10707@gmail.com](#); [nehemiah@svdpsp.org](#); [hnicklaus@stepupsuncoast.org](#); [chris@suncoastpartnership.org](#); [Anne@TakeStockManatee.org](#); [Tkitoutinfo@gmail.com](#); [nicoleb@thetwigcares.com](#); [kcramer@tpmanatee.org](#); [tbrown@voa-fla.org](#); [Jennifer Yost](#)  
**Subject:** Invitation to 2022-2023 CDBG Grant Application Workshop  
**Date:** Tuesday, February 15, 2022 10:53:00 AM  
**Attachments:** [CDBG Grant Workshop Flyer 2022-2023.pdf](#)  
[image001.png](#)

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Good morning,

Manatee County Government invites you to attend the Community Development Block Grant (CDBG) Application Workshop. Manatee County Government is soliciting CDBG grant applications from non-profit organizations to assist in addressing the housing and community development needs of the County's low and moderate-income residents.

**What:** CDBG Application Workshop

**When:** March 1, 2022, from 9:30 a.m. - 11:30 a.m.

**Where:** Via Zoom (Register here **on or before February 24, 2022:** [Click here](#))

**Who:** Non-profit organization addressing housing and community development needs of the County's low and moderate-income residents.

We are asking all interested parties register for the workshop **on or before February 24, 2022**. For more information on how to register please [Click here](#) ([https://www.mymanatee.org/departments/redevelopment\\_\\_economic\\_opportunity/community\\_development/community\\_development\\_block\\_grant\\_\\_c\\_d\\_b\\_g\\_](https://www.mymanatee.org/departments/redevelopment__economic_opportunity/community_development/community_development_block_grant__c_d_b_g_)).

CDBG Applications will be accepted thru the online Neighborly portal. The Neighborly portal for CDBG applications will open on March 4, 2022. CDBG Applications deadline is April 4, 2022 at 4:00 p.m.

For additional information on registering for the CDBG Grant Application Workshop please contact Susan Bigham at [susan.bigham@mymanatee.org](mailto:susan.bigham@mymanatee.org) or at 941-748-4501 extension 6219.

For additional information about the CDBG program please contact Jennifer Yost at

jennifer.yost@mymanatee.org or at 941-748-4501 extension 6858.

We look forward to your attendance.

Thank you,

**Susan Bigham**

Senior Housing and Community Development Technician  
Redevelopment and Economic Opportunity Department  
1112 Manatee Avenue West, Suite 300, Bradenton, Florida 34205  
(941) 748-4501 x6219 Fax: (941) 742-5848  
susan.bigham@mymanatee.org  
[www.mymanatee.org](http://www.mymanatee.org)





*You Are Cordially Invited!*

**\*Community Development Block Grant (CDBG)  
Application Workshop Zoom Meeting\***

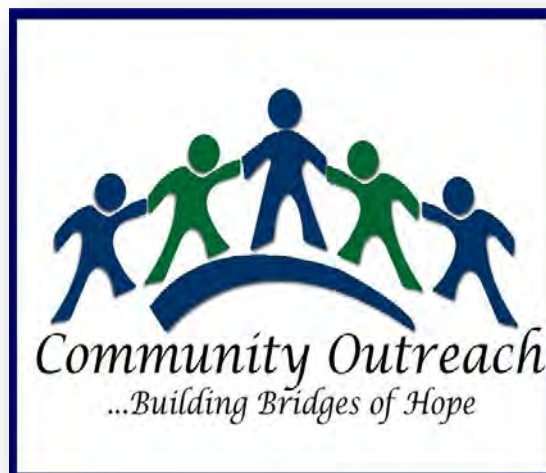
**Tuesday, March 1, 2022**

**9:30 a.m. – 11:30 a. m.**

A Community Development Block Grant (CDBG) Application Workshop for Non-profit agencies interested in CDBG funding, will be held via Zoom on Tuesday, March 1, 2022 from 9:30 a.m. - 11:30 a.m. To register please visit:

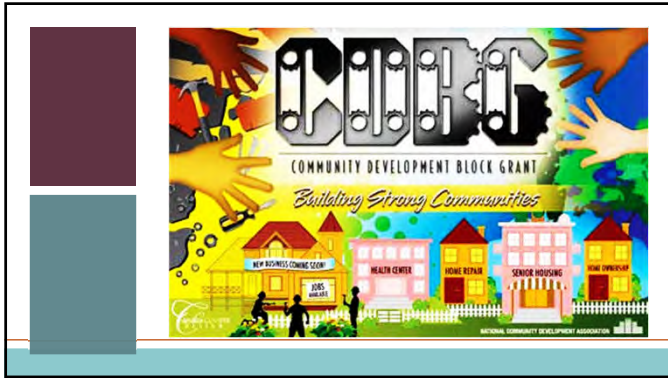
[https://www.mymanatee.org/departments/redevelopment\\_\\_economic\\_opportunity/community\\_development/community\\_development\\_block\\_grant\\_\\_c\\_d\\_b\\_g\\_](https://www.mymanatee.org/departments/redevelopment__economic_opportunity/community_development/community_development_block_grant__c_d_b_g_)

For more information contact Jennifer Yost at:  
jennifer.yost@mymanatee.org or 941-748-4501 ext. 6858.



## CDBG Grant Application Workshop 3/1/2022 - Attendee List

NAME	EMAIL ADDRESS
Julia Showers	julia.showers@uss.salvationarmy.org
Carol Ambach	directors@stjoepantry.com
Kalee Shaberts	kalee.shaberts@mymanatee.org
Ann Colonna	ann@takestockmanatee.org
Maria Cienfuegos	mary@bellasmobilemultiservice.com
Alberta Mcintosh	alberta.amfm_ent@yahoo.com
Jeannette Jenkins	skyyblue2119@gmail.com
Haskell Gates	hgates@mealsonwheelsplus.org
Elaine Maholtz	elaine.maholtz@mymanatee.org
19417474655	Call in N/A
Dora Amaro	dora.amaro@hopefamilyservice.org
Kathleen Cramer	kcramer@tpmanatee.org
Lakisha Zanders-HOPE Family Services	lakisha.zanders@hopefamilyservice.org
Jeanne Zokovitch Paben	jeanne.pabenlaw@gmail.com
George Cooper	gcooper@jfcs-cares.org
Douglas Griesenauer	dgriesenauer@uwsuncoast.org
Vallerie Guillory	vg@trinitywithoutborders.org
Rich Falco	rfalcocti@gmail.com
Suzie Dobbs	suzie.dobbs@hotmail.com
Ginger McLean	ginger@alongside-u.org
Amanda Erickson	aerickson@jfcs-cares.org
Jane Darling	janed@cca-manatee.us
Tara Maffei	tara.maffei@familypromisesarasota.org
Lisa Davis	ldavis@family-resources.org
Todd Markel	todd.markel@centerstone.org
Judith M Carter	peermentor@scil4u.org
Debbie Carpenter	debbie.carpenter@mymanatee.org
19418791803	Call in N/A
Melissa Brady	melissa.brady@regions.com
FOCUS FOCUS	washingtonwd@aol.com
15045155300	Call in N/A
Susan Pyron	susanpyron@gmail.com
Jessica Farnsworth	jfarnsworth@jfcs-cares.org
Daniel Mineo	dmineo@uwsuncoast.org
Paige Wesley	paige.wesley@flhealth.gov
Chelsea Wait	chelseaw@gulfcoastlegal.org
Andrew Brady	andrew.brady@uss.salvationarmy.org



1

## Welcome & Introductions


Welcome from Manager  
Introduction of Staff



2

### Four Key Elements for Funding

- 1) Quality & Complete Application
- 2) Understanding of the Requirements
- 3) Agency Capacity to Implement
- 4) Projects Must be Results Driven



3

### Community Need Poll

Based upon the answers provided at registration, what are the top 3 community needs?



4

## Manatee County CDBG Grant Workshop 2022/2023




Jennifer Yost  
Community Development Project Manager  
March 1, 2022

5

### Targets For The Day

Leave With A Better Understanding of

- 1) CDBG Program and Priorities
- 2) Neighborly Software
- 3) Application Questions & Purpose
- 4) Manatee's Results First Goals



6

## Introductions/Poll Question

**Tell Us Your Experience With HUD Funding and What Program Funding You Are Applying For**



7

## One Year Action Plan

- Describes specifically how federal funds will be spent over the course of the upcoming program year.
- Projects are geared to accomplish the priority needs stated in the 2017-2022 Consolidated Plan.
- Funding sources that are covered in this plan are:
  - Community Development Block Grant (CDBG)
  - HOME Investment Partnerships (HOME)
  - Emergency Solutions Grant (ESG)



8

## Programs

- **Community Development Block Grant (CDBG) Program:**
  - Infrastructure
  - Homeowner Rehabilitation
  - Public/Community Facilities Improvements
  - Public Service Projects
- PY 2022/2023 - \$1,900,000 in CDBG funding is anticipated
- Funds are subject to a 15% Public Service Cap (approximately \$285,000) and 20% Administration Cap (\$380,000)



9

## Programs

- **Emergency Solutions Grant (ESG) Program:**
  - Rapid Re-Housing Rental Assistance
  - Homeless Prevention Rental Assistance
- PY 2022/2023 - \$160,000 in ESG funding is anticipated



10

## Programs

- **HOME Investment Partnerships Program:**
  - Homeowner Rehabilitation
  - CHDO Acquisition Rehabilitation/Construction
- PY 2022/2023 - \$650,000 in HOME funding is anticipated
- Funds are subject to a 15% CHDO set-aside (approx. \$97,500) and 10% administration cap (\$65,000)



11

## Poll Question


**What is your level of understanding of the CDBG Program & Priorities**



12

### National Objectives


- Activities benefiting low- and moderate-income persons (area/participant based)
- Activities which aid in the prevention or elimination of slums or blight
- Activities designed to meet community development needs having a particular urgency (i.e., natural disaster)



13

### LMI Participant Based


- Area Benefit: Program is limited to a service area that has been documented to a LMI-Area by the Census
- Income Qualify: Program requires participants to provide source documentation to income qualify
- Presumed Benefit: Program is limited to only participants that are classified as LMI by HUD



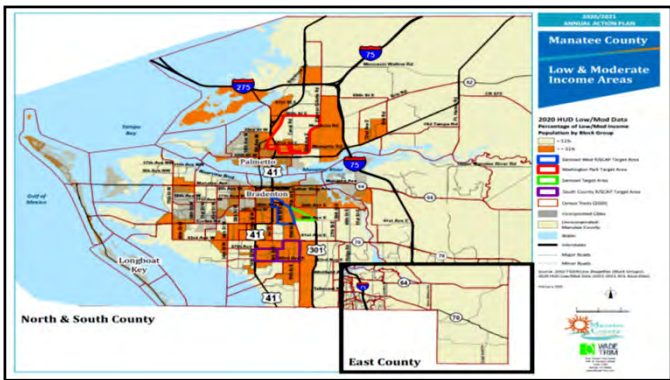
14

### LMI Participant Based: Presumed Benefit

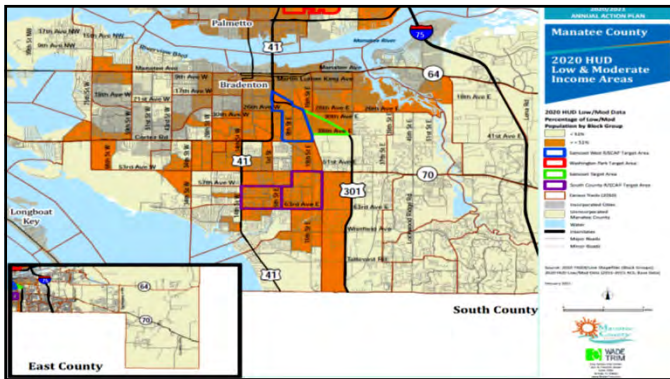
- All beneficiaries must be one of the pre-identified populations to use this criteria
  - Abused Children
  - Battered Spouses
  - Severely Disabled Adults
  - Homeless Persons
  - Illiterate Adults
  - Persons with AIDS
  - Migrant Farm Workers
  - Elderly 62+



15



16



17

### One Year Action Plan Incomes Served

**2021 Manatee County Median Income: \$77,200**

Number in Household	1 Person	2 Person	3 Person	4 Person
30% of median	\$16,250	\$18,550	\$21,960	\$26,500
50% of median - low	\$27,050	\$30,900	\$34,750	\$38,600
80% of median - moderate	\$43,250	\$49,400	\$55,600	\$61,750
Number in Household	5 Person	6 Person	7 Person	8 Person
30% of median	\$31,040	\$35,580	\$40,120	\$44,660
50% of median - low	\$41,700	\$44,800	\$47,900	\$51,000
80% of median - moderate	\$66,700	\$71,650	\$76,600	\$81,550

18



## Break-Time 10-Minutes



19



20

## What is eligible?

- Public service projects
- Acquisition of real property
- Public improvements
- Public facility improvements
- Home ownership
- Construction of housing\*
- Demolition of blighted/unsafe structures
- Economic development activities
- Housing rehabilitation



21

## What is not eligible?

General Rule: Any activity that is not included is excluded

- Buildings or portions thereof, used for the general conduct of government. For example, the County Administration Building
- General government expenses. Salaries for those not directly involved in programs
- Political activities
- Purchase of equipment
- Operating and maintenance expenses
- Purchase of construction equipment
- New Housing Construction (CDBG only)



22

## Project Selection

- In order to meet timeliness requirements, proposed projects must demonstrate:
  - Clear and defined project narrative and results to be accomplished
    - Implementation Schedule is Realistic and Complete
    - Project Meets a Defined Need
    - Identifiable and Achievable Results
  - Specified budget to cover all costs
    - Additional funding/financing in place

**IMPORTANT**



23

## Project Selection...Cont.

- In order to meet timeliness requirements, proposed projects must demonstrate:
  - Agency capacity in place
    - Fiscal Staff experience
    - Project Manager identified
    - Non-Profit Status
    - Prior Experience with Federal Funding
  - Property
    - Correct ownership of land in place
    - Correct zoning in place

**IMPORTANT**



24



# To be successful, all of this must occur prior to Funding Approval



25

# All Funding Approvals Are Subject To Availability Of Funding Based On The **Actual** Allocation Received From HUD



26

## And Then There Are More Requirements...

- Environmental Review (no expenses prior to being completed)
- No Supplantation of Existing Funds
- 2 CFR 200 / Financial Management
- Purchasing Standards
- Avoiding Conflicts of Interest
- Equal Opportunity
- Drug Free Workplace



27

## And Then There Are More Requirements...

- Davis-Bacon Labor Standards
- Section 3
- Accessibility for Disabled People (services & architectural barriers)
- Lead Based Paint Elimination
- Capital Projects are Subject to a local Land Use Restriction Agreement



28

## Priorities for FY 2022/2023



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## R/ECAP Target Area

Areas designated by the Office of Fair Housing as Racially/Ethnically Concentrated Areas of Poverty Census Tracts 1.06, 3.06 and 3.05

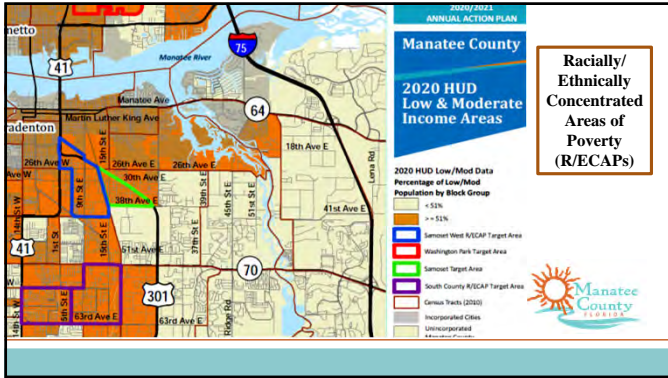
Higher points awarded for applications received with activities serving these communities

**A Good Idea Is Only As Good As It Can Be Implemented!**



**Don't Assume!...Know The Area...Who You Are Serving...and How They Can Be Served**


30



31

### Priority Needs Remaining to be Addressed

- **Social/Public Services**
  - English as a Second Language
  - Affordable Child Care Services



32

### Priority Needs Remaining to be Addressed

- **Community Development/Infrastructure**
  - Street Lighting
  - Road Resurfacing/Construction
  - Drainage Improvements
  - Elimination of Slum and Blight – Demolition (property must be reused for other CDBG eligible activities)



33

### Priority Needs Remaining to be Addressed


- **Economic Development**
  - Entrepreneurship/Small Business Development – must create new jobs
  - Exterior Rehabilitation of Commercial Structures – must create new jobs



34

### Poll Question


Based on the information provided, what is your level of understanding of the CDBG Program & Priorities now



35

### Poll Question

What is your level of understanding of Manatee’s Result First Goal?



36

## Activity Must be Result Driven

- How does the project or public service result in a positive effective change to the participant's condition or the community environment?
- What is the achievable outcome(s)? How will you quantify success?



37

## Activity Must be Result Driven

- What are the Key Performance Indicators or Milestones that you will use to track progress toward the intended Goal/Result? – How do you track your progress to identify if you need to make changes?
- How will you measure the results (methodology you use?)
- Monthly & Quarterly reporting is required on the results



38

## Goals must be S.M.A.R.T.

- Specific: Who is benefiting
- Measurable: What is the measurement of success (identify the tool to be used to measure)
- Achievable: What is the Outcome
- Relevant: What are you doing
- Time-bound: What is the time-frame for the measurement
- Key Performance Indicators: Minimum of 3 Indicators/Milestone to track Progress toward the goal.



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## Goals must be S.M.A.R.T.

- Specific: 80% of all Youth enrolled (16 of 20 enrolled)
- Measurable: by 1 Grade Level using the Quarterly Assessment Tool
- Achievable: Increase Reading Level
- Relevant: through the After-School Reading Program
- Time-bound: Over the course of 12 months
- Key Performance Indicator: 50% of Youth will show a 25% increase in reading level at the 1<sup>st</sup> quarter using the Quarterly Assessment Form.



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## Goals must be S.M.A.R.T.

- Specific: 100 Youth from Manatee County Neighborhood
- Measurable: of a 1,000 foot sidewalk
- Achievable: will have a protected walk-way to school
- Relevant: through new construction
- Time-bound: by the 2023 School Year
- Key Performance Indicator: 50% of Construction will be completed by April 2023 documented through monthly progress reports.



41

## Poll Question

**Based on the information provided, what is your level of understanding of Manatee's Result First Goal now?**



42

## Break-Time 10-Minutes



43

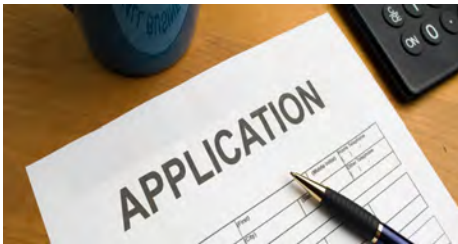
## Poll Question

What is your level of understanding of Neighborly Software



44

## New Application Process



45

46

## Web-Based Neighborly Software System

- Participant Access to Portal...
  - <https://portal.neighborlysoftware.com/manateecountyfl/Participant>
- We will provide you with a Neighborly User Guide to access the system and guide you through the system.
- Staff will now walk you through the system.

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## Getting Paid

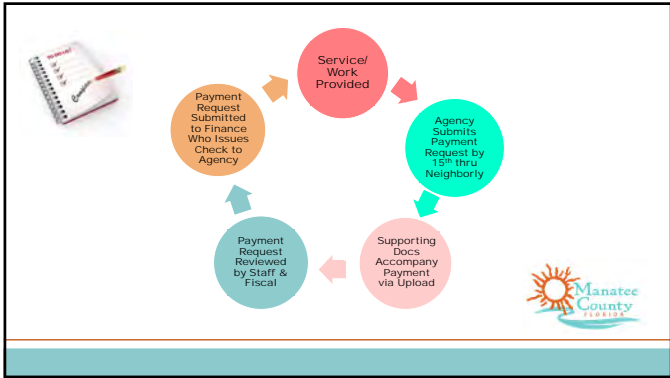


48

## Reimbursement Procedures





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50

## Leverage


- **Project is sustainable into the future**
- Not dependent upon CDBG only
- Diversification of funds
- How is the requested funds leveraging additional funding
- Match is not required
- Projects are scored based upon % of funding requested to the total budget
- List all funding sources and amount being used to implement the project/service in the project budget
- Identify if funding source is committed or not committed (pending)



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## Budget/Financial Information


- Screen A: Agency Info: Identify other County Funding received or approved or requested by Agency, **not specific** to CDBG project.
  - Department
  - Amount
  - Purpose
- Screen F Budget/Financial Info: Identify other County Funding received or approved or requested **specific** to the CDBG project.
  - Total Project Costs, not just CDBG budget.
  - Describe impact if less funding awarded than requested
  - Budget Narrative & Budget Chart required.



