

**FY 26/27 Annual Action Plan
Public Hearing
&
FY 26/27 Grant Workshop**

**Braden River Branch Library-Auditorium
March 2, 2026 | 2:30 pm - 4:00 pm**



QR Code - Presentation & Materials



Public Hearing

- Manatee County is preparing the 2026 Annual Action Plan for submittal to the U.S. Department of Housing and Urban Development (HUD)
- This document supports the following federal grant programs:
 - **Community Development Block Grant (CDBG)**
 - **HOME Investment Partnerships (HOME)**
 - **Emergency Solutions Grant (ESG)**



2026 Annual Action Plan

- Manatee County's one-year plan to allocate federal funding from HUD
 - Program Year 2026 (Oct. 1, 2026 – Sept. 30, 2027)
- Identifies projects to be funded during the program year
- Projects are selected based on funding eligibility and the five-year goals and priority needs of the 2023-2027 Consolidated Plan



Planning Process



2023-2027 Goals and Priority Needs

1. Increase Access to Affordable Housing

- Preserve and Maintain Existing Housing Stock
- Increase Supply of Affordable Housing
- Fair Housing & Equitable Access
- Rental Assistance
- Down Payment Assistance

2. Reduce Homelessness in Manatee County

- Transitional and Supportive Housing
- Homeless Prevention Assistance
- Homeless Outreach and Supportive Services
- Shelter Facilities and Operations



2023-2027 Goals and Priority Needs

3. Support Healthcare and Wellbeing Activities

- Senior Programs and Facilities
- Substance Abuse and Mental Health Services
- Health and Dental Care for Uninsured

4. Supportive Services & Economic Development Activities

- Employment Training
- Youth Education, Protection, and Facilities
- Senior Programs and Facilities
- Basic Needs Assistance
- Transportation Services



2023-2027 Goals and Priority Needs

5. Expand Community Development Strategies

- Public Facilities/Improvements
- Eliminate Blight
- Planning, Preparedness, & Resiliency

6. Program Administration



2025 Annual Action Plan Projects

- HOPE Family Services & Salvation Army – homeless shelter rehabilitation
- Habitat for Humanity – Kings Cross Place - project will support a portion of the construction of 27 new affordable homeownership units
- Bright Community Trust – 9th St Apartments & BlueSky CASL – Cedar Cove projects will support a portion of the construction costs of affordable rental apartments
- Allean's Loving Care, Meals on Wheels, Gulfcoast Legal Services, and Project Smile – expansion of access to health, food, and legal services
- Turning Points & Salvation Army - Tenant-Based Rental Assistance



2026 Annual Action Plan Discussion (~20-Minutes)

- For the 2026 program year, what types of projects could address these goals?
 - Access to Affordable Housing
 - Reduced Homelessness
 - Healthcare and Wellbeing Activities
 - Supportive Services & Economic Development
 - Community Development Strategies



Next Steps for Annual Action Plan

- FY 26/27 Grant Workshop – March 2
- Application Period – March 2 – March 31
- Selection Committee – Late April 2026
- Board of County Commissioners Preliminary Project Vote – June 2, 2026
- 30-Day Comment Period/Draft Annual Action Plan – June 29, 2026
- BCC Public Hearing – Final Annual Action Plan – July 28, 2026
- Submittal to HUD – Early August 2026