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## New or Expanding Services/Program


- Number of beneficiaries from the entire project
- Number of beneficiaries from the CDBG assistance
- Is the project New: program not previously operated
- Is the project Increasing Level of service: adding new people to an existing program/service



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## Poll Question

**Based on the information provided, what is your level of understanding of Neighborly Software now?**



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## Compliance/Monitoring




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## Compliance/Monitoring Requirements

- Mandatory Subrecipient Training following notification of award
- Within 30 days of execution of funding agreement, Manatee County staff will schedule with agency to establish guidelines for reporting and compliance
- Reporting directly within Neighborly
  - Monthly Progress Reports are required with each payment request
  - Results First Quarterly Report are due at the time of submission of payment request for the appropriate quarter



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## If Reports Are Not Submitted In A Timely Manner, Processing Of Payments Will Be Delayed




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## Schedule


Date	Purpose
March 1, 2022	Grant Workshop For Applicants
March 4, 2022	CDBG Grant Application Opens
April 4, 2022, 4:00 p.m.	Grant Applications Due
April 6 - April 8, 2022	Staff Threshold Review Occurs
April 11 - April 25, 2022	Review Committee Application Review & Recommendation Period
June 7, 2022	BCC Meeting for Recommended Activities to include in Draft Action Plan
June 25 – July 26, 2022	Public Comment Period for Draft Action Plan
July 26, 2022 or August 9, 2022 (Alternative)	Public Hearing and approval of 2022-2023 CDBG Annual Action Plan
August 14, 2022	Deadline for Plan submission to HUD

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## Manatee County Community Development Block Grant Application for Funding

Application Submissions Due No Later Than  
4:00 p.m. – April 4, 2022


Grant Application Portal Access Opens on  
March 4, 2022



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## Application Material Posting to Website

- [https://www.myanatee.org/departments/redevelopment\\_economic\\_opportunity/community\\_development/community\\_development\\_block\\_grant\\_c\\_d\\_b\\_g](https://www.myanatee.org/departments/redevelopment_economic_opportunity/community_development/community_development_block_grant_c_d_b_g)
- Available Friday, April 4, 2022
- Link to Neighborly Portal to Apply
- Copy of this Presentation
- Manatee County 2022/2023 CDBG Grant Application Instruction
  - Guidance
  - Document Checklist
  - Scoring Criteria
  - CDBG Area Maps
- Neighborly User Guide



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Questions  
Contact Jennifer Yost  
or  
Denise Thomas  
(941) 749-3029



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**Manatee County  
FY 2022/23 Community Development Block  
Grant (CDBG) Funding Application  
Instructions and Scoring Criteria**

**NOT TO BE SUBMITTED BY APPLICANT**

**Applications Are Due  
No Later Than 4:00 P.M. April 4, 2022**

**Fiscal Year 2022/23 (October 1 – September 30)**

**Carefully read these instructions completely before completing application in Neighborly.**

CDBG funds are used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

The CDBG program is primarily designed to help those residents who are low- and/or moderate-income within HUD CDBG eligible areas or for households who income qualifies in Unincorporated Manatee County. Projects/services in the city limits of the City of Bradenton and City of Palmetto are generally not eligible as they receive their own CDBG funding.

Approximately \$285,000 of funding is available for Public Services and approximately \$1,235,000 is available for Public Facilities/ Improvements/Housing.

A separate application must be submitted for each activity/proposal for funding.

Applications must be submitted in Neighborly no later than 4:00 p.m., on Monday, April 4, 2022.

**Be as descriptive and concise as possible.** Be familiar with “Scoring Criteria”. Answer every question. **Applications will be ranked based only on the information provided.**

Identify if the proposed program/project is a Public Service or a Public Facility/Community Development project before applying in Neighborly. You must select and submit the appropriate application for the type of proposal and funding to be requested.



**MANATEE COUNTY FY 2022/2023 CDBG GRANT APPLICATION**  
**NEIGHBORLY CHECKLIST – DOCUMENTS TO BE UPLOADED**

Section A: Agency/Organization Information

- Articles of Incorporation and/or By-Laws (required document)
- Board of Directors/Advisory Council Listing (required document)
- Florida Department of State Certificate of Good Standing (required document)
- Resolution by the Board Authorizing Submission of Application (required document)
- Tax Exempt Status Letter from the Internal Revenue Services (IRS) (required document)
- Most recent 990 submitted to the IRS (required document for **Non-Profit Organizations Only**)

Section B: Project Information

- B12: Map highlighting project area boundaries (if project area is not countywide)

Section D: Other Requirements

- D2: If your program is an increase or an expansion in the level of services. (required document if your project is increasing level of services)
- D5: Approved Site Plan (document for **Public Facilities Projects Only**)
- D7a: Detailed Construction Cost Estimate & Project Schedule (required document for **Public Facilities Construction Projects Only**)
- D7b: Preliminary designs (document for **Public Facilities Construction Projects Only**)
- D7d: Property Lease (document for Public Facilities Only) D4: Approved Site Plan (document for **Public Facilities Only**)
- D8b: Detailed Acquisition Cost Estimate & Project Schedule (required document for **Public Facilities Acquisition Projects Only**)
- D8c: Documentation of Possible Properties, Preferred site and Owner Intent to Sell as appropriate (document for **Public Facilities Acquisition Projects Only**)
- D: Resume of Person Responsible for Organization's Financial Records (required document)
- D: Resumes & Job Descriptions for Management & Supervisory Staff involved in project/program (required document)
- D: Resumes & Job Descriptions for other personnel involved in project/program (document not required)
- D: Volunteers involved in project/program and roles performed (document not required)
- D: Agency Organizational Chart (required document)

Section F: Budget

- F: Copies of executed agreements or award letters for committed or secured funds at time of application (document not required)
- F: Most recent Financial Audit, or Current Year-End Financial Statements (required document)

## ELIGIBILITY

- 1) **Agency Location:** The CDBG program is primarily designed to help those residents who are of low- and/or moderate-income within HUD CDBG eligible areas or for households who income qualifies in Unincorporated Manatee County (projects/services in the City of Bradenton and City of Palmetto are generally not eligible as they receive their own CDBG funding). Agencies located outside of unincorporated Manatee County must provide explanation regarding how Agency services benefit unincorporated Manatee County low- to moderate-income residents.
- 2) **National Objective:**
  - a) Activities benefiting low- and moderate-income persons (area/participant based)
  - b) Activities which aid in the prevention or elimination of slums or blight
  - c) Activities designed to meet community development needs having a particular urgency (i.e., natural disaster)
- 3) **Questions 3-5: Low Income Beneficiaries:** The CDBG program is primarily designed to help those residents who are of low- and/or moderate-income. Identify the percent of the total beneficiaries that will have incomes at or below 80% of Area Median Income and how you will document compliance.
- 4) **R/ECAP Dedicated:** Identify if the proposal dedicated to address a priority in one or both of the R/ECAPs of Manatee County. See CDBG Eligible Area maps.

## SECTION A: AGENCY INFORMATION

- 1) A.1.: The Agency's name must be identical to that in the Articles of Incorporation or in the official document identifying the applicant as a unit of state or local government.
- 2) A.2-A.4.: List the name, title, and other requested information for the Chief Executive Officer/Executive Director (This should be the name of the person who will sign any agreements if awarded).
- 3) A.5-A.8: Provide the Agency's complete mailing address, city, state, zip code, telephone number, Federal Tax ID number, Duns Number, and type of organization.
  - a) If Non-Profit organization, upload copy of most recent Form 990 submitted to the IRS.
- 4) A.9.-A.12.: List the name, title, and other requested information for the contact person who can answer questions and receive written communications about the application.
- 5) A.13-A.15.: Identify if the Agency is currently receiving, anticipates receiving or has requested/applied for any funds, other than CDBG, from Manatee County. Identify the department(s) where the funding is coming from, the purpose of the funds and the amount.
- 6) Upload all required documents:
  - a) **Most Recent Form 990 Submitted to the IRS:** Attach the most recent Form 990 to ensure continued status as a tax-exempt organization. Forms 990 and 990-EZ are used by tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations to provide the IRS.
  - b) **Articles of Incorporation and/or By-Laws:** Attach Articles of Incorporation and By-Laws of the community group and its activities to ensure compliance with group's adopted rules. Minutes of meeting(s) reflecting adoption of the by-laws and subsequent amendments must be on file with the Manatee County CDBG staff. These documents establish a group as a legal entity under the laws of the State of Florida.
  - c) **List of the Board of Directors/Advisory Council:** Attach a current List of the Board of Directors/Advisory Council, including each member's name, title, contact information, and area of expertise or contribution to the organization. Specify which board members are involved in securing project funding.
  - d) **Certification of Good Standing:** Attach copy of Florida Department of State Certificate of Good Standing, from the Florida Department of State.

- e) **Resolution Authorizing Submission of Application:** Attach the Board of Directors' resolution authorizing submission of application.
- f) **Tax Exempt Status Letter:** Attach copy of Internal Revenue Service letter establishing agency's tax-exempt status.

## SECTION B: PROJECT INFORMATION

- 1) B.1.: The project's name. (Please note, this name may be altered by CDBG staff).
- 2) B.2.: The amount of funds requested must be indicated. For Public Facility/Infrastructure activities, a cost estimate must be submitted later in the application. This must match the budget section of the application.
- 3) B.3.: The total project costs. This must match the budget section of the application.
- 4) B.4.: Identify the address for the project. This may be the same as the mailing address for the agency.
- 5) B.5.: Identify the Project Type.
- 6) B.6.: Identify the Service Area. Identify if the proposal is dedicated to one of the Target Areas. If it is not dedicated to one of the listed Target Areas, select Countywide. See CDBG Eligible Area maps.
- 7) B.7.: Identify if the project/service facilitates community and economic development in a R/ECAP. Check the appropriate box. If "YES," provide an explanation in B.14 on how the project or activity will facilitate community and economic development (by priority need identified in B.14).
- 8) B.8.: Identify if the project/service is located within a R/ECAP (the address listed in B.4. must be located within a R/ECAP). Check the appropriate box.
- 9) B.9.: Provide a brief description of the agency purpose/mission and information/history on your organization. **This should be no more than 2-3 paragraphs.**
- 10) B.10: Provide a concise narrative overview of the proposed program. This should be targeted for general public understanding. **This should be no more than 2-3 paragraphs.**
- 11) B.11: Provide a detailed narrative of the proposed program/project.
  - a) How the organization will implement the program;
  - b) Design preparations, specifications, and bid documents (as appropriate);
  - c) All job classifications/positions in the organization involved in this project or activity;
  - d) How the organization will manage this project;
  - e) The specific person responsible for managing the project, in-house staff involved, and estimated staff hours to be devoted to this project;
  - f) If providing a service, how agency plans to carry out that service; and
  - g) Start and end date of each phase.
- 12) B.12.: Provide a concise narrative describing what exactly the CDBG funding will be used to accomplish.
- 13) B.13.: Define the area the program/activity will serve. If limited to a specific area, submit a map that highlights project area boundaries. If the project is dedicated to serve the R/ECAP, describe how your project/program will meet R/ECAP objectives.
- 14) B.14.: Describe how the proposal will meet the Priority Needs outlined in the County's 5 Year Consolidated Plan.
- 15) B.15.: Identify all the activities the proposal will achieve.
- 16) B.16.: Provide an explanation on ways the project will achieve each priority identified in B.14. Describe how each box checked in B.15 relates to your project/program.

## SECTION C: PERFORMANCE MEASURES

Recipients of federal funding are required to assess the outcomes of projects/programs by establishing and tracking measurable goals and outcomes. Goals should be attainable within a defined period of time (typically one year) and should achieve measurable outcomes. The application must identify the actual timeline that will be followed. Include all (**minimum of 3**) relevant key performance indicators, regardless of CDBG funding involvement.

Each Performance Measure must identify the Key Performance indicators for the proposed project. Key Performance Indicators (KPIs) are the critical (key) indicators of progress toward an intended result.

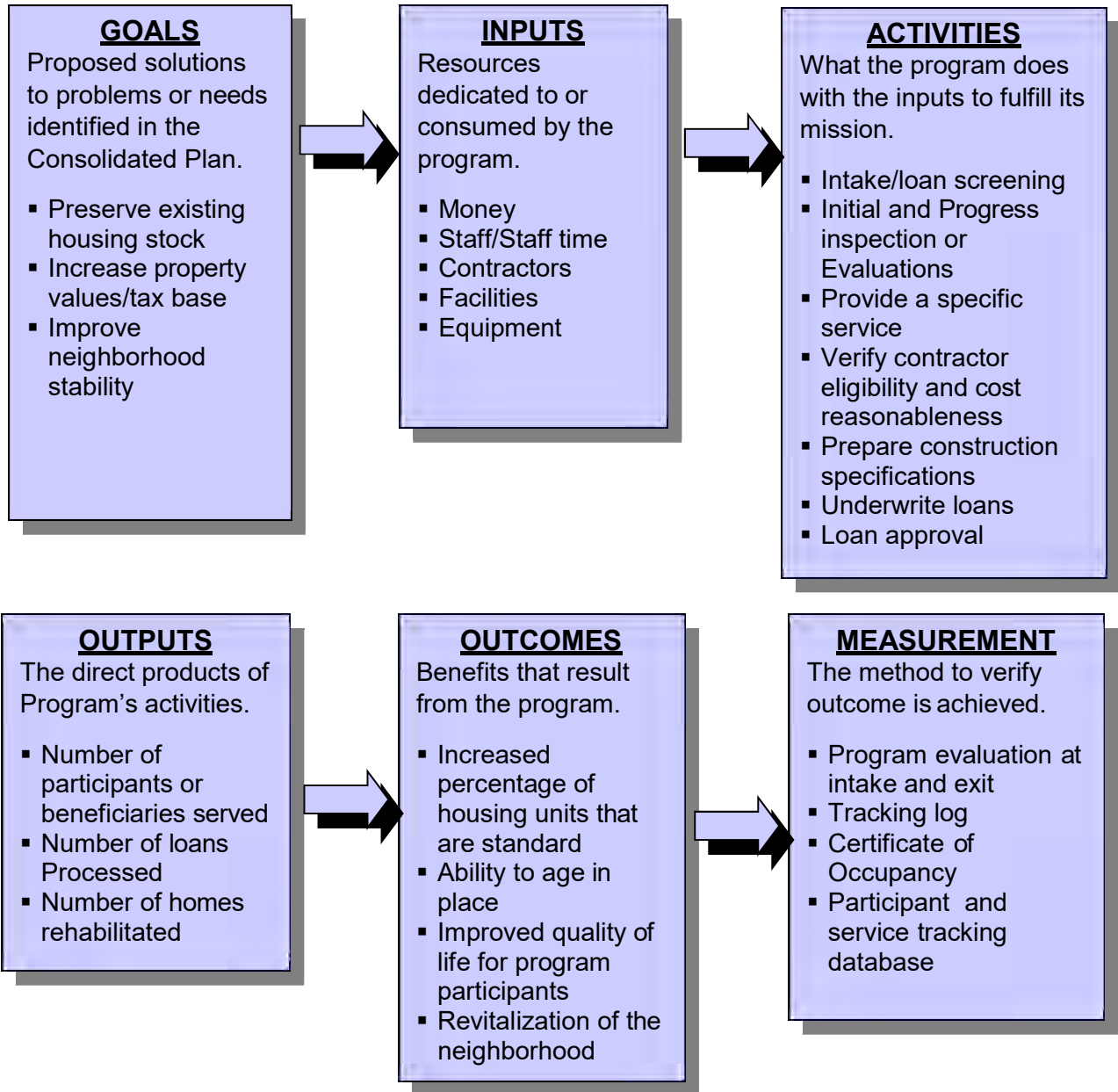
Describe the proposed projects intended results (how the service benefits the client) and how you will quantify and measure the result.

- 1) C.1.: Provide a narrative describing the goal or target of the proposed project. Goals must be S.M.A.R.T.: Specific, Measurable, Achievable, Relevant and Time-bound. Applicants must have, at least, one solid goal/outcome that ties directly back to the project/program. Identify the outcome. What methodology will you use to measure it? What is the numeric goal that you will try to reach? **The outcome must be measurable.**
  - **Specific**: Who will benefit? What will be accomplished? What actions will you take?
  - **Measurable**: What is the measurement of success? Identify the tool to be used to measure. What data will measure the goal? How much? How well?
  - **Achievable**: What is the Outcome? Is the goal doable? Do you have the necessary skills and resources?
  - **Relevant**: What are you doing? How does the goal align with broader goals? Why is the result important?
  - **Time-Bound**: What is the time-frame for the measurement? What is the time-frame for accomplishing the goal?
- 2) C.2.: Provide a narrative on the key performance indicators/measures, **a minimum of 3**, of progress toward the intended goal; describe the goal, input, activity, output, outcome and verification method (how it will be measured). Identify the outcome. What methodology will you use to measure it? What is the numeric goal that you will try to reach?
  - **Goals**: The proposed solutions to problems or needs identified by the agency.
  - **Inputs**: The resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.
  - **Activities**: What the program does with inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the program's production process or service methodology.
  - **Outputs**: The direct products of a program's activities. Outputs usually are measured in terms of the volume of work accomplished, such as number of low-income households served, number of loan applications processed, number of units constructed or rehabilitated, linear feet of gutters installed, or number of jobs created or retained.
  - **Outcomes**: The benefits that result from a program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.
- 3) C.3.: Numbers should reflect unduplicated count, whereby each household or individual is counted one time for the entire program period, regardless of the number of times assisted.

Proposal may serve 20 households with a total of 100 encounters over the course of the program.

- 4) C.3a.: Numbers should be the prorate share of the entire program/project that is served by CDBG. The numbers should reflect unduplicated count, whereby each household or individual is counted one time for the entire program period, regardless of the number of times assisted. Proposal may serve 20 households with a total of 100 encounters over the course of the program.
- 5) C.4.: Identify if and the beneficiary population category the proposal is **dedicated** to serve 100% Special Needs Beneficiaries as defined by 24 CFR 570.208(a)(2): these populations include: abused children, battered spouses, elderly persons (62+), severely disabled (as defined by the US. Census Bureau), homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.
- 6) C.5.: Check the appropriate box. If applicable, include a list of participating agencies and their involvement in the project/program. Describe if there are any contractual agreement(s), collaboration(s), and/or partnership(s) with another organization for services that you may render to reduce duplications of services.

**C1 - Example of Performance Measures:**



## **SECTION D: OTHER REQUIREMENTS**

Answer the questions for the type of application proposal being submitted.

### **ALL APPLICATIONS**

- 1) Upload all required documents:
  - a) Resumes for personnel responsible for the Organization's Financial Records. **(Required)**
  - b) Resumes and job descriptions for Management/Supervisory staff that will be involved in the project/program for which funding is requested. **(Required)**
  - c) Agency's Organizational Chart. **(Required)**
  - d) Resumes and job descriptions for other personnel that will be involved in the project/program for which funding is requested.
  - e) A list of Volunteers who will be involved in the program. Indicate number of volunteers and description of roles they will perform.

### **PUBLIC SERVICES/ECONOMIC DEVELOPMENT SERVICES APPLICATIONS ONLY**

- 1) D.1.: Has the agency received CDBG funding in the last 5 years? If yes, identify the program title, funding year, and the dollar amount of funding that was received.
- 2) D.2.: Will the proposal result in a new project or service, or will the proposal result in an increase or expansion in the level of current services?
  - a) If increase or expansion, upload details about the current level of services for the last 12 months.
- 3) D.3.: Identify what type of services will be provided with the funding being requested.
- 4) D.4.: Identify the population(s) that will be assisted with the proposal.

### **PUBLIC FACILITY AND IMPROVEMENT APPLICATIONS ONLY**

For projects involving construction, alteration, and/or repair assisted with CDBG funding, Federal Davis Bacon Wages must be paid to all construction employees. To assist in budgeting and the construction cost estimates accuracy, download and use the Federal Wage Decision Rate for the proposed project for Manatee County when obtaining construction cost estimates.

- 1) D.1.: Describe in detail the physical improvements that will be made with the proposed project that involve construction/renovation of a facility or purchase of land/building?
- 2) D.2.: Will the proposal result in a new project or service, or will the proposal result in an increase or expansion in the level of current services?
  - a) If increase or expansion, upload details about the current level of services for the last 12 months.
- 3) D.3.: Will the project require publicly supported maintenance costs? If yes, explain and identify if the public agency responsible for maintenance and if agency is willing and able to provide maintenance. If awarded, written verification will be required.
- 4) D.4.: Describe the long-term operation and maintenance plans for the project.
- 5) D.5.: Identify if the project requires site plan approval by the local jurisdiction. If yes, upload the approved site plan and a letter from the local jurisdiction's Planning Department indicating that the project has received final site plan approval for the proposed project.
- 6) D.6.: Identify if the nature of the proposed project includes construction and/or acquisition. Answer the associated construction or acquisition questions.
- 7) D.7: Construction Projects:
  - a) Provide the name, title, company, and the qualifications of the person(s) that developed the construction cost estimates.
    - i) Upload copy of Detailed Construction Cost Estimates & Project Schedule. **(Required)**
  - b) Identify if preliminary designs have been developed.



- i) If yes, upload copies.
- c) Identify if the project requires land use and/or zoning changes.
  - i) If yes, describe the current land use and/or zoning and what needs to be changed. Describe the steps already taken to make the needed changes, if any.
- d) Identify if the applicant owns the property or site.
  - i) If no, upload a copy of the current lease.
- e) Identify the Parcel Number and Property Owner name. This should match information on the legal description (deed) and the Property Appraisers Office website.

8) D.8: Acquisition Projects:

With the submission of this application, property may not be acquired (with or without CDBG funding) until an environmental review is complete and documentation of compliance with Federal Uniform Relocation Assistance and Real Property Acquisition Act – (<https://www.hudexchange.info/programs/relocation/overview/#overview-of-the-ura>).

After submission of the application, if you wish to place a purchase option on the property, please contact county staff to ensure the following. Failure to comply with these requirements will make the project ineligible for CDBG funding.

- i) Appropriate notices of intent to use Federal Funding for the project is provided to the owner in writing.
  - ii) Property Market Value is obtained, and appropriate notices are provided to the owner in writing.
  - iii) Inclusion of environmental contingency language in the purchase option papers.
- a) Confirm the status of Purchase Option Agreement, if any.
  - b) Upload copy of Detailed Acquisition Cost Estimates & Project Schedule. **(Required)**
  - c) Identify the Property for Acquisition (select only one):
    - i) No Specific Site is need.
      - (1) Upload documentation of a minimum of 3 properties.
      - (2) Identify if one of the potential properties is preferred.
        - (a) If yes, upload evidence of owner's intent to sell.
    - ii) Only one Property will meet the needs of the project.
      - (1) Confirm that you understand that this project is subject to Involuntary Acquisition requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Act and you have **NOT** entered into a purchase option agreement and that you will not until compliance is met.
    - iii) No Potential Property has been identified.
      - (1) Describe the property specification that are needed to accomplish the proposed project.

## **SECTION E: SCHEDULE**

Using the Instructions of start dates listed in the application, complete a Program Implementation Schedule.

- 1) If implementation steps are one-time events, such as preparing architectural design, list it once with beginning/ending of that step;
- 2) If implementation steps are recurring events, list the number of services the agency anticipates providing each month with beginning month and the ending month of that step.

## **SECTION F: BUDGET AND DETAILED BUDGET NARRATIVE**

- 1) F.1. & F.2.: Total Project Cost and Grant Proposal Request from Section B.
- 2) F.3.: Identify if the project requires financial support from other sources. This is the project leverage.
  - a) Identify the source, amount, use of funds and if the funding is committed or not committed.
  - b) For funds committed and/or secured at time of application, attach a copy of the executed agreement showing funding and/or copy of the award letter. Only committed/awarded funds will be used in evaluation for scoring
- 3) F.4.: Identify if any of the leveraged funding sources require a county match as a condition of award. If yes, list the match amount requirement.
- 4) F.5.: Describe the impact on the project if less than the amount requested is awarded.
- 5) F.6.: Provide a Budget Narrative that identifies how the project/service/activity will be accomplished. The Project Budget must include all funding sources (including leveraged funds) that are being used for the proposed project/service; not just the CDBG funding being requested. List all funding being used to implement the project/service. Include how the requested funds is leveraging additional funding.
- 6) F.7.: Use appropriate line items from the agency budget as expense categories for the Project Budget. The Budget must match the amounts listed in other locations through-out the application.
  - a) Identify the CDBG Amount for each budget line-item
  - b) Identify other source Amounts for each budget line item
  - c) Identify other County fund Amounts for each budget line item
- 7) Upload all required documents:
  - a) The most **Recent Financial Audit** of prior year expenditures or a current year-end financial statement of the agency.
  - b) For funds committed and/or secured at time of application, attach a copy of the executed agreement showing funding and/or copy of the award letter. Only committed/awarded funds will be used in evaluation for scoring.

**SCORING CRITERIA TOTAL MAXIMUM POINTS = 100 (108 with Bonus Points)**

**I. MANDATORY EVALUATION FACTORS (THRESHOLD)**

- A. Does the proposed project meet the basic CDBG eligibility for the National Objectives and/or an allowable activity? National Objective: \_\_\_\_\_
- YES – Application continues through processing
- NO – do not continue the evaluation; application is automatically rejected.
- B. Are the proposed activities that the agency wishes to accomplish with the CDBG funds consistent with the County’s 2017-22 Consolidated Plan?
- YES – Application continues through processing
- NO – do not continue the evaluation; application is automatically rejected.
- C. Is the request for funding considered necessary and appropriate?
- YES – Application continues through processing
- NO – do not continue the evaluation; application is automatically rejected.
- D. What is the agency’s capacity to carry out the functions of the proposed Program/Project? Does the agency have adequate staff to implement the proposed program/project within federal mandates?
- YES – Application continues through processing
- NO – do not continue the evaluation; application is automatically rejected.
- E. Was the application as submitted, complete? Did the applicant provide all the applicable information requested in the application for the proposed activity?
- YES – Application continues through processing
- NO – do not continue the evaluation; application is automatically rejected.
- F. Prior performance on prior CDBG funded activity: Did the applicant fail to meet program goals under a previously funded activity?
- YES – do not continue the evaluation; application is automatically rejected.
- NO – Application continues through processing

**The facility must be properly licensed for the services that are requested to be considered.  
The County reserves the right to reject any application.**

**II. PERCENTAGE OF LOW-INCOME PERSONS SERVED (All Applicants - 4 points):**

Effective April 1, 2021

Below are the income guidelines established by the U.S. Department of Housing and Urban Development (HUD) for the North Port-Sarasota-Bradenton Metropolitan Statistical Area. These income guidelines may be updated from time to time by HUD and any such updates are incorporated upon the effective date established by HUD.

Manatee County Median Income: \$77,200

30% Extremely Low	\$16,250	\$18,550	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
50 % Very Low	\$27,050	\$30,900	\$34,750	\$38,600	\$41,700	\$44,800	\$47,900	\$51,000
80 % Low	\$43,250	\$49,400	\$55,600	\$61,750	\$66,700	\$71,650	\$76,600	\$81,550

- A. Evaluate the proposed proportion of low to moderate-income households or individuals (less than 80% of Area Median Income) of the total households or individuals to be assisted by the proposed activity.

AMI%	Points
0 to 69	0
70 to 79	1
80 to 89	2
90 to 95	3
96 to 100	4

**III. COLLABORATIONS/PARTNERSHIP AGREEMENTS (6 Points):**

Does the applicant's proposed activity have a contractual agreement(s), collaboration(s), and/or partnership(s) with another organization for services that you may render to reduce duplications of services?

**IV. LEVERAGING OF OTHER FUNDS (All Applicants – 10 Points):**

Evaluate on the basis of committed/awarded funds only. Does the applicant include a copy of executed agreement(s), award letter(s), and/or account information for additional funds? Percentages refer to the proportion of CDBG funds requested to the total activity budget.

% CDBG Funds Requested	Points
1 to 20	10
21 to 40	8
41 to 60	6
61 to 75	4
76 to 90	2
91 to 100	0

**V. FUNDING REQUEST AND BUDGET NARRATIVE (10 Points):**

- Do the budget amounts throughout the application align and match? Is the math accurate? **(2 Points)**
- Does the budget narrative identify how project/service/activity will be accomplished? **(4 Points)**
- Does the agency's project budget take into consideration the actual (total) project costs necessary to complete the project? **(4 Points)**

**VI. RATING OF AGENCY CAPACITY (20 Points):**

- Is professional expertise and experience documented through certification, educational attainment, and/or past performance? **(4 Points)**
- Is there a satisfactory record of the agency providing the proposed type of service to the intended target population? If prior performance with Manatee County CDBG funded activity: Did the applicant fail to meet program goals under a previously funded activity? **(6 Points)**
- Does the agency have the documented financial and administrative capability, internal controls, and resources to successfully support the proposed services and maintain necessary records? **(4 Points)**
- Are there additional documented committed/awarded resources available for this proposed program? **(2 Points)**
- Is the uploaded audit clean of findings or does it provide that the corrective action plan has been completed to address the findings? **(4 Points)**

**VII. RATING OF PROPOSED PROJECT (26 Points):**

- Do the number of beneficiaries throughout the application align and match? **(2 points)**
- Does the information presented in the application demonstrate a clear and documented need for the proposed activity/program? **(2 Points)**
- Does the applicant clearly articulate the identified needs and significant target population? **(2 Points)**
- Does the application describe the services and/or resources presently in place for addressing the problem? **(4 Points)**
- Does the applicant explain the relationship between the proposed service, the population to be served, and the linkage to the projects identified as essential for community development? **(4 Points)**
- Is the project ready to move forward? Based on documentation and information provided, showing that the resources, such as funding, staffing, outreach material, site control, etc., needed to implement the proposed activity are available and ready. **(4 Points)**
- Is the implementation schedule realistic and account for milestones (key performance indicators) identified within the application and Performance Measurements? **(4 Points)**
- CDBG investment per individual benefiting from the project – How do you compare with other applications submitted under the program/project type (Public Service or Public Facility/Community Improvements). **(maximum of 4 points)**

<b>Quartile Comparison</b>	<b>Points</b>
1 (lowest CDBG cost per beneficiary)	4
2	2
3	1

4 (highest CDBG cost per beneficiary)	0
--	---

**VIII. FAIR HOUSING (4 Points):**

- Does the proposed activity aid in efforts to affirmatively further fair housing?
  - o If applicant is an existing Fair Housing Education Provider has assurance been included on their letterhead that they will affirmatively further fair housing and have provided a description of past and proposed efforts to affirmatively further fair housing.

**IX. FIVE-YEAR CONSOLIDATED PLAN STRATEGIES/PRIORITIES (Max. 8 Points)**

Does the proposed project address activities that are considered “high” priority needs in the Consolidated Plan?

- Increase the Supply of Affordable Housing? **(2 Points)**
- Improve the Quality of Housing? **(2 Points)**
- Expand Access to Housing Programs or Services? **(2 Points)**
- Elimination of Slum and Blight? **(2 Points)**
- Fair Housing? **(2 Points)**
- Legal Services? **(2 Points)**
- Public Facility Improvements? **(2 Points)**
- Youth Centers or Programs? **(2 Points)**
- Senior/Elderly Facilities or Services? **(2 Points)**
- Homeless Prevention, Services, or Shelters? **(2 Points)**
- Affordable Child Care Services? **(2 Points)**
- Employment Training? **(2 Points)**

**X. RATING OF PERFORMANCE MEASURES (12 Points):**

- Are the Goals or Targets of the proposed project S.M.A.R.T.? **(5 points)**
- Are there a minimum of 3 key performance indicators/measures for each goal or target? Are the key performance indicators related to the goals or targets? **(3 points)**
- Are the performance measure objectives specific, time-related, realistic and measurable? Does the applicant articulate the intended result of the proposed program? **(2 Points)**
- Is there a direct and identifiable relationship between program services and outcome measures? **(2 Points)**

**XI. R/ECAP (Maximum 8 Bonus Points)**

Is the proposed project located in, or will be dedicated to providing services to residents of a R/ECAP?

# Manatee County

## Low & Moderate Income Areas

### 2020 HUD Low/Mod Data Percentage of Low/Mod Income Population by Block Group

- < 51%
- > = 51% (CDBG Eligible)
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities (Not Eligible)
- Unincorporated Manatee County
- > Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2020 HUD Low/Mod Data (2011-2015 ACS, Base Data)

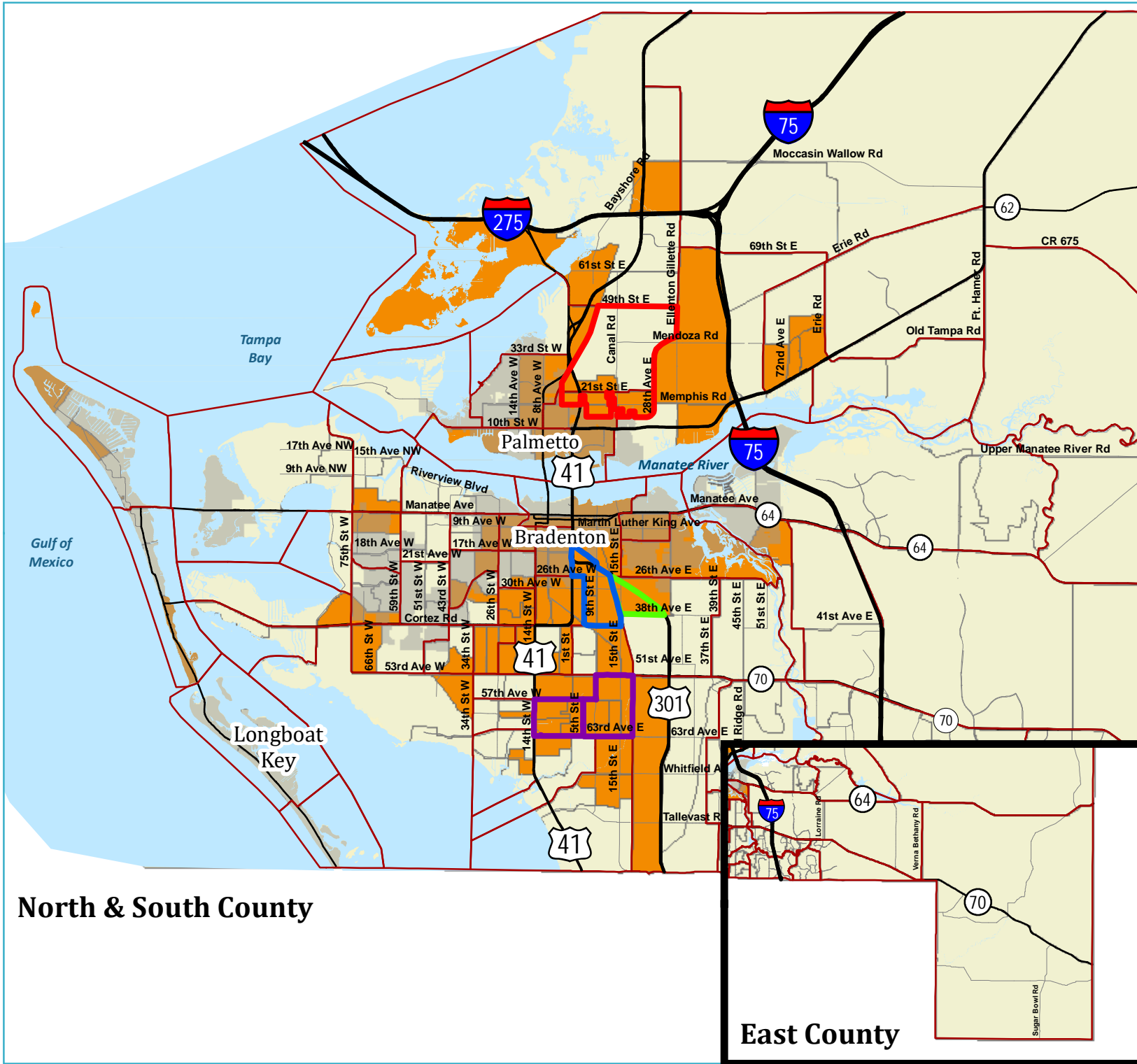
February 2020



0 1 2  
Miles



One Tampa City Center  
201 N. Franklin Street  
Suite 1350  
Tampa, FL 33602  
www.WadeTrim.com



North & South County

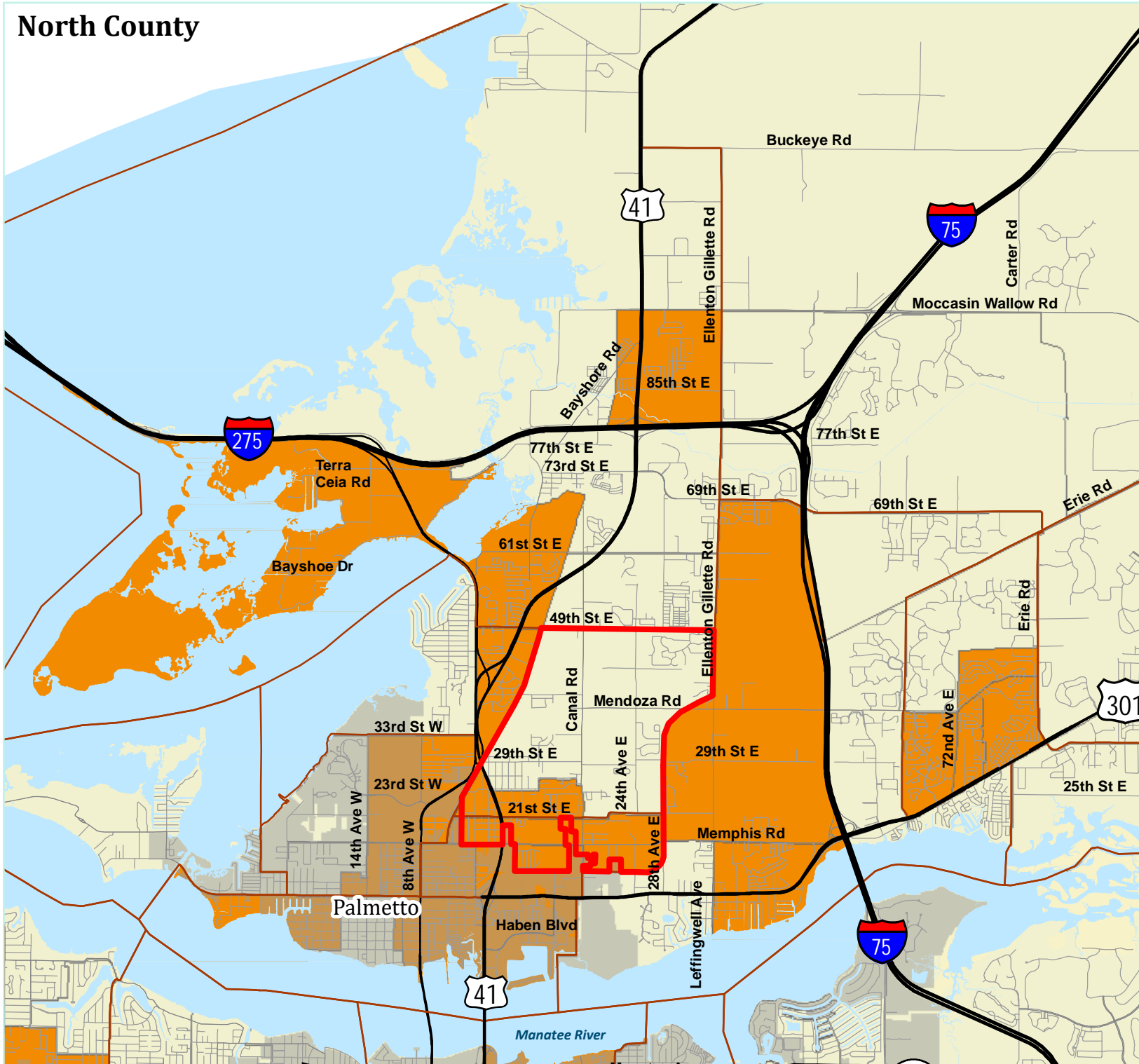
East County

# North County

2020/2021  
ANNUAL ACTION PLAN

## Manatee County

### 2020 HUD Low & Moderate Income Areas

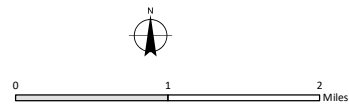


**2020 HUD Low/Mod Data**  
Percentage of Low/Mod  
Population by Block Group

- < 51%
- >= 51% (CDBG Eligible)
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities (Not Eligible)
- Unincorporated
- Manatee County
- Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2020 HUD Low/Mod Data (2011-2015 ACS, Base Data)

February 2020





# Manatee County

## 2020 HUD Low & Moderate Income Areas

### 2020 HUD Low/Mod Data Percentage of Low/Mod Population by Block Group

- < 51%
- ≥ 51% (CDBG Eligible)
- Samoset West R/ECAP Target Area
- Washington Park Target Area
- Samoset Target Area
- South County R/ECAP Target Area
- Census Tracts (2010)
- Incorporated Cities (Not Eligible)
- Unincorporated Manatee County
- Water
- Interstates
- Major Roads
- Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2020 HUD Low/Mod Data (2011-2015 ACS, Base Data)

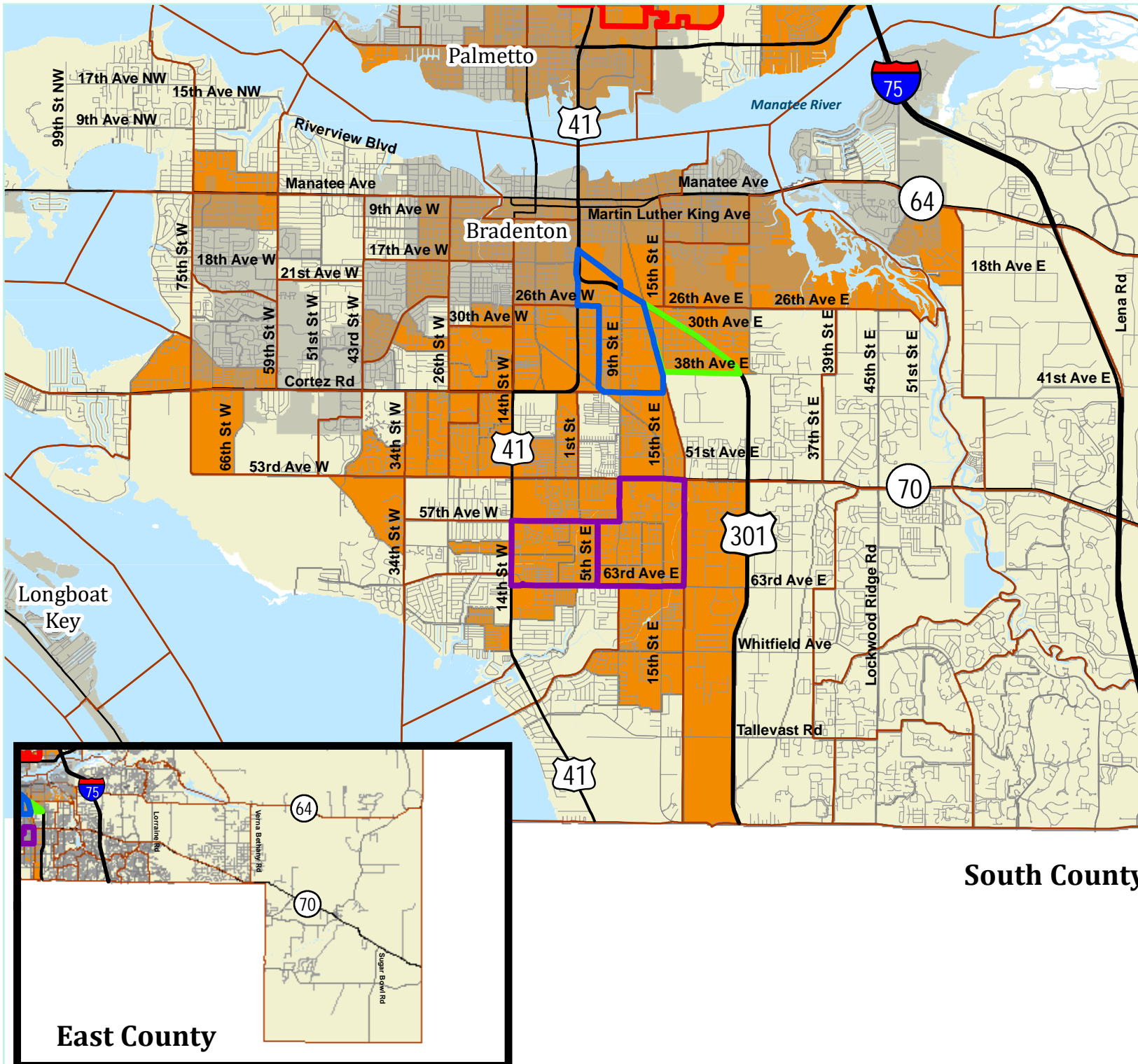
February 2020



0 1 2 Miles



One Tampa City Center  
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Tampa, FL 33602  
www.WadeTrim.com



South County

East County

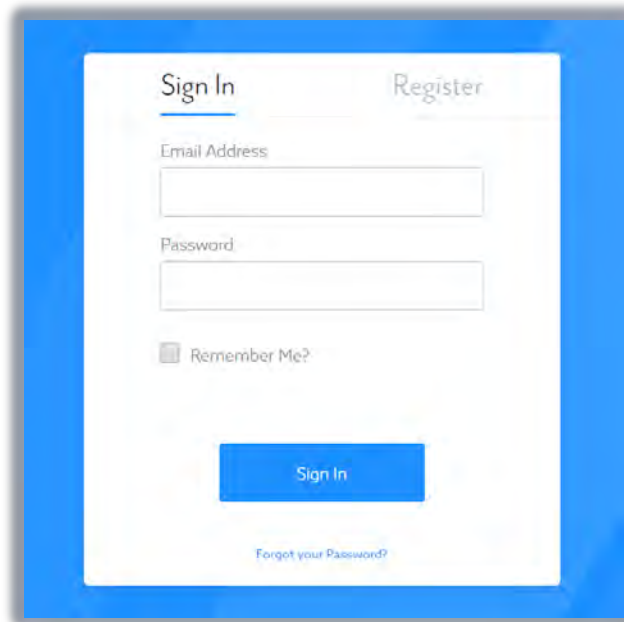
## Table of Contents

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## Accessing the Subrecipient Portal

The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

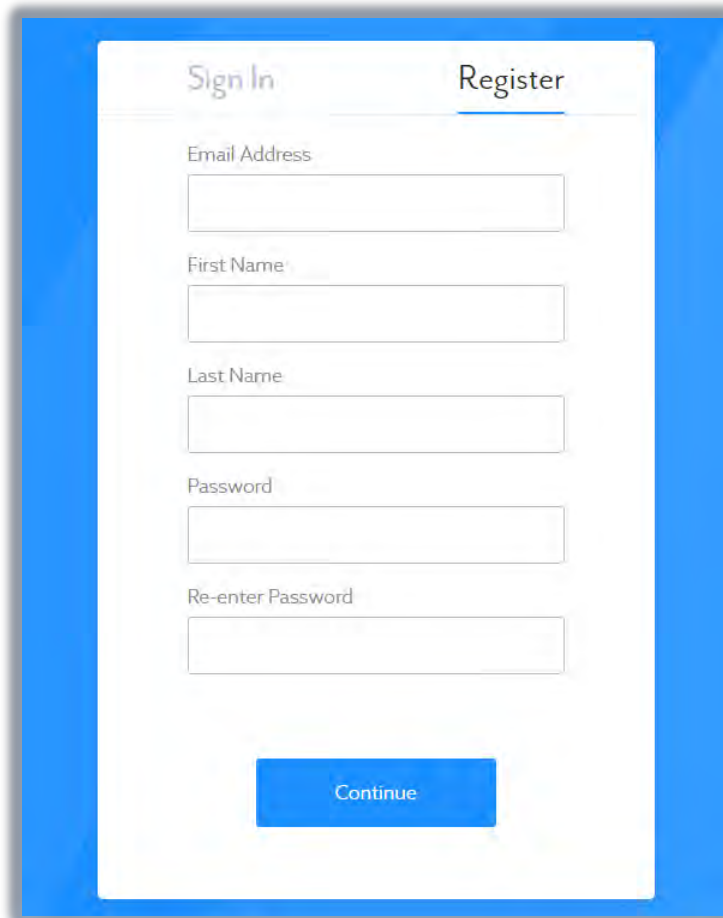
Application Portal Link: <https://portal.neighborlysoftware.com/manateecountyfl/Participant>



## Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

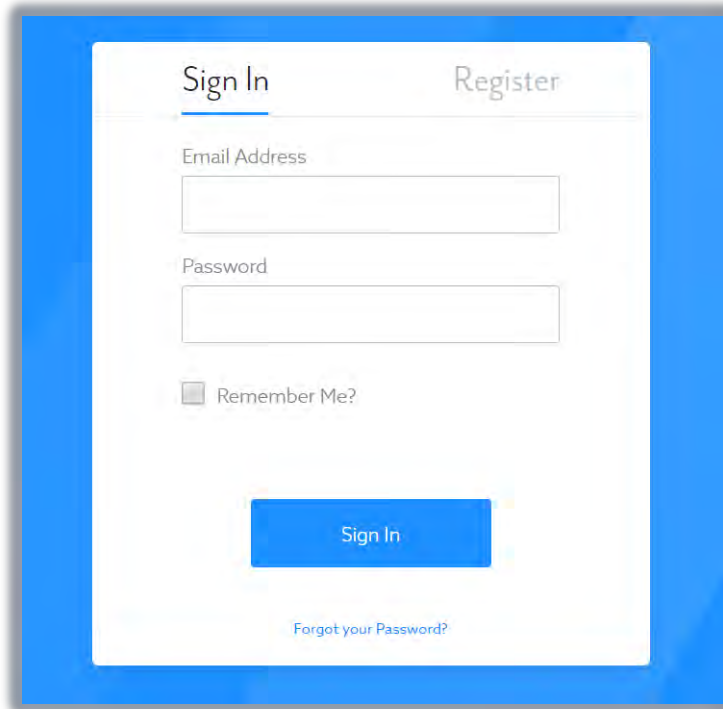
**Note:** If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.



The image shows a registration form with a blue border. At the top, there are two tabs: "Sign In" and "Register", with "Register" being the active tab. Below the tabs are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". At the bottom of the form is a blue "Continue" button.

## Logging In


Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

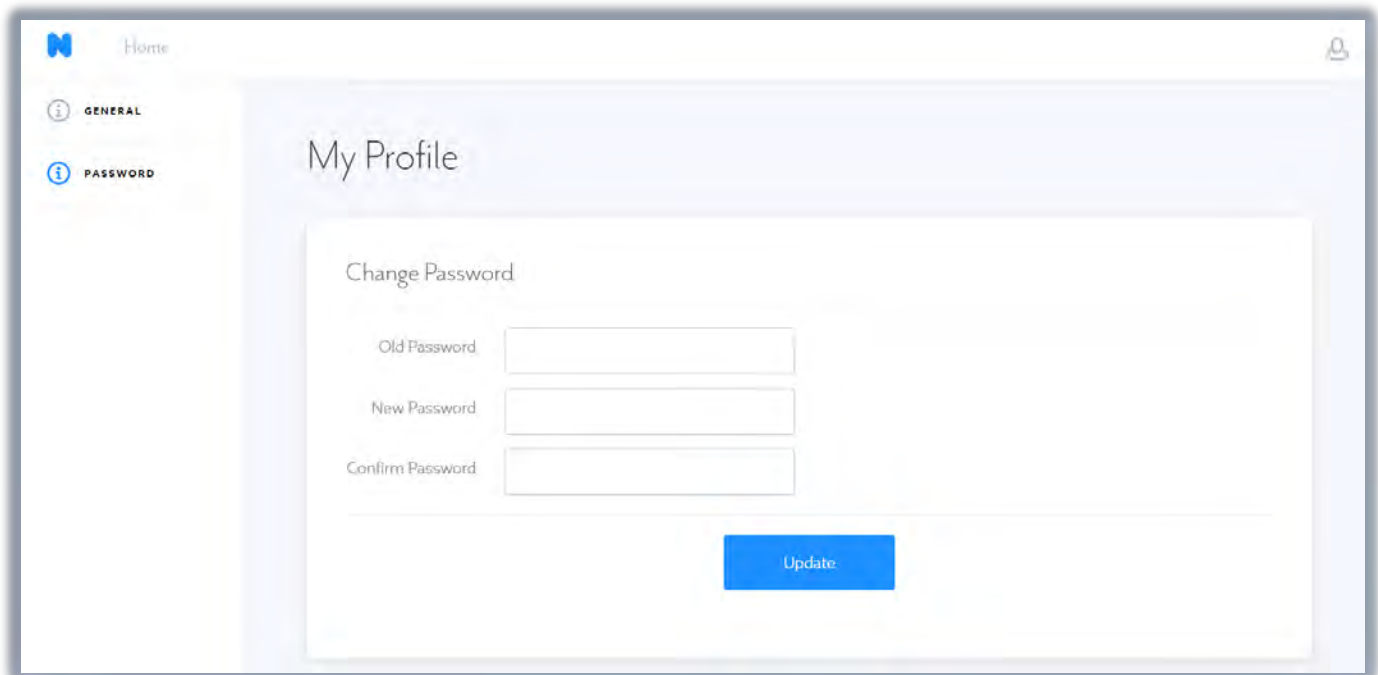
A screenshot of a web form for logging in. The form has two tabs at the top: "Sign In" (which is selected and underlined) and "Register". Below the tabs are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue button labeled "Sign In". Below the button is a link that says "Forgot your Password?". The entire form is set against a white background with a blue border.

## Forgot your Password


If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

## Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.

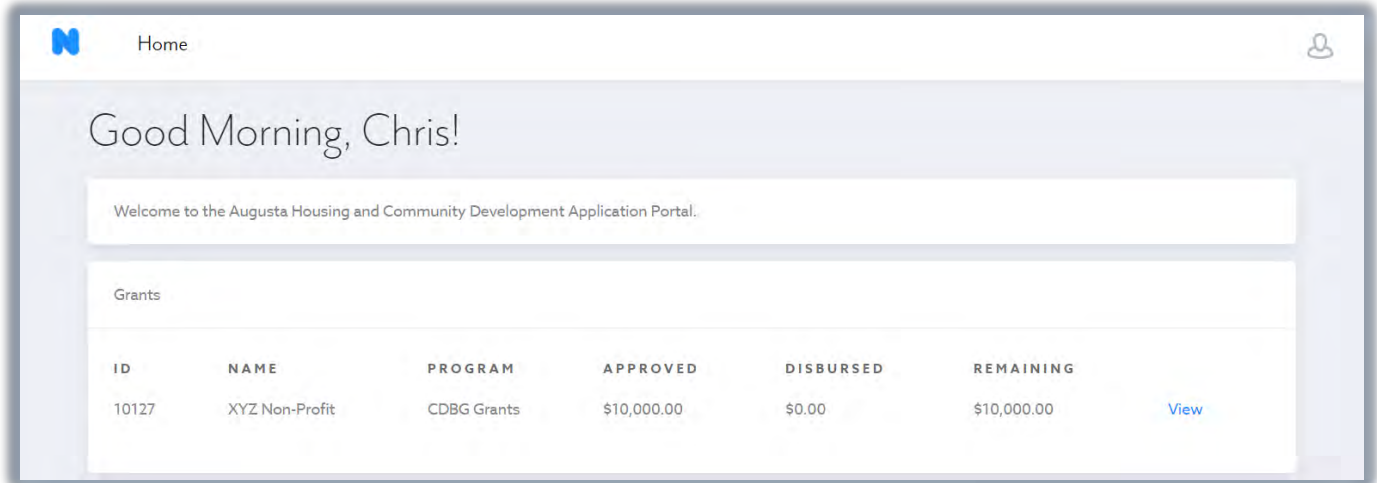


## Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".

## Managing your Grant account

Upon logging in, you should see your grant account listed in the table of Grants. Click “View” to load the grant account screen.



Home

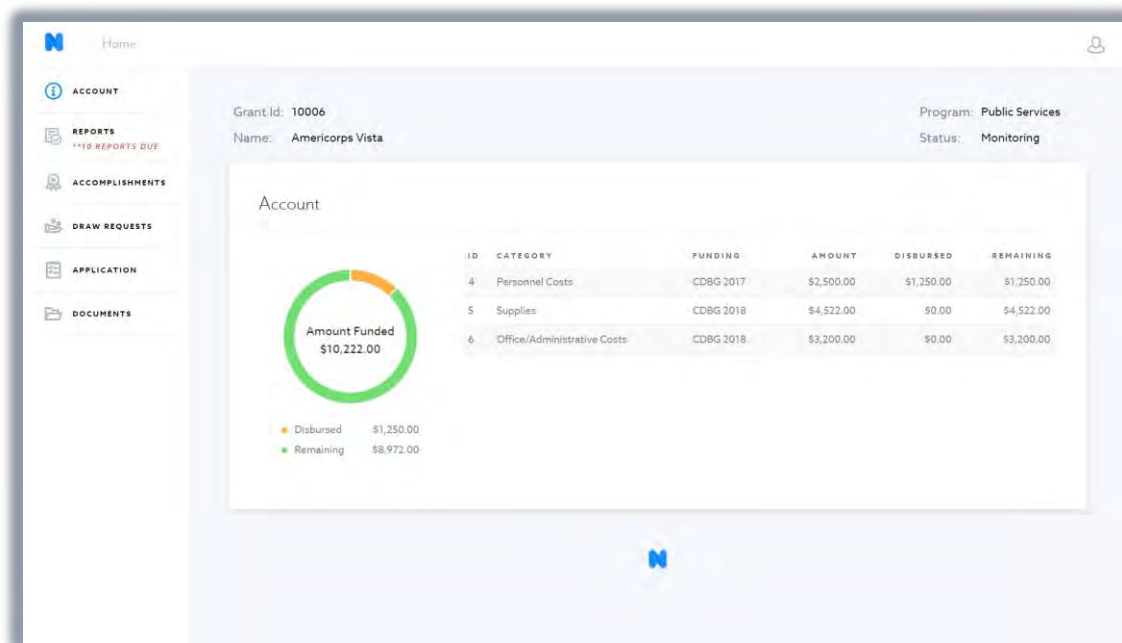
Good Morning, Chris!

Welcome to the Augusta Housing and Community Development Application Portal.

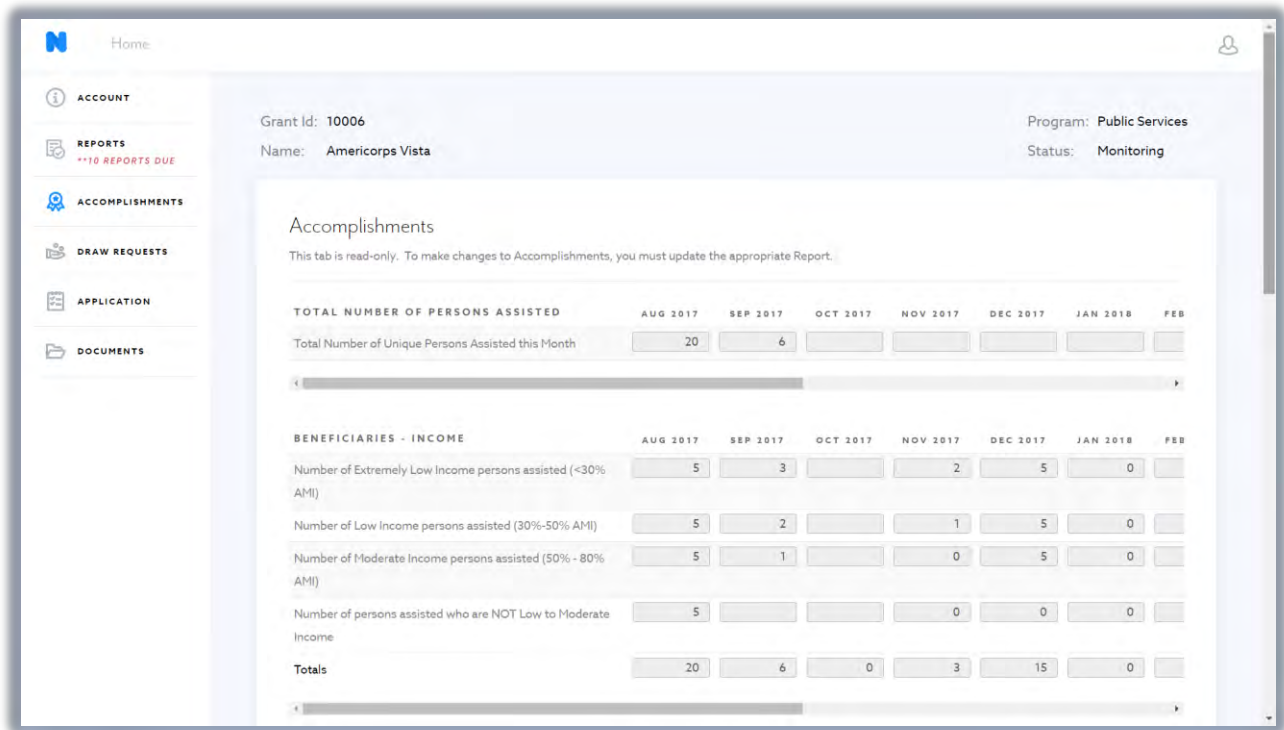
Grants

ID	NAME	PROGRAM	APPROVED	DISBURSED	REMAINING	
10127	XYZ Non-Profit	CDBG Grants	\$10,000.00	\$0.00	\$10,000.00	<a href="#">View</a>


Once loaded, you’ll see the Grant account screen has 6 tabs: Account, Reports, Accomplishments, Draw Requests, Application and Documents. The Account screen is a summary of your Grant account, including the award amount, the funds disbursed, and the remaining account balance.



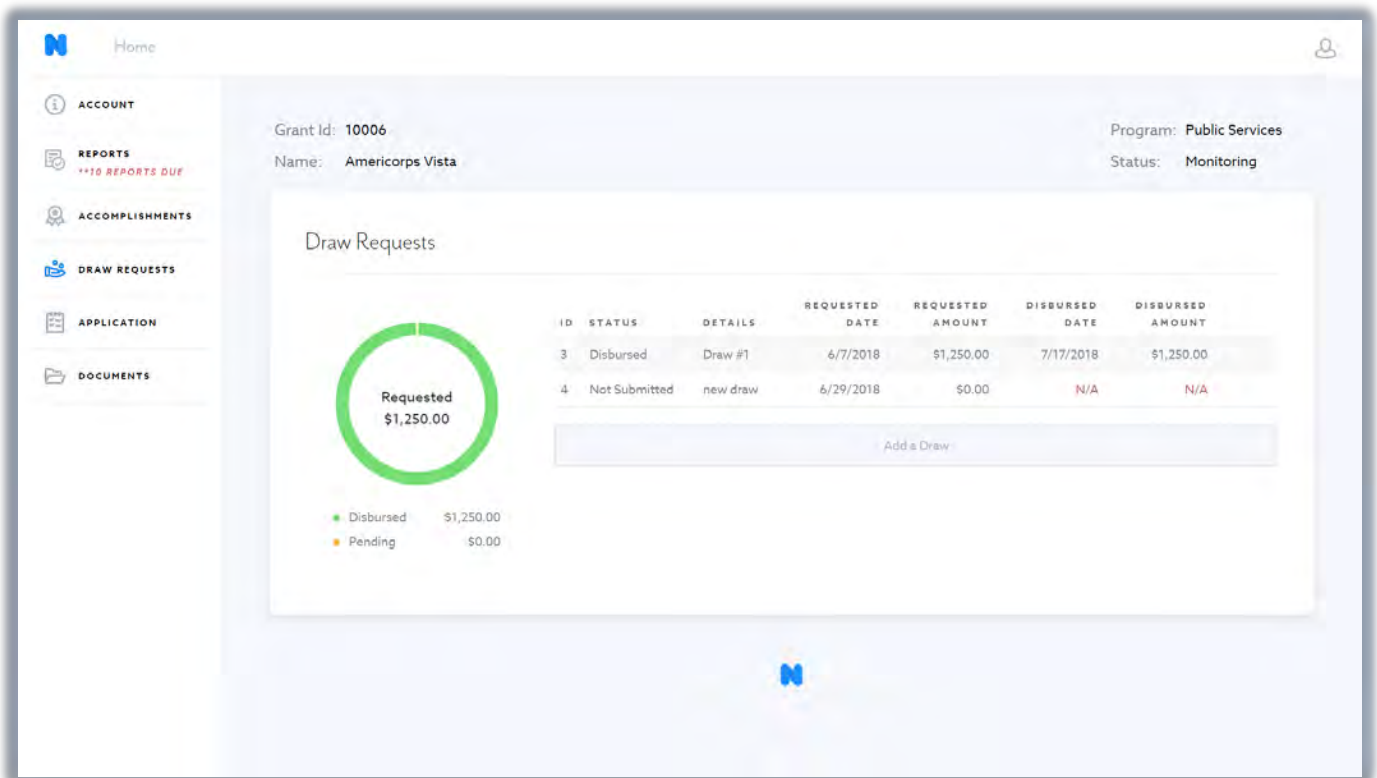
The Accomplishments screen provides a summary of Accomplishment data entered via Monthly and Annual Reports. Note that this screen is Read Only – accomplishment data can only be added/modified via the Monthly and Annual reports. Also note the scroll bar at the bottom of each section of Accomplishments to view multiple months.



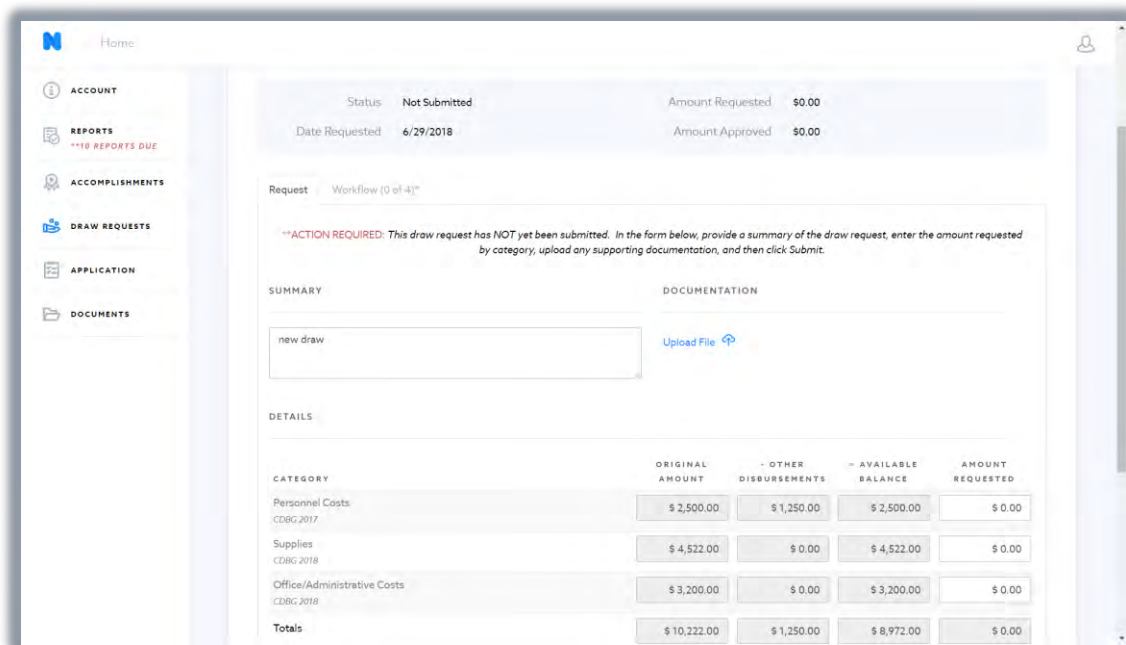
## Submitting a Draw Request

The Draw Requests allows you to request draws from your remaining account balance. The initial screen is a summary of any existing draw requests and disbursement data. To view an existing draw, click on the  icon to the right of the draw. To create a new draw, click the “Add a Draw” link.





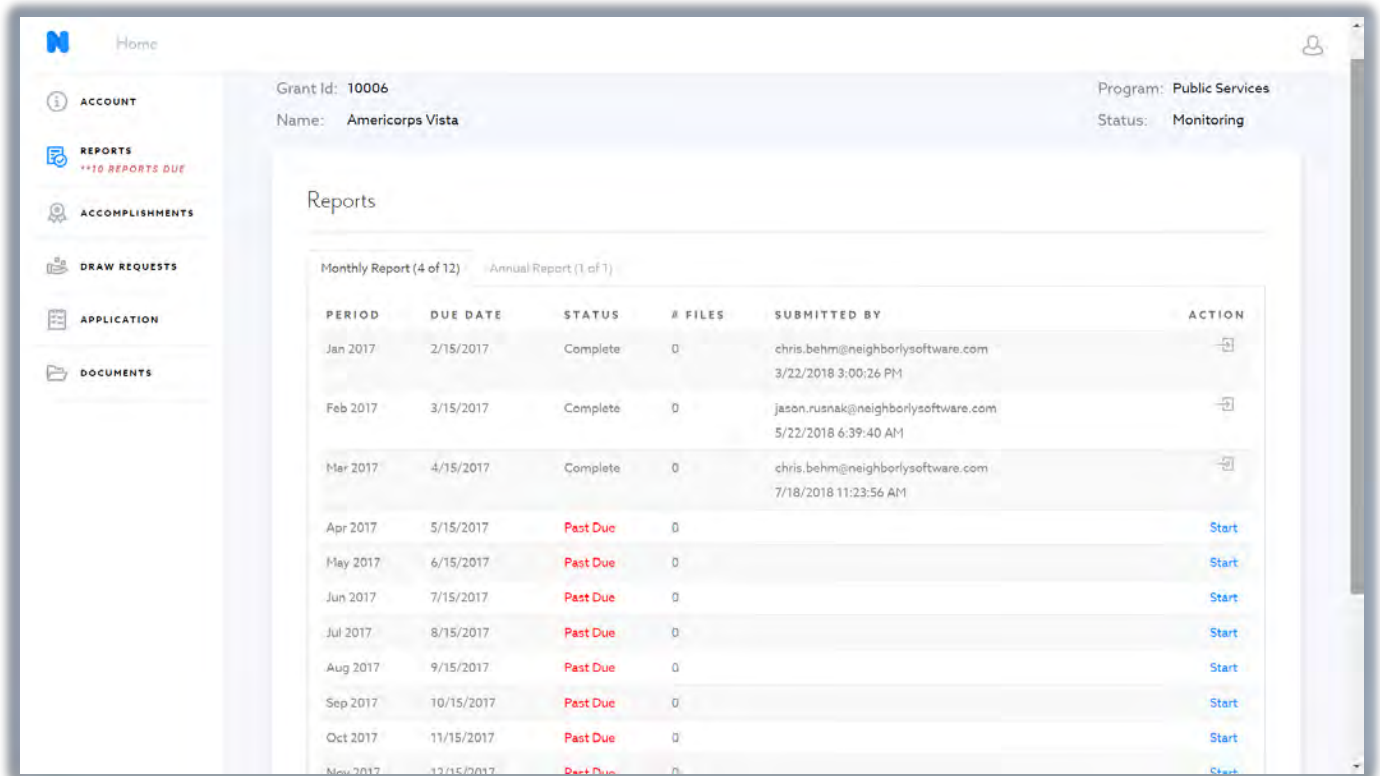
When requesting a draw, provide a brief description of the draw request, the amount requested by budget “Category”, and attach any supporting documents as necessary. The draw request will be forwarded to the entitlement jurisdiction for review and approval/denial. You can track the draw request review process by clicking on the “Workflow” tab.









## Completing Monthly/Quarterly/Annual Reports

The Reports tab will indicate if any reports are Due or Past Due. Once you click into the Reports section, you'll see a summary of reports, including tabs for Monthly, Quarterly and/or Annual Reports.



PERIOD	DUE DATE	STATUS	# FILES	SUBMITTED BY	ACTION
Jan 2017	2/15/2017	Complete	0	chris.behm@neighborlysoftware.com 3/22/2018 3:00:26 PM	
Feb 2017	3/15/2017	Complete	0	jason.rusnak@neighborlysoftware.com 5/22/2018 6:39:40 AM	
Mar 2017	4/15/2017	Complete	0	chris.behm@neighborlysoftware.com 7/18/2018 11:23:56 AM	
Apr 2017	5/15/2017	Past Due	0		Start
May 2017	6/15/2017	Past Due	0		Start
Jun 2017	7/15/2017	Past Due	0		Start
Jul 2017	8/15/2017	Past Due	0		Start
Aug 2017	9/15/2017	Past Due	0		Start
Sep 2017	10/15/2017	Past Due	0		Start
Oct 2017	11/15/2017	Past Due	0		Start
Nov 2017	12/15/2017	Past Due	0		Start

Click into a report by clicking the  icon to the right of the report, or start a new report by clicking the “Start” link. Note that Reports are not available to be started/completed until the reporting period has passed.

Once inside a report, you will see multiple tabs depending on your grant program. Usually there are at least 3 tabs – one for reporting Goal progress, one for Accomplishment data and one to certify and Submit. Complete each tab by clicking the Complete and Continue link at the bottom of the screen. You may also Save your work to return to the report at a later date. The report is not Complete and Submitted until all tabs are individually marked Complete.

# Whole Child Manatee Professional Network



Wednesday  
February 2, 2022  
9:00am – 10:30am

## **Agenda**

### Welcome & Presentation–

Manatee Home Visiting Coalition – An overview of the Home Visiting programs available in Manatee Co.

#### Members include:

Healthy Families, Linda Hedrick –  
Parents As Teachers, Anna Cismesia –  
HIPPI, Altagracia Lajara –  
PALS, Ana Camera –  
Healthy Start Manatee, Lauren Blenker –  
Parenting Matters, Kelly Benford –  
CAPTA, Michelle Gaines -  
Early Steps, Maria Cadigan -

### Networking/Member Updates:

*Next Meeting – March 2nd, 2022*

*This will be a combined meeting with Zero – Five Coalition*

# Whole Child Manatee Professional Network



February 2, 2022

## Meeting Notes

**Many Thanks to the Manatee Home Visiting Coalition** we so appreciate all the great information they provided us on the following programs. Program information is attached to this email.

**Healthy Families, Linda Hedrick** – a free voluntary home visiting program, enrolling prenatal – 3 months of age. Providing family support, parent education and child development.

Contact Linda Hedrick: 941-827-0188, ext. 7720 or email: [lhedrick@stepupsuncoast.org](mailto:lhedrick@stepupsuncoast.org) – see flyers attached

**Parents As Teachers** – a free program that supports families through home visits, group events and all other aspects of raising young children, enrolling prenatal – 2 yrs.

Contact Anna Cismesia: 941-827-2887, ext. 7811 or email: [acismesia@stepupsuncoast.org](mailto:acismesia@stepupsuncoast.org)

**HIPPY, Altagracia Lajara** – a free school readiness program to prepare children for school, enrolling 2 – 5 yrs.

Contact Altagracia Lajara: 941-827-0188, ext. 7740 or email: [alajara@stepupsuncoast.org](mailto:alajara@stepupsuncoast.org)

**PALS, Ana Camera** – a free in-home parenting program for supporting early childhood development, enrolling infants 4-15 months and toddlers, 18 months – 4 yrs.

Contact Ana Camera: 941-757-2900, ext. 2411 or email: [acamera@elc-manatee.org](mailto:acamera@elc-manatee.org) – see attached flyers

**Operation WIT** – a free program with 10 weeks of parenting classes focusing on social and emotional development, weekly incentives and more. Enrolling children 3-17 yrs.

Contact Kayla Challenger: 941-757-2900, ext. 2505 or email: [kchallenger@elc-manatee.org](mailto:kchallenger@elc-manatee.org) – see attached flyer

**To Request the Mobile Bus or Books for an event contact Kayla.**

**Healthy Start Manatee, Lauren Blenker** – a free community-based program for high risk and poor pregnancy outcomes for pregnant and new moms, providing parent education, childbirth education and breastfeeding education and support, enrolling newborns – 3 yrs.

Contact Lauren Blenker: 941-714-7541, ext. 202 or email: [lauren@hsmanatee.com](mailto:lauren@hsmanatee.com)

**Parenting Matters** – offers several parenting education programs for families, thru Partners in Play, Musical Motion and Chosen Families. Enrolling children up to 12yrs. There is a wait list for some services.

Contact Parenting Matters: 941-756-3007 or visit website: [www.parentingmattersfl.org](http://www.parentingmattersfl.org)

**CAPTA, Michelle Gaines** – a program for substance using moms or exposed newborns, Plan of Safe Care services are coordinated through Unite Us, enrolling from prenatal – 12 months.

Contact Michelle Gaines: 941-376-7525 or email: [dgaines@sccfl.org](mailto:dgaines@sccfl.org) - see attached flyer

**Early Steps** – serves families with children who have special needs and disabilities, they provide support and coaching to help families navigate through many systems. They serve birth – 3 yrs.

Contact Nelsy Crowell: 941-957-8202 or email: [NelsyCrowell@hpcswf.com](mailto:NelsyCrowell@hpcswf.com)

**Nicole M/Gulfcoast South AHEC** – provides free tobacco cessation classes virtually and in person, vaping education, and trainings. Next virtual training 2/8/22. To contact Nicole Marquez at: [nsmarquez@usf.edu](mailto:nsmarquez@usf.edu) or 941-361-6602. Flyer sent

**Roberta B/Step Up Suncoast-** Rise and Shine (Head Start & Early Head Start), has openings and are enrolling children ages 6 weeks to kindergarten. Applications may be completed in multi-languages. For more information or to schedule an appointment call: 941-750-6667, ext. 7013. English, Spanish & Creole languages spoken.

**Kim G/CareerSource SC** – assisting SSI/SSDI clients 18yrs – 64 who want to re enter the workforce. For more info: contact Kim Gonzales: [kgonzales@careersourcesc.com](mailto:kgonzales@careersourcesc.com) **Linda B** – career coaches provide no cost employment readiness and referrals. They also serve in-school youth. For more info: contact Linda Benedict: [lbenedict@careersourcesc.com](mailto:lbenedict@careersourcesc.com)

**Dr. Lou/Playtime 123** – private practice to help families of children birth – 8 yrs. Set up home environment for play with developmentally appropriate activities. For more information contact Louise H. Boothby: [lhboothby@gmail.com](mailto:lhboothby@gmail.com)

**Isabel M/Tidewell Blue Butterfly Grief Center** – they provide English and Spanish grief services for kids aged 5-18yrs. Services are free to anyone, To contact Isabel Macgloan: [mmacgloan@tidewell.org](mailto:mmacgloan@tidewell.org) or <https://tidewellhospice.org/home/programs/grief-support/blue-butterfly/>

**Brenda C/Avenue 941** – a free homework help and mentoring program at local churches across the community. Visit website: [www.avenue941.com](http://www.avenue941.com) or contact Brenda Critchfield: 980-333-7401 or [braveloveavenue@gmail.com](mailto:braveloveavenue@gmail.com)

**Valentina G/MCR Health** – Spring Health Fair on 3/5/22, 10am – 2pm at 13<sup>th</sup> Ave. Dream Center, For questions contact Valentina Gomez: 941-284-4715 or [vgomez@mcr.health](mailto:vgomez@mcr.health) Flyer will be sent separately.

**Jose C/ Suncoast Behavioral Health** – now serving only children 5 – 17 yrs. For more information contact Misti Schroeder: [misti.schroeder@uhsinc.com](mailto:misti.schroeder@uhsinc.com) or visit website: <https://suncoastbhc.com/> flyer to be sent separately

**Cheryl A/Soul to Soul** – announced upcoming SibShop, 2/9/22 and How Best for OT and ABA to come together to serve the greater community, 3/5/22. For more information contact Cheryl Albright: [cheryl@soultosoulyogasrq.com](mailto:cheryl@soultosoulyogasrq.com) Flyers to be sent separately

**Megan S / STEP** – Speech Therapy and Education Professionals, contact Megan Simon: [Megan@steptherapies.com](mailto:Megan@steptherapies.com) offering in person and virtual services in both Manatee and now Sarasota, Occupation Therapy, Speech Therapy and Physical Therapy, tutoring services, bilingual and Step Baby, offering ultrasound, gender, pre/post-natal services. Serves both children and adults visit website: <https://www.steptherapies.com> or call: 941-251-6825, email: [Admin@steptherapies.com](mailto:Admin@steptherapies.com)

**Lena T/Children's Therapy Solutions** – They also continue to provide in clinic and telehealth services, OT, PT, ST and Mental Health. Bilingual services, Also serves under insured through HOPE foundation. Contact Lena Thoresen at: <http://childrenstherapysol.com>

**Nelly N/UF IFAS** – announced Smart Couples Program, relationship education. For more information: <https://smartcouples.ifas.ufl.edu/> flyers were sent on 1/25/22

**Shaun H/Life Lessons** – a certified Parent Educator provides workshops and individual coaching sessions. Redirecting Childrens Behavior and High Conflict Diversion Programs. See website for more information: [www.lifesessionsofmanasota.com](http://www.lifesessionsofmanasota.com) or email: Shaun Hoyle, [Shaun@LifeLessonsOfManasota.com](mailto:Shaun@LifeLessonsOfManasota.com)

**Emily G/UF IFAS** – announced Safe Routes to Schools, For more information or to contact Emily Grant: [Emily.Grant@ufl.edu](mailto:Emily.Grant@ufl.edu) email was sent with details, this is for those working in the schools.

**Jennifer Y/REO** – gave an update on Emergency Rental Assistance and announced upcoming CDBG grant opportunity workshop, details to come. Information on the ERA will be sent as separate email. For more info contact Jennifer Yost: [Jennifer.yost@mymanatee.org](mailto:Jennifer.yost@mymanatee.org)

**Whole Child Manatee** continues to work with families and connect them with services in community, can assist with applications for services and resources, [www.wholechildmanatee.com](http://www.wholechildmanatee.com) for families to complete a profile. If you want WCM rack cards to share with families please contact us: [kim.ross@mymanatee.com](mailto:kim.ross@mymanatee.com) or call: 941-749-3059, leave message. Follow us on Facebook for family information.

Thank you to all who participated on the call, we again had many first timers. I really want to THANK you all for your continued support and sharing with others about our group of very dedicated providers. It is so important that we come together to share and learn. If anyone has any questions about the content provided here do not hesitate to contact me, and of course I apologize if the information contained here has errors.

***Next Meeting – March 2nd, 2022***

***This will be a combined meeting with Zero – Five Coalition***

\* Welcome \*

**MANDATORY DOWNPAYMENT  
ASSISTANCE LENDER  
CERTIFICATION TRAINING**



**JANUARY 21, 2022**

1


**We Thank You,  
Our Partners,  
For Participating!!**



2

**Housekeeping Rules**

- ▶ Your attendance is required for the entire presentation. There will be attendance check-ins periodically throughout the sessions.
- ▶ There will be a Q & A opportunity at the end of the training, please save your questions until then or type them into the Chat box.
- ▶ A quiz test will be emailed to eligible lenders to complete prior to Certificates being issued; please be sure your correct email address has been provided. Along with the Certificate issuance, you will receive a copy of this presentation and a guide to the Neighborly online portal.



3

**DOWNPAYMENT  
ASSISTANCE PROGRAM  
AND FUNDING SOURCE**

Opens February 7, 2022



4

**DOWNPAYMENT ASSISTANCE  
PROGRAM (SHIP)**

- ▶ Funding source will be State Housing Initiatives Partnership (SHIP)
- ▶ Maximum household income level served is 120% AMI
- ▶ Statutory Requirements that Must Be Met:
  - ▶ 30% must serve very low-income households
  - ▶ 30% must serve low-income households
  - ▶ 65% must serve homeownership
  - ▶ 75% must serve construction activities
- ▶ Balance can be used for moderate income (120%)




5

**SHIP FUNDING ASSISTANCE**

**SHIP Brochure provided can be shared with applicants to provide them with an understanding of the program requirements.**

**Helpful Hints – Please make your self aware of the common errors found in funding submissions to our office. These factors will impede the review and funding award.**




6



**SHIP FUNDING ASSISTANCE**

**Lender Rules and Guidelines**



7

**LENDER CERTIFICATION**

**WE ARE ONLY CERTIFYING PARTICIPATING LENDERS WHO HAVE AN OFFICE LOCATED IN THE MANATEE, SARASOTA, FT. MYERS, VENICE, PINELLAS AND HILLSBOROUGH COUNTIES.**

**EACH INDIVIDUAL LOAN ORIGINATOR FROM THAT OFFICE MUST BE CERTIFIED ANNUALLY IN ORDER TO PARTICIPATE**



8

**LENDER CERTIFICATION**

**A CERTIFIED LENDER LIST WILL BE CREATED AND SUBMITTED TO ALL OUR APPROVED NON-PROFITS CONDUCTING HOMEBUYER EDUCATION PROGRAMS.**

**THE CERTIFIED LENDERS LIST WILL ALSO BE POSTED ON MANATEE COUNTY'S WEBSITE.**




9

**LENDER CERTIFICATION**

**The Purpose Is To Create An Enjoyable Homebuying Process And Smooth Transition For The Citizens Of Manatee County. We Want To Ensure That They Are Able To Make Informed Choices On One Of The Most Major Decisions They Make In Their Life...**


**To Become A Homeowner.**



10

**LENDER REQUIREMENTS**


- ▶ **Lenders Will Be Held Accountable And Responsible For Insufficient Submissions for Funding Assistance and Lack Of Response to Homebuyer and Manatee County Staff.**
- ▶ **Each Packet Submission Will Be Evaluated And Rated At Initial Submission, During The Process And At The End Of Process.**



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**LENDER EVALUATION**

- ▶ **Lenders Will Be Evaluated By The Redevelopment and Economic Opportunity Department Staff**
- ▶ **Lenders Will Also Be Evaluated By The Homebuyer**
- \* **We Must Provide Excellent Service To The Citizens Of Manatee County** \*



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**LENDER EVALUATION**

**If Lender Receives 2 Fair Ratings Or 1 Poor Rating – Lender Will No Longer Be Able to Submit Requests For The Rest Of The Year and Have To Sit Out Of Program For the Next Year**

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**SHIP FUNDING ASSISTANCE**

**Program Overview**

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**SHIP FUNDING ASSISTANCE**

**This Activity is to Assist Very-low (50% AMI), Low (80% AMI) and Moderate (120% AMI) Income Households in the Purchase of an Existing or Newly Constructed Home In Unincorporated Manatee County or City of Palmetto.**

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**SHIP FUNDING ASSISTANCE**

**MAXIMUM ALLOWABLE PURCHASE PRICES HAVE INCREASED!**

- Very low = \$190,000
- Low = \$210,000
- Moderate = \$235,000

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**SHIP FUNDING ASSISTANCE**

**DOWNPAYMENT ASSISTANCE: (Existing/New Construction)**

**Assistance levels have increased!!**

**Per Unit Assistance (with up to \$8,000 toward Closing Cost):**

- Very low - \$55,000
- Low - \$50,000
- Moderate - \$40,000

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**SHIP FUNDING ASSISTANCE**

**Minimum Investment of \$500 Still Required in Transaction:**

**Minimum investment can be Escrow Deposit, POC Items, Prepaid Items (i.e., first year of hazard insurance, taxes and insurance reserves)**

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### SHIP FUNDING ASSISTANCE

**All SHIP Funding Is Offered In The Form Of A Zero (0%) Percent Interest, Deferred Payment Loan For A Term of 30 years With Forgiveness at the End of 30 years**



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### SHIP FUNDING ASSISTANCE

**Should The Applicant Sell, Transfer, Lease, Vacate, Or Abandon The Property Prior to Term, The Applicant Will Be Required To Pay Off The Loan In Accordance With The Terms And Conditions Specified In The Note**



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### SHIP FUNDING ASSISTANCE

**First Mortgage Lender Loan Must Be A 30 Year Fixed Rate Product**

**No ARM Loans, No-prepayment Penalty, No Negative Amortization Or Balloon Loans**



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### SHIP FUNDING ASSISTANCE

**Lender May Not Impose A Rate That Exceeds 3/4% Over The FNMA or FHLMC 60 Day Delivery Rate At Time Of Rate Lock-in. *\*Exception for Bond Loans***

**Rate Lock & Appraisal Can Be A Condition of Approval. Must Clear Condition Prior to Closing**



22

### SHIP FUNDING ASSISTANCE

**Rate Lock Agreement Must Evidence The Day the Rate Is Locked**



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### SHIP FUNDING ASSISTANCE


- ▶ Seller Financed Lending
- ▶ We are still awaiting programmatic guidance and direction from Florida Housing Finance Corporation



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**HOME BUYER MUST COMPLETE A HOMEOWNERSHIP TRAINING COURSE APPROVED BY MANATEE COUNTY**

**We Not Only Want Informed Buyers But Also Well-Educated Buyers On The Homebuying Process**



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**5 MINUTE BREAK**




26

What is the maximum purchase price allowed for a moderate income family?  
(Please Type Your Answer in the Chat)

▶ \$235,000



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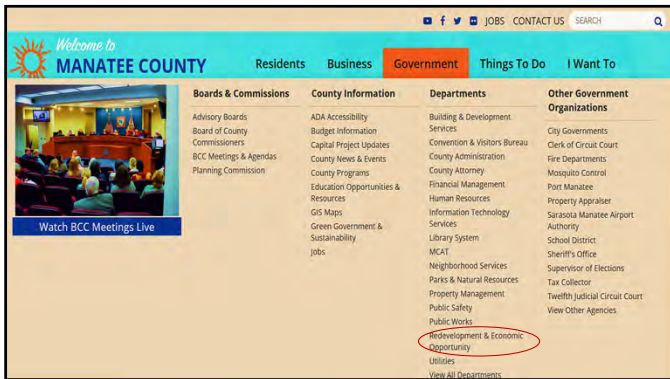
**SHIP FUNDING ASSISTANCE**

**Website Navigation**

**www.mymanatee.org**

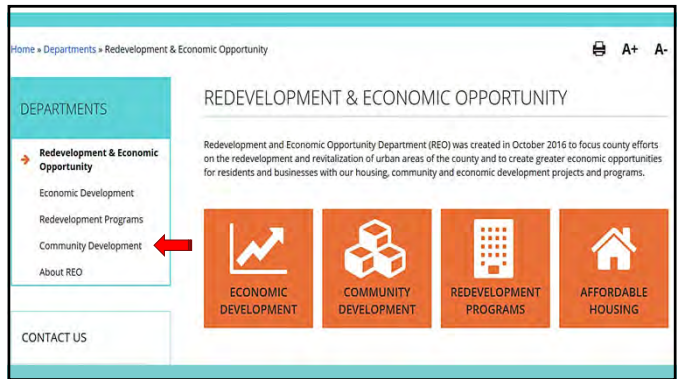



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Navigation menu with categories: Residents, Business, Government, Things To Do, I Want To. The 'Government' category is expanded to show a list of departments, with 'Redevelopment & Economic Opportunity' circled in red.

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Home » Departments » Redevelopment & Economic Opportunity

**REDEVELOPMENT & ECONOMIC OPPORTUNITY**

Redevelopment and Economic Opportunity Department (REO) was created in October 2016 to focus county efforts on the redevelopment and revitalization of urban areas of the county and to create greater economic opportunities for residents and businesses with our housing, community and economic development projects and programs.

DEPARTMENTS

- Redevelopment & Economic Opportunity
- Economic Development
- Redevelopment Programs
- Community Development
- About REO

CONTACT US

Four icons representing: ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT, REDEVELOPMENT PROGRAMS, and AFFORDABLE HOUSING.

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**REDEVELOPMENT & ECONOMIC OPPORTUNITY**

**COMMUNITY DEVELOPMENT**

Community Development administers programs that are designed to "bring you home" to quality living in an affordable residence and provide neighborhood improvements through community enhancement and housing assistance activities

"Empowering people and strengthening neighborhoods to create healthy, viable communities."

**Community Development**

- Affordable Housing Incentive Program for Developers
- Bids & Proposals
- Contractor Information
- Community Development Block Grant (CDBG)
- Fair Housing

**BIDS & PROPOSALS**   **HOUSING PROGRAMS**   **FAIR HOUSING**   **CDBG**

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**COMMUNITY DEVELOPMENT**

**HOUSING PROGRAMS**

**Housing Programs**

- Affordable Housing Program
- Bids & Proposals
- Community Development Block Grant (CDBG)
- Down Payment Assistance Programs
- Fair Housing
- Reports & Plans
- Additional Resources

**DOWNPAYMENT ASSISTANCE**   **CERTIFIED LENDERS**   **HOUSING REPAIR PROGRAM**   **HOUSING REPLACEMENT**

Working with its citizens to make the American dream of homeownership become a reality.

Manatee County Government continues to demonstrate its commitment to the housing needs of county residents through the establishment of the Manatee County Local Housing Assistance Plan. It is through this plan that the county seeks to meet the affordable housing needs of its citizens by developing key housing partnerships among public, private and non-profit agencies.

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Home » Departments » Redevelopment & Economic Opportunity » Community Development » Housing Programs » Down Payment Assistance Programs

**HOUSING PROGRAMS**

**Down Payment Assistance Programs**

- Community Development Block Grant (CDBG) Down Payment Assistance Program
- Home Investment Partnership Program (HOME)
- State Housing Initiative Partnership (SHIP)
- Certified Lenders

**DOWN PAYMENT ASSISTANCE PROGRAMS**

Many home buyers can afford a monthly mortgage payment but may not be able to pay all or a portion of the down payment and/or closing costs needed to purchase a home. Down payment assistance programs can help.

Home buyers interested in a down payment assistance program **must work with one of Manatee County's Certified Lenders**. A certified lender must submit the application, not the homeowner.


Manatee County offers the following down payment assistance programs:

- Community Development Block Grant (CDBG) - Household members must earn at or below 80% of the area median income adjusted by family size for the Bradenton/Sarasota MSA
- Home Investment Partnership Program (HOME) - Household members must earn at or below 80% of the area median income adjusted by family size for the Bradenton/Sarasota MSA
- State Housing Initiative Program (SHIP) - Household members must earn at or below 120% of the area median income adjusted by family size for the Bradenton/Sarasota MSA

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**SHIP FUNDING ASSISTANCE**

- ▶ Application is submitted through the Neighborly portal by the Lender
- ▶ All certified lender participants will be provided the link following certification and must register on the site to gain access.



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**SHIP FUNDING ASSISTANCE**

**Neighborly Tips**

**Access Will be available February 8, 2022**



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**Register in Neighborly**

Welcome to the Manatee County Participant Portal

New applicants must first register their account before signing in to the portal

**Sign In**   **Register**

Email Address:

Re-enter Email Address:

First Name:

Last Name:

Password:

Re-enter Password:

**Continue**

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Program: Downpayment Assistance  
ID: 10177  
Name: Mortgage Help  
Address: No Property Address  
Status: Application in Process  
Funding:

**A. Eligibility Form**

Thank you for your interest in the Manatee County Downpayment Assistance Program. The amount of assistance provided to a homebuyer will be secured by a zero interest, 30 year payment loan, which is payable on the sale of the property, lease, vacating or transfer of property.

A1 Is your household's income less than the 2019 limits below?

Yes  
 No

Household Size	1	2	3	4	5	6	7	8
Income 125%	\$39,649.00	\$48,163.00	\$74,680.00	\$85,000.00	\$91,900.00	\$98,740.00	\$105,600.00	\$112,330.00

A2 Is the property you want to purchase located within unincorporated Manatee County or the City of Palmetto?

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# DON'T FORGET TO.....

Save

Complete & Continue

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**Section C – Household Members**  
Complete for ALL members of the household. Add Demographics for ALL.

All persons who will be living in the purchased home **MUST** be listed on the application. It does not matter whether they will be on the mortgage or loan with the bank, or whether they are living with the applicant in the property now.

**Household Member**

1. PRIMARY RESIDENTIAL ADDRESS

Address: [Field]  
City: [Field]  
State: [Field]  
Zip: [Field]

DOB: [Field]

Relationship: [Field]

Income: [Field]  
Assets: [Field]  
Employment: [Field]

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**Section J – Supporting Documents**  
Required forms available for download

**J. Supporting Documents**

Please download, sign and upload the below Application Certification & Authorization for Release of Information. The document must be signed by all household members over the age of 18.

- Down Payment Inspection Report
- Authorization to Release Information
- Verification of Employment

Documentation

Approval Sheet

Authorization to Release Information Form "Required"

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Program: Downpayment Assistance  
ID: 21949  
Name: Test  
Address: No Property Address  
Status: Application in Process  
Funding:

**Documents**

Search: [Field]

Upload File | Reset Document | Download File

Name	File Type	Linked Items	Last Modified
Case Documents (4 Files)			

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# SHIP FUNDING ASSISTANCE

- Lender must print out application for Applicant to sign.
- Lender must then upload signed application to Neighborly


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## SHIP FUNDING ASSISTANCE

### Program Eligibility & Income Requirements



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### MANATEE COUNTY AFFORDABLE/WORKFORCE 2021 INCOME LIMITS

Effective April 1, 2021

Below are the income guidelines for Manatee County, Florida.  
Manatee County Median Income: \$77,200

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
30% Very Low	\$27,150	\$30,000	\$34,750	<b>\$38,600</b>	\$41,700	\$44,800	\$47,000	\$51,000
50% Low	\$45,250	\$49,400	\$55,000	<b>\$57,760</b>	\$60,700	\$63,800	\$67,000	\$71,000
80% Moderate	\$68,500	\$74,100	\$81,500	<b>\$82,840</b>	\$100,000	\$107,600	\$114,000	\$122,000

*Moderate income will be provided on a funding availability basis in order to ensure that the statutory requirement to serve low income households are met.*

**Maximum Sales Price:**  
 Households @ 60% & below = **\$190,000.00**  
 Households @ 80% & below = **\$210,000.00**  
 Households @ 120% & below = **\$235,000.00**

Maximum sales price restrictions do not apply to households with income less than \$20,000 for very low income households, or to \$30,000 for low income households, and are not subject to moderate income households.

THE ABOVE INCOME LIMITS ARE CURRENTLY IN EFFECT FOR DETERMINATION OF HOUSEHOLD ELIGIBILITY FOR FUNDING UNDER MANATEE COUNTY'S STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) PROGRAM. INCOME LIMITS ARE ADJUSTED ANNUALLY AND PROVIDED BY THE FLORIDA HOUSING FINANCE CORPORATION.

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## SHIP FUNDING ASSISTANCE

### Application Process/Income Determination




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## SHIP FUNDING ASSISTANCE

The Income and Asset Criteria provided is based on State Housing Initiative Partnership (SHIP) implementation policy requirements for determination of applicant eligibility.



If this documentation process is not followed (regardless of any inconvenience), SHIP can impose findings upon the local jurisdiction through its audit process and require the County to pay back the SHIP funding.

We Don't Come Up With The Criteria,  
We Just Enforce It!

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## DETERMINING HOUSEHOLD INCOME

- ▶ All Income Coming Into The Household For All Members Over The Age Of 18 Must Be Verified
- ▶ Nondisclosure of information can disqualify you from this program

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## Annual Income Definition (24 CFR Part 5)

All amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any family member
2. Is anticipated to be received from a source outside the household during the 12-month period
3. Annual income also means amounts derived from assets

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## Determining Household Size

Count as household members:

- Children in joint custody, present 50% or more of the time
- Children away at school who live in household during school recesses
- Children in the process of being adopted
- Temporarily absent family members

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## Income Verification Process

Verify:

- Employment including overtime and tips
- Social Security
- Child Support/Alimony
- Regular Cash Contributions
- Unemployment Compensation
- Income From Retirement, Dividends, Etc.
- Student Income

All income must be listed and verified. Nondisclosure of this information can disqualify you from this program.

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## HOW TO VERIFY EMPLOYMENT

- Lender Has Applicant Sign VOE
- Lender Must Send VOE To Employer
- Lender Must Receive Complete VOE
- Complete VOE Must Be Included In Funding Assistance Submission
- Form available in Neighborly



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## What If The Employer Uses The Work Number?

- ▶ We Will Accept The Information That Is Obtained By The Work Number
- ▶ Any Fees Incurred In Obtaining This Information Can Be Paid By The Applicant And Used Towards The Applicants \$500 Investment



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## “I Can’t Get a Third-Party Verification”

1. Include copy of the date-stamped original request sent-must attempt 3 times
2. Written notes of follow-up efforts
3. Indicate how long the request has been outstanding without response

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## Social Security Retirement Payments

- Count the gross amount, before deductions
- Alternative to 3rd party verification: Award Letter from past 120 days.
- Recipient may request ‘Proof of Income Letter’:
  - SSA’s number (800) 772-1213
  - Website: [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount)

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### Child Support or Alimony

Count Full Amount of Court Awarded support

Unless ...

- A contempt of court hearing is scheduled  
OR
- Case has been filed with Department of Revenue's Child Support Enforcement office, 1 (800) 622-5437

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### Child Support

What if there's no documentation of child support available?

Reason: No marriage or for another reason. Require the family to sign a certification stating:

- The amount of child support received,  
or
- That no child support is being received.

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### Regular Cash Contributions or Gifts

- Count regular contributions/gifts from persons not living in the unit
- Include rent, utilities paid on behalf of family
- If a non-household member provides groceries, do not count

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### Income from Minors

- *Earned* income of family members under 18 is not counted
  - Example: part time job after school
- Benefits or other *Unearned* income of minors is counted
  - Example: Savings account interest, disability payments

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### Income from Students

- Fulltime student over 18 yrs old who is working and receiving income...only count \$480 of income
- Must provide school transcript to evidence full time status (at least 12 credit hours per semester)

59

### Quiz???



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**Calculate This Household's Income**

William White

- Full time (40 hrs/week) @ \$15.50/hour with Overtime @ time and half for 8 hours per month and Pension income of \$600/month

Crystal White

- 24 hours/week at a bank @ \$12.00/hour
- Her mom gives her \$75/month to help w/ expenses

William White Jr., age 20

- 20 hrs/week @ \$8/hour and is a fulltime college student

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Household member	Wages/salary	Benefit/pension	Public assistance	Other	Total
William	34,472.00	7,200.00			41,672.00
TOTAL					

WILLIAM INCOME CALCULATION:  
 Salary = 15.50 x 40 x 52 = \$32,240.00;  
 Overtime = 15.50 x 1.5 x 8 x 12 = \$2,232.00;  
 Pension = 600 x 12 = \$7,200

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Household member	Wages/salary	Benefit/pension	Public assistance	Other	Total
William	34,472.00	7,200.00			41,672.00
Crystal	14,976.00			900	15,876.00
William Jr	480.00				480.00
TOTAL	49,928.00	7,200.00		900	58,028.00

CRYSTAL INCOME CALCULATION:  
 Salary = 12.00 x 24 x 52 = \$14,976;  
 Income from Mom (Other) = 75 x 12 = \$900  
 WILLIAM JR INCOME CALCULATION:  
 Full time student over 18, not head of household – count first \$480 only

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**If The Total Income Exceeds The Maximum For The Household Size By Only \$1.00, Can They Still Qualify At That Income Level?**



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**If The Total Income Exceeds The Maximum For The Household Size By Only \$1.00 The Household Will Not Qualify For That Income Level?**

**They Must Be At Or Below The Maximum Income Level To Qualify For The Income And Funding Level**



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**5 MINUTE BREAK**




66



Fulltime student over 18 yrs old who is working and receiving income...only count \$\_\_\_\_\_ of income.  
(Please Type Your Answer in the Chat)

▶\$480



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## SHIP FUNDING ASSISTANCE

### Income Determination From Assets




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### Verification of Assets

Count all → → →

- > ALL Bank accounts (Checking (6-month average) & Savings (current balance))
- > Stocks or Bonds
- > Mutual funds
- > IRA / 401K
- > Lump sum receipts
- > Whole Life Insurance cash value
- > Personal property held as investment
- > Retirement/Pensions

ALL ASSETS MUST BE LISTED AND VERIFIED. NONDISCLOSURE OF THIS INFORMATION CAN DISQUALIFY YOU FROM THIS PROGRAM

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### Calculating Income from Assets

D. Assets: All household members including minors

Member	Asset Description	Cash value	Income from Assets
1	GTE Bank Checking - 6 month Avg	1,293.39	0.00
2	GTE Savings	0.00	0.00
3	Wells Fargo Savings	4,239.00	0.42
4			
5			
6			
7			
Total Cash Value of Assets		D(a) \$5,532.39	
Total Income from Assets			D(b) \$ 0.42

If line D(a) is greater than \$5,000, multiply that amount by the rate specified by HUD (applicable rate .06%) and enter results in D(c), otherwise leave blank. D(c) \$ 3.32

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### Calculating Income from Assets

Step # 1: Calculate Cash Value

Cash Value = Market value of asset minus reasonable costs incurred to convert it to cash.

Examples:

- Early Withdrawal Penalty
- Broker/legal fees assessed to sell or convert the asset to cash
- For Savings accounts use current balance
- For Checking acct's: average 6-month balance

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### Calculating Income from Assets

Step # 2: Calculate Actual Income

Some Assets Generate Actual Income:

- Savings Account
- Certificate of Deposit

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## Calculating Income from Assets

Step # 3: Calculate Imputed Income  
If total assets exceed \$5,000, "impute" income by multiplying by the passbook rate, currently .06%, specified by HUD

*Source: HUD Handbook 4350.3, Chapter 5, Section 5-7 (F)*

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## Retirement Accounts



- These are assets if money is accessible, even if withdrawal would result in a penalty (Avg penalty = 20%).
- Amounts only accessible upon retirement are not counted.

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## INCOME INCLUSIONS & EXCLUSIONS

Refer To The HUD 24 CFR Section 5.609(c) Document Guide  
"Annual Inclusions and Exclusion" That Is Included In Your Email Package For Complete List Of What Must Be Included Or Can Be Excluded



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## Verification Of Assets On Deposit

- ▶ Lender Has Applicant Sign VOD
- ▶ Lender Must Send VOD To Financial Institution
- ▶ Lender Must Receive Completed VOD
- ▶ Completed VOD Must Be Included In Funding Assistance Submission
- ▶ Form available in Neighborly



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## What If The Financial Institution Uses The V.O.D. System?

**Any Fees Incurred In Obtaining This Information Can Be Paid By The Applicant And Used Towards The Applicants \$500 Investment**



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**Still Can't Get A Complete VOD  
Contact Manatee County  
Redevelopment and Economic  
Opportunity Staff for Further Guidance**



**(941) 749-3029**



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## Can The Applicant Take Their Verification of Income to the Employer or Verification of Assets to the Bank for Completion to Help You Expedite the Qualification Process?









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## SHIP FUNDING ASSISTANCE

### Funding Assistance Calculation

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**MANATEE COUNTY REDEVELOPMENT AND ECONOMIC OPPORTUNITY DEPARTMENT**  
**FY 2021 - 2022 FUNDING ASSISTANCE DETERMINATION**  
**SCENARIO #1: SHIP Loans in Construction with HAP 200K Assistance**  
**PROGRAM: Down payment/Closing Cost Assistance - Existing Home Purchase**

**FUNDING CALCULATION SHEET**

A. Purchase/Construction Price:	236,000.00	(-)	
B. Escrow Deposit:	80,000.00	(-)	
C. Base Loan Amount:	149,999.99	(-)	
D. Other:		(-)	
			<b>DOWNPAYMENT ASSISTANCE NEEDED: \$41,999.99</b>
E. Closing Costs w/MP Prepaids:	15,816.00	(-)	
F. Subtotal:	15,816.00	(-)	
G. MP/Funding Fee:	0	(-)	
H. Lender/Seller Paid Prepaids:	0	(-)	
I. Closing Costs Paid out of closing (HOC):	2,000	(-)	
J. Paid out of \$500 investment (if not paid in B or H):	0	(-)	
			<b>CLOSING COST ASSISTANCE NEEDED: \$17,816.00</b>
			<b>TOTAL DOWNPAYMENT/CLOSING COST ASSISTANCE REQUESTED: \$59,816.00</b>
			<b>MAXIMUM DOWNPAYMENT ASSISTANCE FOR PROGRAM INCOME LEVEL: \$55,000.00</b>
			<b>Maximum Closing Cost Assistance Allowed (Up to \$5,000): \$5,000.00</b>
			<b>Maximum Downpayment Assistance Distribution: \$41,999.99</b>
			<b>DOWNPAYMENT/CLOSING COST ASSISTANCE PROVIDED: \$49,500.00</b>

**\*APPLICANT IS REQUIRED TO HAVE A MINIMUM INVESTMENT OF \$500 (may include prepaids and escrows)**

SHIP FUNDING AWARD IS PROVIDED AS A DEFERRED PAYMENT LOAN THAT IS SECURED BY A LIEN ON THE PROPERTY FOR THE REMAINDER OF A 36.0 PERCENT (36%) INTEREST DEFERRED LOAN FOR THE TERM OF 30 YRS W/FORGIVENESS AT THE END OF TERM.

COMPLETED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 REVIEWED BY: \_\_\_\_\_ Date: \_\_\_\_\_

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**MANATEE COUNTY REDEVELOPMENT AND ECONOMIC OPPORTUNITY DEPARTMENT**  
**FY 2021 - 2022 FUNDING ASSISTANCE DETERMINATION**  
**SCENARIO #2: HAP Assistance w/MP Prepaids**  
**PROGRAM: Down payment/Closing Cost Assistance - New Construction**

**FUNDING CALCULATION SHEET**

A. Purchase/Construction Price:	200,000.00	(-)	
B. Escrow Deposit:	171,000.00	(-)	
C. Base Loan Amount:		(-)	
D. Other:		(-)	
			<b>DOWNPAYMENT ASSISTANCE NEEDED: \$29,000.00</b>
E. Closing Costs w/MP Prepaids:	5,749.00	(-)	
F. Subtotal:	5,749.00	(-)	
G. MP/Funding Fee:	2,955	(-)	
H. Lender/Seller Paid Prepaids:	0	(-)	
I. Closing Costs Paid out of closing (HOC):	1,500.00	(-)	
J. Paid out of \$500 investment (if not paid in B or H):	0	(-)	
			<b>CLOSING COST ASSISTANCE NEEDED: \$1,500.00</b>
			<b>TOTAL DOWNPAYMENT/CLOSING COST ASSISTANCE REQUESTED: \$30,500.00</b>
			<b>MAXIMUM DOWNPAYMENT ASSISTANCE FOR PROGRAM INCOME LEVEL: \$40,000.00</b>
			<b>Maximum Closing Cost Assistance Allowed (Up to \$5,000): \$5,000.00</b>
			<b>Maximum Downpayment Assistance Distribution: \$29,000.00</b>
			<b>DOWNPAYMENT/CLOSING COST ASSISTANCE PROVIDED: \$24,000.00</b>

**\*APPLICANT IS REQUIRED TO HAVE A MINIMUM INVESTMENT OF \$500 (may include prepaids and escrows)**

SHIP FUNDING AWARD IS PROVIDED AS A DEFERRED PAYMENT LOAN THAT IS SECURED BY A LIEN ON THE PROPERTY FOR THE REMAINDER OF A 36.0 PERCENT (36%) INTEREST DEFERRED LOAN FOR THE TERM OF 30 YRS W/FORGIVENESS AT THE END OF TERM.

COMPLETED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 REVIEWED BY: \_\_\_\_\_ Date: \_\_\_\_\_

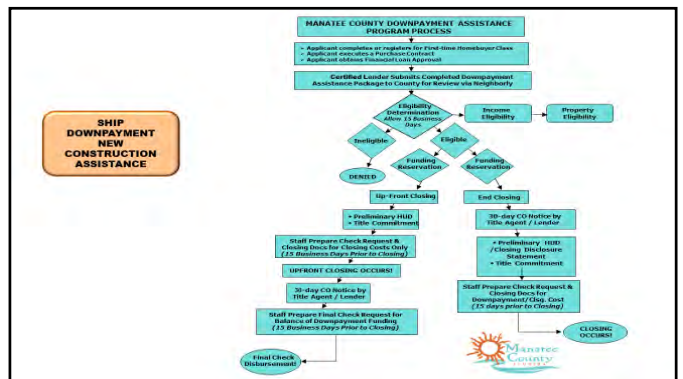
82

## SHIP FUNDING ASSISTANCE

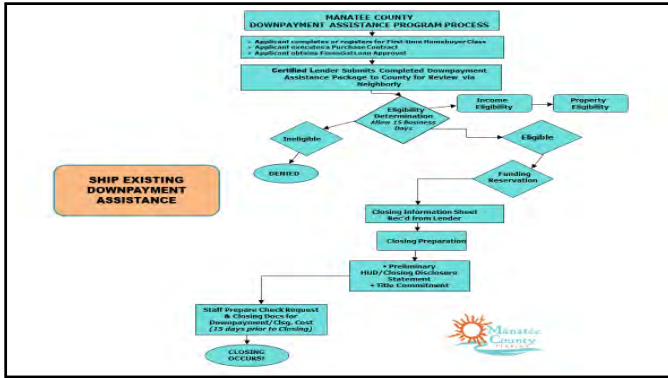
### Downpayment Assistance Process Flow Chart



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## SHIP FUNDING ASSISTANCE



### Property Inspections

**Please note: Property must be new construction or an existing property. An HQS Inspection by County Staff on existing properties will be required prior to funding approval.**




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## Still Not Sure?

If You Have Questions Or Concerns Regarding The Process  
Call To Discuss Prior To Submitting An Incorrect Packet

Carmen Ruiz-Morales, Ext. 6202  
or  
Debbie Ash (941) 748-4501, Ext. 3478





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## MANATEE COUNTY'S SHIP PROGRAM

### Questions???





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## WE NEED YOUR INPUT.....

### Further Program Considerations

### Needs and Gaps – Barriers to Homeownership



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Manatee County Downpayment Assistance - Lender Certification Workshop – January 21, 2022

Attendee Name	Attendee Company Name
Robin Fiel	Synovus Mortgage
Heather Nicklaus	Step Up Suncoast
Trevor Rollison	Integrity Home Mortgage Corp
Manuel Aldana	Centennial Bank
Diana Schwarz	First Home Bank
Rachaelene Lee Qui	Bank of America
Kyle Jacobs	Fairway Funding Group
Dalila Saenz	Regions Bank
Christ Skardoutos	South State Bank Mortgage
Marci Haynes	Fidelity Mortgage
Chuck Davis	Bank OZK
Eduardo Martinez	Regions Mortgage
Rosa Martinez	Caliber Home Loans
Divina Maruca	National Note Association
Sheryl Boddy	Manatee Habitat for Humanity
Mike Borgwardt	Caliber Home Loans
Cathy Borgwardt	Caliber Home Loans
Jason Innes	Fairway Independent Mortgage
Yvette Clermont	Inlanta Mortgage
Nancy Crawford	Community Solutions 360
Glen Gibellina	Not provided
Kerry Wilkinson	Homestead Funding
Melissa Lilly	Core Financial, Inc.
Osmara Gonzalez	Step Up Suncoast
Jackie O'Neal	Cross Country Mortgage
Joe McKenzie	First Home Bank
Laura Carter	Community Solutions 360

**Notice of Public Hearing  
Notice of Plan Availability  
Draft 2022/23 Housing and Urban Development (HUD) Annual Action Plan  
Activities**

NOTICE IS HEREBY GIVEN that the **Board of County Commissioners of Manatee County** will conduct a Public Hearing on July 26, 2022, at **9:00 a.m.**, or as soon thereafter as same may be heard at the **Manatee County Administration Building – 1st Floor Chambers, 1112 Manatee Avenue West, Bradenton, Florida**, to consider and act upon the following matters:

R-22-118 – Resolution Adopting the 2022/23 Housing and Urban Development (HUD) Annual Action Plan  
A Resolution of the Board of County Commissioners of Manatee County, Florida, regarding the 2022/23 Annual Action Plan, Proposed Use of Funds, and Proposed Budget.

**Statement of Proposed Budget and Use of Funds**

**Sources of Funds**

2022/23 Community Development Block Grant Entitlement (CDBG)	\$1,787,068.00
2022/23 Home Investment Partnership (HOME)	\$ 675,391.00
<u>2022/23 Emergency Solutions Grant (ESG)</u>	<u>\$ 160,076.00</u>
TOTAL	\$2,622,535.00

**Summary of Substantial Amendment  
Use of Funds**

**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2022 Unfunded Senior Meals Program - \$48,888.00  
Meals delivered to the homes of the elderly.
2. Gulfcoast Legal Services / 2022 Housing Legal Services – \$61,600.00  
Legal services to income-qualified residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosure, and related housing laws.
3. Community Coalition on Homelessness/Turning Points / 2022 Project Smile Program - \$40,000.00  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
4. The Salvation Army / 2022 Homeless Prevention - \$53,060.00  
Case Management, housing stabilization services & short-term emergency rental assistance to prevent homelessness.
5. AM&FM Enterprise, Inc. / 2022 Allean's Loving Care - \$65,000.00  
Program will provide in-home companion and homemaker services for the elderly.
6. Manatee County Parks & Natural Resources Department / 2018/19 Washington Park Improvement – \$2,145,013.31 (\$983,418.31 from prior award + \$1,161,595.00 from 2022/23 funding)  
Funding will be provided for the construction of a neighborhood park in the vicinity of Washington Gardens Subdivision, Palmetto, FL.
7. Manatee County CVS Department Administration and Planning - \$357,413.00  
Personnel and related costs for the general oversight and administration of the CDBG program.

**HOME Investment Partnership**

1. Manatee County CVS Department Homeowner Rehabilitation Program – \$507,852.00.  
Homeowner occupied single-family rehabilitation and reconstruction to income-qualified homeowners of unincorporated Manatee County.
2. CHDO Set-Aside / To Be Determined - \$100,000.00  
Funding will be provided for approved CHDO agencies for eligible HOME/CHDO activities per the U.S. Department of Housing and Urban Development Regulatory Requirement.
3. Manatee County CVS Department Administration and Planning - \$67,539.00  
Personnel and related costs for the general oversight and administration of the HOME program.

### **Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$148,071.00  
Housing relocation and stabilization services & short-term and medium-term rental assistance.
2. Manatee County CVS Department Administration- ESG Program Administration - \$12,005.00  
Personnel and related costs for the general oversight and administration of the ESG program.

In accordance with its Citizen Participation Plan, regulatory waivers authorized by the US Department of Housing and Urban Development (HUD), and HUD regulations, Manatee County is notifying the public of the activities found in the 2022/23 Housing and Urban Development (HUD) Annual Action Plan. Affected activities are funded with Community Development Block Grant, HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds.

### **Notice of Substantial Amendment Availability**

A draft of the 2022/23 HUD Annual Action Plan will be made available to the public on June 25, 2022. This notice is being published to make citizens aware that a formal 30 calendar day comment period commences on June 25, 2022 and will conclude on July 26, 2022. All Interested parties may examine the draft 2022/23 HUD Annual Action Plan at the Manatee County, Community and Veterans Services Department, 1112 Manatee Avenue West, 3<sup>rd</sup> Floor Reception Area, Bradenton, FL and the Manatee County website at [https://www.mymanatee.org/departments/neighborhood\\_services/community\\_development/cdbg](https://www.mymanatee.org/departments/neighborhood_services/community_development/cdbg).

Written comments on the 2022/23 Housing and Urban Development (HUD) Annual Action Plan will be accepted through July 26, 2022. Please address your comments to:

Jennifer Yost, Community Development Project Manager  
Manatee County Community and Veterans Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
(941) 748-4501, ext. 6858  
[jennifer.yost@mymanatee.org](mailto:jennifer.yost@mymanatee.org)

### **Notice of Public Hearing**

There will be a public hearing with the Manatee County Board of County Commissioners regarding the 2022/23 Housing and Urban Development (HUD) Annual Action Plan, Proposed Use of Funds, and Proposed Budget on:

**July 26, 2022**  
**9:00 AM or as soon thereafter as can be heard**  
**Manatee County Administration Building – 1<sup>st</sup> Floor Chambers**  
**1112 Manatee Avenue West**  
**Bradenton, FL 34205**



This meeting will be conducted via Zoom Communications Media Technology as allowed under Executive Order 20-69 issued by the Office of Governor Ron DeSantis on March 20, 2020. The meeting can be viewed live on [www.mymanatee.org/mga](http://www.mymanatee.org/mga) and on Manatee Government Access (MGA) Spectrum channel 644, Verizon channel 30, and Comcast channel 20.

Written public comments can be submitted at [www.mymanatee.org/comment](http://www.mymanatee.org/comment) by Monday, July 25, at 4:00 p.m. Be sure to include your name and submit your remarks by the meeting deadline. Commissioners may not receive your comments before the meeting if the form is submitted after the deadline.

According to Florida Statutes Section 286.0105, a person deciding to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the above-referenced meeting or hearing, will need a record of the proceedings, and, for such purposes, it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Americans with Disabilities: The Board of County Commissioners does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions including one's access to and participation in public hearings. Anyone requiring reasonable accommodation for this meeting as provided for in the ADA, should contact Carmine DeMilio 941-792-8784 ext. 8203 or [carmine.demilio@mymanatee.org](mailto:carmine.demilio@mymanatee.org).

Publish Date: 06/25/22

SF 424

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

B-22-US-12-0018

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Manatee County

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000727

\* c. UEI:

TM1APB6J5TD6

**d. Address:**

\* Street1:

1112 Manatee Avenue West

Street2:

\* City:

Bradenton

County/Parish:

Manatee

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

34205-7804

**e. Organizational Unit:**

Department Name:

Community and Veterans Service

Division Name:

Community Development Services

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Jennifer

Middle Name:

\* Last Name:

Yost

Suffix:

Title:

Community Development Project Manager

Organizational Affiliation:

\* Telephone Number:

941-748-4501

Fax Number:

941-742-5848

\* Email:

jennifer.yost@mymanatee.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant (CDBG) Entitlement

**\* 12. Funding Opportunity Number:**

\* Title

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

2022\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant (CDBG) Entitlement 2022-2023, Activity Submission for Manatee County, Florida. Community Development, Affordable Housing, and Economic Development targeted.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,787,068.00"/>
* b Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g TOTAL	<input type="text" value="1,787,068.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

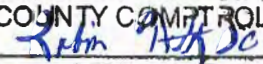
Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

**ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY:   
DEPUTY CLERK**



## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

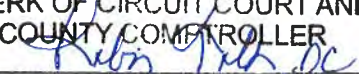
**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <i>Chairman</i>
APPLICANT ORGANIZATION <i>Manatee County Board of County Commissioners</i>	DATE SUBMITTED <i>7/26/22</i>

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY:   
DEPUTY CLERK





**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
---	---	--

<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> B-22-US-12-0018
--	--

<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>
---	--

**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>
--	--

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="59-6000727"/>	<b>* c. UEI:</b> <input type="text" value="TM1APB6J5TD6"/>
---	---

**d. Address:**

**\* Street1:**   
**Street2:**   
**\* City:**   
**County/Parish:**   
**\* State:**   
**Province:**   
**\* Country:**   
**\* Zip / Postal Code:**

**e. Organizational Unit:**

<b>Department Name:</b> <input type="text" value="Community and Veterans Service"/>	<b>Division Name:</b> <input type="text" value="Community Development Services"/>
--	--

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**       **\* First Name:**   
**Middle Name:**   
**\* Last Name:**   
**Suffix:**

**Title:**

**Organizational Affiliation:**

**\* Telephone Number:**       **Fax Number:**

**\* Email:**



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14-231

CFDA Title:

Emergency Solutions Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

2022\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Emergency Solutions Grant 2022-2023, Activity Submission for Manatee County, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="160,076.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="160,076.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

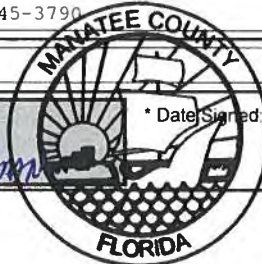
Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



**ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER**  
BY: Kim [Signature]  
DEPUTY CLERK

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

B-22-US-12-0018

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Manatee County

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000727

**\* c. UEI:**

TM1APB6J5TD6

**d. Address:**

**\* Street1:**

1112 Manatee Avenue West

**Street2:**

**\* City:**

Bradenton

**County/Parish:**

Manatee

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

34205-7804

**e. Organizational Unit:**

**Department Name:**

Community and Veterans Service

**Division Name:**

Community Development Services

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Jennifer

**Middle Name:**

**\* Last Name:**

Yost

**Suffix:**

**Title:** Community Development Project Manager

**Organizational Affiliation:**

**\* Telephone Number:**

941-748-4501

**Fax Number:**

941-742-5848

**\* Email:**

jennifer.yost@mymanatee.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development (HUD)

**11. Catalog of Federal Domestic Assistance Number:**

14-239

CFDA Title:

Home Investment Partnerships Program (HOME)

**\* 12. Funding Opportunity Number:**

\* Title

**13. Competition Identification Number:**

Title

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

2022\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Home Investment Partnerships Program (HOME)2022-2023, Activity Submission for Manatee County, Florida

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="675,391.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="95,579.00"/>
* g. TOTAL	<input type="text" value="770,970.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  Date Signed:



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY:   
DEPUTY CLERK

# Certifications

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

*[Handwritten Signature]*  
Signature of Authorized Official

7/24/22  
Date

Chairman  
Title



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Handwritten Signature]*  
DEPUTY CLERK



## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022,2023,2024 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.



**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

*[Handwritten Signature]*

Signature of Authorized Official



Chairman

Title

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Handwritten Signature]*  
DEPUTY CLERK

**OPTIONAL Community Development Block Grant Certification**

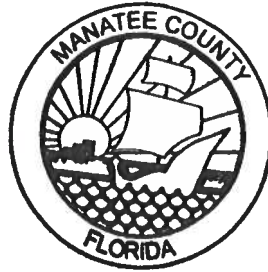
Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

*[Handwritten Signature]*  
Signature of Authorized Official

7/26/22  
Date

Chairman  
Title



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Handwritten Signature]*  
DEPUTY CLERK

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

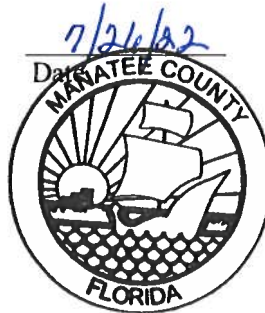
**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

*[Handwritten Signature]*  
Signature of Authorized Official

*Chairman*  
Title



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Handwritten Signature]*  
DEPUTY CLERK

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

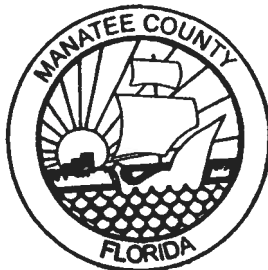
**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

*[Handwritten Signature]*  
Signature of Authorized Official

7/26/22  
Date

Chairman  
Title



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Handwritten Signature]*  
DEPUTY CLERK

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# AFH Goals and Priorities



Redevelopment and Economic  
Opportunity Department  
Community Development Division  
P.O. Box 1000  
Bradenton, FL 34206  
Phone: (941) 749-3029

February 27, 2017

US Department of Housing and Urban Development  
Jacksonville FHEO Field Office  
Charles E. Bennett Federal Building  
400 W. Bay Street  
Suite 1015  
Jacksonville, FL 32202

Attention: Melvin Torres  
Equal Opportunity Specialist

Subject: Manatee County/Manatee County Housing Authority Assessment of Fair Housing - Corrected Addendum

Dear Mr. Torres,

Thank you for working with Manatee County and the Manatee County Housing Authority on the recently drafted Assessment of Fair Housing (AFH). After further review of the addendum, additional clarification/language is needed in Section VI.2, Goal 8, Metrics & Milestones 8.1 of the February 10, 2017 addendum. Enclosed, please find a corrected addendum in which the language for Section VI.2, Goal 8, Metrics & Milestones 8.1 has been revised. We are requesting that Section VI.2, Goal 8, Metrics & Milestones 8.1 of the February 10, 2017 addendum be replaced with that in the corrected addendum.

We thank you for sharing your expertise and time with us on this very important project. If you have any questions, feel free to contact our office (941) 749-3029 or by email at [geri.lopez@mymanatee.org](mailto:geri.lopez@mymanatee.org). Thank you again for your continued support in this effort.

Very Truly Yours,

Geraldine Campos Lopez, Director  
Manatee County Government  
Redevelopment and Economic Opportunity

Willie Calhoun Jr., Executive Director  
Manatee County Housing Authority



**Section VI.2** For each fair housing issue with significant contributing factors identified in Question 1, set one or more goals. Explain how each goal is designed to overcome the identified contributing factor and related fair housing issue(s). For goals designed to overcome more than one fair housing issue, explain how the goal will overcome each issue and the related contributing factors. For each goal, identify metrics and milestones for determining what fair housing results will be achieved, and indicate the timeframe for achievement.

**ADDENDUM RESPONSE:**

**Fair Housing Goals and Priorities**

As a product of the Fair Housing Assessment process, the following eight (8) goals and priorities were developed to address Fair Housing in Manatee County (see Table 20). These goals and priorities were informed by the community participation process and input from service providers, Manatee County staff, Manatee County Housing Authority staff, and the Board of County Commissioners. Goals are prioritized from Goal 1 being of the highest priority to Goal 8 being of lower priority.

**Table 20: Fair Housing Goals and Priorities Table**

<b>Goal 1: Identify Opportunities to Reinvest in R/ECAPs to Eliminate Blighted Conditions and Spur Redevelopment</b>	
<b>Goal Priority Level</b>	High Priority
<b>Contributing Factors</b>	-Deteriorated and abandoned properties -Lack of community revitalization strategies -Lack of private investments in specific neighborhoods -Lack of public investments in specific neighborhoods, including services or amenities -Location and type of affordable housing
<b>Fair Housing Issues</b>	<u>R/ECAPs</u>
<b>Metrics &amp; Milestones</b>	1.1 Eliminate blight conditions in R/ECAP areas through targeted demolition and redevelopment or rehabilitation by September 30, 2019. 1.2 Develop neighborhood plan(s) for the R/ECAPs to identify the issues that need to be addressed and resources to offset contributing factors by September 30, 2019.
<b>Timeframe for Achievement</b>	2017-2019 (3 years)
<b>Responsible Program Participants</b>	Manatee County Redevelopment and Economic Opportunity Department (1.1 and 1.2)
<b>Discussion</b>	Contributing factors include higher levels of poverty and lower levels of educational attainment, income, and language proficiency in R/ECAP Census Tracts when compared to Manatee County as whole, resulting in a lack of economic opportunity for persons living in R/ECAPs that limits housing choice. The analysis identified segregated areas and R/ECAPs generally lack access to opportunity. Additionally, publicly supported housing is predominantly located in these areas. Generally, there is a lack of businesses, jobs, and necessary services in these segregated/high poverty areas. The lack of community revitalization strategies has been selected as a contributing factor of priority affecting the fair housing issues

	of segregation, R/ECAP, disparities in access to opportunity, and disproportionate housing needs.
<b>Goal 2: Address Contributing Factors of Poverty and Segregation</b>	
Goal Priority Level	High Priority
Contributing Factors	<ul style="list-style-type: none"> <li>-Lack of community revitalization strategies</li> <li>-Lack of private investments in specific neighborhoods</li> <li>-Lack of public investments in specific neighborhoods, including services or amenities</li> <li>-Location and type of affordable housing</li> </ul>
Fair Housing Issues	<u>Segregation</u>
Metrics & Milestones	<p>2.1 Partner with community resources and local non-profit agencies to provide services that reduce poverty concentration (e.g. job training, child care, financial literacy, English as a second language, etc.) annually beginning October 1, 2018.</p> <p>2.2 Service 15 households through Family Self-Sufficiency Program with a goal to increase income and relocate out of R/ECAP area(s) annually beginning October 1, 2017.</p>
Timeframe for Achievement	2017-2021 (5 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (2.1 only); Manatee County Housing Authority (2.2 only)
Discussion	GIS mapping show clear areas of segregation within Manatee County. Some areas of segregation also experience high levels of poverty. The County's current R/ECAPs are located near the City of Bradenton. The northern R/ECAP is located southeast of downtown Bradenton, between 1st St./U.S. 41 and 15th St. E. (south of U.S. 301 and north of 44th Ave. E./Cortez Rd.). The southern R/ECAP is located south of Bradenton, between 14th St. W. and 15th St. E. (south of 53rd Ave. E. and north of 63rd Ave. E.). In addition, the County has other neighborhoods that experience high levels of segregation and poverty than other areas of Manatee County.
<b>Goal 3: Strengthen Code Enforcement on Substandard Rental Units</b>	
Goal Priority Level	High Priority
Contributing Factors	<ul style="list-style-type: none"> <li>-Location and type of affordable housing</li> <li>-The availability of affordable units in a range of sizes</li> <li>-Lack of private investments in specific neighborhoods</li> <li>-Lack of public investments in specific neighborhoods, including services or amenities</li> <li>- Access to publicly supported housing for persons with disabilities</li> <li>-Lack of affordable, accessible housing in range of unit sizes</li> <li>-Lack of assistance for housing accessibility modifications</li> <li>-Location of accessible housing</li> </ul>
Fair Housing Issues	<u>Disproportionate Housing Needs; Disability and Access Issues</u>
Metrics & Milestones	3.1 Explore best practices for rental housing code enforcement and provide recommendations to Manatee County Administration by September 30, 2018.

	3.2 Review Ordinance No. 15-10 pertaining to property maintenance and structural standards and provide recommendations to Manatee County Administration by September 30, 2018.
Timeframe for Achievement	2017-2018 (2 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (3.1 and 3.2)
Discussion	Contributing factors indicate limited locations, quality, and types of affordable housing. The amount of affordable housing within Manatee County is an issue that was identified through the public participation process and the collection and analysis of housing data indicates that affordable housing is lacking especially for lower income racial/ethnic minority and disabled households. Moreover, the quality of housing available for lower income racial/ethnic minority and disabled households is poor, particularly rental housing, and further inspection and code enforcement is needed. Through outreach efforts and data collection the quality of affordable housing for lower income racial/ethnic minority and disabled households is lacking. Establishment of more stringent rental housing enforcement and inspection procedures should be explored to better maintain the County's rental housing stock.
<b>Goal 4: Increase Availability of Affordable Housing in Manatee County</b>	
Goal Priority Level	High Priority
Contributing Factors	-The availability of affordable units in a range of sizes -Lack of private investments in specific neighborhoods -Lack of public investments in specific neighborhoods, including services or amenities -Location and type of affordable housing
Fair Housing Issues	<u>Disproportionate Housing Needs; Segregation; R/ECAPs</u>
Metrics & Milestones	4.1 Partner with a non-profit or for-profit affordable housing developer to develop affordable housing by September 30, 2018. 4.2 Review the County's Land Development Regulations and Comprehensive Plan to identify impediments to affordable housing and research alternative funding sources such as LIHTC, as well as other federal and state sources, to encourage affordable housing developments by September 30, 2019. 4.3 To maintain a minimum REAC score of 95 on physical inspection component for public housing units and continue affordable rental units by September 30, 2019.
Timeframe for Achievement	2017-2019 (3 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (4.1 and 4.2 only); Affordable Housing Developer (4.1 only); Manatee County Housing Authority (4.3 only)
Discussion	The amount of affordable housing within Manatee County is an issue that was prevalent through public outreach efforts and the collection and analysis of housing data especially affordable housing for lower income racial/ethnic minority and disabled households. Limited locations, quality, and types of

	affordable housing. Contributing factors include limited locations, quality, and types of affordable housing. The amount of affordable housing within Manatee County is an issue that was identified through the public participation process and the collection and analysis of housing data indicates that affordable housing is lacking especially for lower income households. Moreover, the quality of housing available for lower income households is poor, particularly rental housing, and further inspection and code enforcement is needed; High Priority
<b>Goal 5: Expand Fair Housing Education within Manatee County</b>	
Goal Priority Level	Medium Priority
Contributing Factors	-Lack of local private fair housing outreach and enforcement -Lack of local public fair housing enforcement -Lack of resources for fair housing agencies and organizations
Fair Housing Issues	<u>Fair Housing Enforcement, Outreach Capacity, and Resources</u>
Metrics & Milestones	5.1 Provide every public housing recipient with education and outreach materials. (i.e., fair housing video display, complaint forms, brochures, website link, etc.) annually beginning October 1, 2017. 5.2 Partner with a fair housing agency, lenders, and the real estate community to assist the County with fair housing testing, education, housing discrimination, and outreach with activities such as educational workshops and seminars by September 30, 2018. 5.3 Explore the possibility of becoming a Fair Housing Initiative Program (FHIP) community by September 30, 2018.
Timeframe for Achievement	2017-2021 (5 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (5.2 and 5.3 only); Manatee County Housing Authority (5.1 only)
Discussion	Contributing factors indicate a lack of outreach and education materials available and the absence of a fair housing department or agency with a primary of focus on fair housing issues and outreach. Currently, there is no enforcement, investigation, or conciliation of the Manatee County Fair Housing Ordinance and it is unclear who the responsible Authority is for enforcing the ordinance. Presently, all complainants are referred to the HUD Atlanta office and the Florida Commission on Human Relations, and therefore are not monitored locally. Through outreach and data collection uncertainty regarding a complaint procedure and "who to call" when faced with a housing discrimination issue was prevalent. In addition, educating landlords, lenders, and the real estate community were also identified as needs. Lack of outreach and education materials available; absence of a fair housing department or agency with a primary of focus on fair housing issues and outreach.
<b>Goal 6: Provide Services that Improve Financial Literacy and Access to Financing for Minority and Low-Income Populations.</b>	
Goal Priority Level	Medium Priority
Contributing Factors	-Access to financial services -Lack of private investments in specific neighborhoods

	-Lack of public investments in specific neighborhoods, including services or amenities -Location and type of affordable housing
Fair Housing Issues	<u>Disparities in Access to Opportunity;</u>
Metrics & Milestones	6.1 Partner with non-profit agencies in providing credit counseling, repair, and financial literacy/education by September 30, 2018. 6.2 Partner with lending agencies by September 30, 2019.
Timeframe for Achievement	2017-2019 (3 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (6.1 and 6.2); Non-Profit Housing Agencies (6.1 and 6.2); Lending Community (6.1 and 6.2)
Discussion	Contributing factors of disparities in access to opportunity include poverty rates, low educational attainment, limited English language proficiency, and unemployment. Other factors include lack of access to job training, child care services, and other services that would assist in obtaining employment. These factors combined limit access to economic opportunity. Lack of income, poor credit history, and lack of financial knowledge, debt-to-income ratio, and employment history are common causes of denial of loan applications among racial/ethnic minority populations. Services and education are needed for lower income racial/ethnic minority households related to financial literacy. According to poverty rates, racial/ethnic minority populations are more likely to experience poverty. More stringent financing requirements have emerged from lending institutions, such as the requirement for a credit score of 620 or higher, 3 lines of credit, and restrictive underwriting practices, resulting in the inability to obtain a mortgage. Inadequate financial literacy education: Without proper financial literacy education, residents may continue to make poor financial decisions. There is an overall disparity of loan originations among racial groups.
<b>Goal 7: Improve the Enforcement of Fair Housing Laws and Ordinances.</b>	
Goal Priority Level	Medium Priority
Contributing Factors	-Lack of local private fair housing outreach and enforcement -Lack of local public fair housing enforcement -Lack of resources for fair housing agencies and organizations
Fair Housing Issues	<u>Fair Housing Enforcement, Outreach Capacity, and Resources</u>
Metrics & Milestones	7.1 Research and coordinate with a Fair Housing Agency to have a more defined procedure/process and testing related to Fair Housing by September 30, 2019. 7.2 Update Manatee County Fair Housing Ordinance No. 12-33 to become substantially equivalent to the Fair Housing Act by September 30, 2019.
Timeframe for Achievement	2017-2019 (3 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (7.1. and 7.2); Local Fair Housing Agency (7.1 only)
Discussion	Contributing factors reveal a lack of outreach and education materials available and the absence of a fair housing department or agency with a

	<p>primary of focus on fair housing issues and outreach. Currently, there is no enforcement, investigation, or conciliation of the Manatee County Fair Housing Ordinance and it is unclear who the responsible Authority is for enforcing the ordinance. Presently, all complainants are referred to the HUD Atlanta office and the Florida Commission on Human Relations, and therefore are not monitored locally; High Priority Currently, there is no enforcement, investigation, or conciliation of the ordinance and it is unclear who the responsible Authority is for enforcing the ordinance. Presently, all complainants are referred to the Atlanta HUD office and the Florida Commission on Human Relations. Efforts have been made in past years to develop a Fair Housing Ordinance that is both enforceable and substantially equivalent to the Fair Housing Act. There is still work to be done to an ordinance that can be properly enforced at the local level.</p>
<p><b>Goal 8: Provide Better Access to Opportunity for Protected Classes through Public Services.</b></p>	
Goal Priority Level	Medium Priority
Contributing Factors	<ul style="list-style-type: none"> <li>-Access to publicly supported housing for persons with disabilities</li> <li>-Lack of affordable, accessible housing in range of unit sizes</li> <li>-Lack of assistance for housing accessibility modifications</li> <li>-Location of accessible housing</li> <li>-Lack of private investment in specific neighborhoods</li> <li>-Lack of public investment in specific neighborhoods, including services and amenities</li> </ul>
Fair Housing Issues	<u>Disability and Access Issues; Publicly Supported Housing Location and Occupancy;</u>
Metrics & Milestones	<p>8.1 Assist at least 10 low economic opportunity individuals from the protected classes with economic opportunity through County or non-profit programs (i.e., literacy education, job training, child care services, etc.) annually beginning October 1, 2018.</p> <p>8.2 Continued assistance of public housing residents through Family Self-Sufficiency Program (15 extremely low to very low income households) by September 30, 2019.</p>
Timeframe for Achievement	2017-2021 (5 years)
Responsible Program Participants	Manatee County Redevelopment and Economic Opportunity Department (8.1 only); Non-Profit Agencies (8.1 only); Manatee County Housing Authority (8.2 only)
Discussion	<p>Contributing factors reveal a lack of basic accessibility features (such as an entrance with no steps or homes with no stairs and/or elevators) in older housing developments and the lack of regular inspection and code enforcement of rental housing affordable to persons with a disability. A common cause for poverty is the lack of access to opportunity, low educational attainment, and unemployment. Job training, child care services, and other services are needed to assist households with obtaining employment. When looking at poverty rates, racial/ethnic minority populations are more likely to experience poverty. Limited income is a major factor that prevents many residents from exercising their choice in housing. In</p>

	<p>Manatee County, Black/African-American and Hispanic households and other protected class groups display higher percentages of lower incomes than other households. Lower educational attainment among certain racial/ethnic minority groups; lack of economic opportunity; and limited language proficiency.</p>
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# Standards and Procedures for ESG



**Community Coalition on Homelessness dba Turning Points  
Standards and Procedures for the Emergency Solutions Grant – 2016-17**

The Community Coalition on Homelessness dba Turning Points operates a homelessness prevention and stabilization program called the Transitional Development Program. For the purposes of the Emergency Solutions Grant, this program will focus the majority of funding on assisting individuals and families into housing or rapidly re-housing clients. The remaining funding is budgeted for the prevention of homelessness by utilizing financial assistance for eligible clients who at risk of becoming homeless with services they may require to stay housed and to achieve financial stability. The following standards and procedures will be utilized to implement the ESG program.

**DEFINITIONS**

The following definitions will be used for the implementation of the ESG program:

***Homeless means:***

**(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:**

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

**(2) An individual or family who will imminently lose their primary nighttime residence, provided that:**

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

**(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:**

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

**(4) Any individual or family who:**

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

***At risk of homelessness means:***

**(1) An individual or family who:**

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; (note it is not **at or** below 30 percent)
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency

shelter or another place described in paragraph (1) of the “homeless” definition in this section;  
and

(iii) Meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- (B) Is living in the home of another because of economic hardship;
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution).

Or

- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

### **ELIGIBILITY DETERMINATION**

In order to receive ESG Financial Assistance Housing Relocation and Stabilization Services and/or for Prevention, households must meet at least the following minimum criteria:

#### **1. Initial Consultation & Eligibility Determination:**

**General Eligibility** - The applicant must be Manatee County resident. Documentation of residency may include a current lease with a Manatee County address, utility bills in the applicant’s name, legal identification with a Manatee County address, and /or documentation of enrollment of children in a Manatee County school. Applicants must provide all necessary information and documentation requested by case workers including but not limited to proof of residency, verification of housing status, and verification of income. Applicants with children in the household will be given priority for housing assistance. Applicants must be able to document they have been Manatee County residents for a minimum of three months prior to the date of application for assistance in order to be considered eligible.



**Income Eligibility:** the household's total income must be below 30 percent of Area Median Income (AMI) for Manatee County, adjusted according to household size.

**Housing Status:** Applicants may not be receiving assistance from any other federal housing program. To qualify for prevention assistance, the household must be at risk of losing its housing **AND** must meet the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
- c. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.
- d. The household must have resided in their current housing for a minimum of three (3) months unless the housing unit is determined to be in foreclosure.

To qualify for rapid rehousing assistance the applicant must be homeless or at risk of homelessness as defined in the previous section. There is no income threshold at the initial evaluation of rapid re-housing clients and their income eligibility will only be re-evaluated annually. Rapid re-housing applicants must also qualify under at least one of the following four categories to receive rental assistance:

**1) Currently Employed or Proof of Future Management**

Applicant must have either lost a job or had an unexpected medical expense that prevented them from paying their rent. Applicant must be currently employed and/or be able to demonstrate that the household will have the ability to pay for the housing after the ESG assistance is provided. Assistance is limited to 2 months delinquent and one month prospective rent, but not to exceed three months in total or until ESG funds are exhausted.

**2) Active Job Seeker**

Applicant must be actively seeking employment that will provide sufficient resources to ensure Remaining in housing after the ESG assistance is provided. The Applicant will meet with the employment services specialist who will consult with case managers to determine Applicant job readiness. Applicant will be required to document evidence of a minimum of 10 job applications a week, with 5 of these being face to face encounters. Weekly meetings with the employment services specialist and the case manager are required. ESG financial assistance is limited to 6 months in total.

**3) Enrolled in Educational or Training Program**

Applicant must be attending an educational/training program designed to provide stable employment upon graduation or completion of the program. The education/training must be in a field with current employment demand as certified by the Turning Points employment services specialist and Applicant must demonstrate regular progress towards completion of the program. Applicant must meet with case management on a regular basis, as agreed upon by the two parties. Applicant is limited to 1 month delinquent and 6 months prospective rent or

until the educational/training program is completed but not to exceed 7 months in total. Applicant may be currently under-employed or unemployed.

#### **4) Approved for Other Cash Benefits**

Applicant has been approved to receive a monthly payment benefit such as Social Security, Worker's Compensation, Unemployment or veteran's or work pension, but the benefit has been delayed which has caused the Applicant to become delinquent in their rent payment. A letter of approval of benefit MUST be provided prior to receiving ESG assistance. Assistance is limited to 2 months delinquent rent and 4 months prospective rent or until benefits are received but not to exceed 6 months total. Applicant may be currently under-employed or unemployed.

### **ESG ACTIVITIES FOR TURNING POINTS**

Qualified Applicants will be eligible for the following assistance and services:

#### **a) Financial assistance costs. ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:**

- (1) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants for a maximum of three applications.
- (2) Security deposits. ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.
- (3) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 12 months.
- (4) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.
- (5) Utility payments. ESG funds may pay for up to 6 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 6 months of utility assistance within a one year period.
- (6) Moving costs. ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible. Clients will be eligible for payment of moving costs for one time only and circumstances must be non-voluntary.



**b) Services costs. ESG funds may be used to pay the costs of providing the following services:**

(1) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;
- (iv) Outreach to and negotiation with owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
- (vii) Assistance with obtaining utilities and making moving arrangements; and
- (viii) Tenant counseling.

(2) Mediation. ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(3) Legal services. ESG funds may pay for legal services, except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

**c) Use with other subsidies.** Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources.

**d) Determination of length of client participation**

ESG funds will be used to assist eligible applicants with short term and medium term rental assistance not to exceed 18 months. The length of assistance will be mutually agreed upon with the applicant and clearly identified in their individual action plan. All payments will be calculated to be completed by the end of the ESG grant period, unless an extension has been granted. ESG funds may assist applicants with one time payments of rent in arrears not to exceed 3 months of arrears.

**e) Determination of type and amount of assistance using Emergency Solutions Grant Funding**

Rent assistance will be authorized for families and individuals meeting the eligibility criteria for homeless prevention aid as identified in 24 CFR 756.2 (definitions) paragraphs 2, 3, and 4. Payments for rent will not exceed \$1300 per month. The maximum level of direct financial assistance to be provided to an eligible household with ESG funding will be determined by the parameters of the category of assistance (homelessness prevention or rapid re-housing) the client will be applying for, with no household receiving more than \$12,000 in total assistance during the period of the grant. If the client requests additional services following case termination, an intake screening will be completed to determine if client is eligible for any additional service using ESG grant funds.

**Application for Assistance:** Applicants will apply online for assistance at the Turning Points website ([www.tpmanatee.org](http://www.tpmanatee.org)) or call the coordinated care access CoC agency handling access (currently this is 211) to be screened for eligibility. If eligible for ESG, applications are forwarded by 211 to Turning Points and clients are scheduled to see ESG trained case managers. During an initial consultation and clients get an in depth eligibility assessment with which includes verifying documentation of income and residency. During the consultation the case manager determines eligibility for the ESG program, the type of assistance needed and the appropriate funding source if they do not qualify for ESG.

**Applicant Documentation Requirements:** All applicants for homelessness prevention and rapid re-housing will be required to provide documentation at intake to establish and verify eligibility for ESG funding based on homeless and financial status. All documentation must be submitted prior to a client receiving any ESG funding. The following documents are **required** at intake:

- 1) Verification of income – employment pay stubs, copies of payments received for child support and/or spousal support, payment stubs for TANF, SSI, SSDI, or other public assistance, any other assets
- 2) Valid legal picture identification (State or Federal) for head of household (applicant), social security cards for all household members that will be housed.
- 3) Verification of housing status
 

Priority for verifying housing status will be first priority for third party documentation, followed by intake worker observation second, and certification from the applicant third. Verification must include:

  - a) Formal eviction notice if being evicted from a private dwelling. Should be a court order resulting from an eviction action that requires the individual or family to leave their residence within 14 days after the date of their application for homeless assistance; or the equivalent notice under applicable Florida state law, a Notice to Quit, or a Notice to Terminate issued under Florida state law.
  - b) Statement describing the reason for eviction if eviction is from an applicant's family. The statement must be signed by the family member, dated and must be notarized.
  - c) If there is no formal eviction process, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control. In those instances, applicants must provide a signed and dated statement describing the circumstances. Case managers will make efforts to confirm that these circumstances are true, documenting these efforts and attesting to their validity. The case management verification should be signed and dated.

## **RECORD KEEPING**

For each individual or family at risk of homelessness who receives Emergency Solutions Grant (ESG) assistance, case managers will ensure records include the evidence relied upon to



establish and verify the individual or family's "homeless or at risk of homelessness" status. Evidence will include an intake and certification form that meets HUD specifications and is completed by the case manager. The evidence must also include:

- (1) Income evaluation form containing the minimum requirements specified by HUD and completed by the case manager for the applicant.
- (2) Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation ( *e.g.*, wage statement, unemployment compensation statement, public benefits statement, bank statement);
- (3) To the extent that source documents are unobtainable, a written statement by the relevant third party ( *e.g.*, employer, government benefits administrator) or the written certification by the case manager of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
- (4) To the extent that source documents and third party verification are unobtainable, the written certification by the applicant of the amount of income the applicant received for the most recent period representative of the income that the applicant is reasonably expected to receive over the 3-month period following the intake evaluation.
- (5) The applicant's certification on a form specified by HUD that the program participant has insufficient financial resources and support networks; *e.g.*, family, friends, faith-based or other social networks, immediately available to retain housing stability and meets one or more of the conditions under paragraphs of the definition of "at risk of homelessness" in CFR § 576.2;
- (6) The most reliable evidence available to show that the applicant does not have sufficient resources or support networks; *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from being evicted from their housing. Acceptable records must show:
  - (A) Source documents ( *e.g.*, notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears);
  - (B) To the extent that source documents are unobtainable, a written statement by the relevant third party ( *e.g.*, former employer, public administrator, relative) or the written certification by the applicant or case manager of the oral verification by the relevant third party that the applicant meets one or both of the criteria of the definition of "at risk of homelessness" in § 576.2; or
  - (C) To the extent that source documents and third-party verification are unobtainable, a written statement by the case manager describing the efforts taken to obtain the required evidence.



D) *Determinations of ineligibility.* For each individual and family determined ineligible to receive Emergency Solutions Grant (ESG) assistance, the record will include documentation of the reason for that determination.

- (7) Program participant records that document compliance with the applicable requirements for providing services and assistance to that program participant, the services and assistance actually provided to the program participant, including, as applicable, any rental assistance and/or utility payments made on behalf of the program participant, and any eligible activities as directed in the CFRs § 576.101 through § 576.106, the provision on determining eligibility and amount and type of assistance at § 576.401(a) and (b), and the provision on using appropriate assistance and services at § 576.401(d) and (e).

### **COORDINATION OF SERVICES**

Turning Points coordinates and integrates Emergency Solutions Grant funded activities with partner agencies and programs in the Continuum of Care that encompasses both Manatee and Sarasota Counties. Homeless service providers are directed to have potential clients use the 211 call system for clients seeking assistance with rent and utility services in Manatee County. The Coalition holds monthly meetings for homeless service providers as well as mainstream service and housing providers to network and share information about funding sources and services available for people who are homeless or at risk of becoming homeless. The primary method for clients to be referred to the appropriate service is by utilizing the 211 call center, the coordinated assessment system of the CoC.

### **PROCEDURE FOR PRIORITIZING ELIGIBLE APPLICANTS FOR ESG ACTIVITIES**

Clients seeking ESG assistance are referred to complete the standardized intake application form through calling 211. Once the completed form has been entered into HMIS, it is printed off in the order in which it is received at Turning Points. Turning Points staff take each day's application and evaluate it to see if it meets basic eligibility guidelines as described under general eligibility requirements. Those who are not eligible based on the guidelines described there will be notified in the preferred method they indicated on the intake form. Those clients that meet basic eligibility are gathered in a group to be contacted. Those eligible applicants that have children in their household will be given priority and will be contacted first for appointments with the case managers out of the group of eligible applicants. Second priority will be given to veterans and applicants with disabilities. Eligible households without children and individuals will then be contacted for any remaining slots available for that day. This procedure will repeat each day, with any households with children that did not get appointments on a previous day being given priority for the next day's available appointment slots.