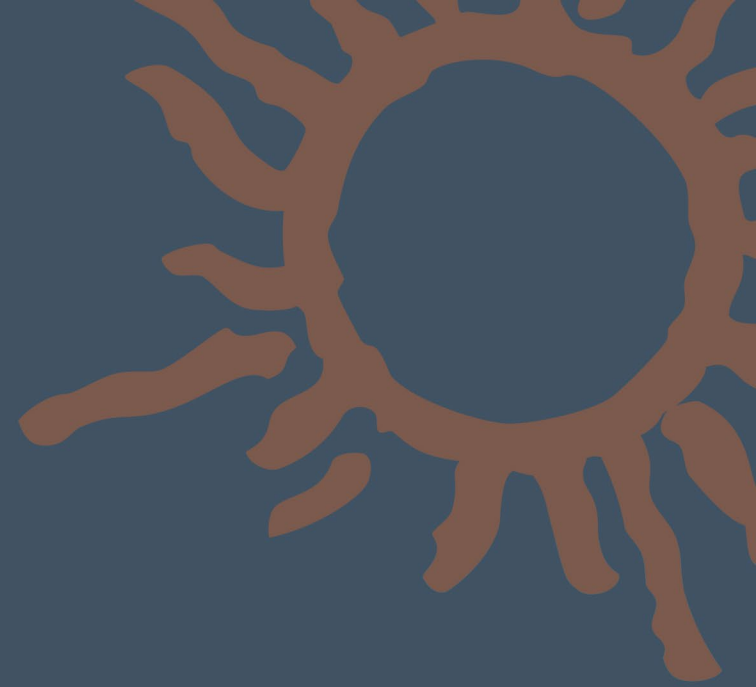


**Community Development Grants
FY 2026/27 Application Workshop
March 2nd, 2026**



Workshop Agenda

- Funding Sources
FY 2026 CDBG, HOME & ESG
- Application Process & Sections
- Federal Requirements
- Schedule from Application to Implementation
- Scoring Criteria
- Selected Projects Requirements
- Questions and Closing



Community Development Programs

- **Community Development Block Grant (CDBG)**
 - Housing Programs
 - Acquisition/Rehabilitation only – no new construction allowed
 - Public Facilities/Infrastructure Improvements
 - New construction/connections only for public infrastructure
 - Public/Social Services Projects
- FY 2026/27 – Est. \$1.7 million in CDBG funding is anticipated
- Funds are subject to a 15% Public Service Cap (approximately \$270,000) and 20% Administration Cap (\$360,000)



Community Development Programs

- **HOME Investment Partnerships Program:**
 - Housing Construction, Rehabilitation, or Demolition of Dilapidated Housing
 - CHDO Acquisition Rehabilitation/Construction
 - Tenant-Based Rental Assistance
 - Homeowner Assistance
- FY 2026/27 – Est. \$550,000 in HOME funding is anticipated
- Funds are subject to a 15% CHDO set-aside (approx. \$101,250) and 10% administration cap (\$67,500)
- 25% Match may be required



Community Development Programs

- **Emergency Solutions Grant (ESG) Program:**

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing
- Homeless Management Information System (HMIS)

- FY 2026/27 – Est. \$160,000 in ESG funding is anticipated.

A membership to the Continuum of Care through Suncoast Partnership to End Homelessness is required.

- **100% Match is required**



Application Process



Web-Based Neighborly Software System

- Participant Access to Portal
<https://portal.neighborlysoftware.com/manateecountyfl/Participant>
- Select the right type of Application:
 - **Public Facilities / Improvements / Housing** For acquisition, construction or demolition-related projects
 - **Public Services** – For services, economic development or rental assistance
- One application per project

IMPORTANT



Application Name	Description	Action
Downpayment Assistance	Select this option if you are an APPROVED LENDER applying on behalf of an applicant for the Down Payment Assistance program.	Start Application
Affordable Housing Designation	Select this option if you are a for-profit, non-profit, or CHDO Developer applying for Affordable Housing Designation.	Start Application
Neighborhood Enhancement Grant	Select this option if you are applying to our Neighborhood Enhancement Grant Program that provides matching grants of up to \$10,000 to neighborhoods for categories including character, safety environment and more.	Start Application
Neighborhood Action Plan Grant	Select this option if you are applying to Manatee County's Neighborhood Action Plan Grant Program which provides grants of up to \$10,000 to neighborhoods that have an adopted Neighborhood Action Plan. There is no deadline to apply. The grant is open for applications until the funding is depleted for the fiscal year.	Start Application
Public Services	Select this option if you are an organization applying for funding to offer Social Services, Economic Development or Rental Assistance projects to Low- or Moderate-income residents under the CDBG or HOME programs. Click HERE to review criteria.	Start Application
Public Facilities / Improvements / Housing	Select this option if you are an organization applying for funding to offer Public Facilities, Infrastructure Improvements, Demolition of Dilapidated Structures or Housing Development projects under the CDBG or HOME programs. Click HERE to review criteria.	Start Application

PROJECT-BASED PROGRAM

IMPORTANT

Com Dev funds are primarily envisioned for:

- One-time assistance - not ongoing funding
- Expand or improve access to services, housing, or facilities – not charity
- Direct and specific scope with measurable outcomes and compliance requirements
 - Specific site rehabilitation to improve community access
 - Limited-time assistance to a household for one type of service

COMMON APPLICATION MISTAKES:

- !! Application for two different services: acquire a space and provide service/rental assistance.
- !! Request funds for the agency administration or operation (general salaries, office lease...)



**This is a competitive program
Not all applications may be approved**

APPLICATION SECTIONS

➤ PROJECT ELIGIBILITY

Section A: Agency Information

Section B: Project Information

Section C: Performance Measures

Section D: Other Requirements

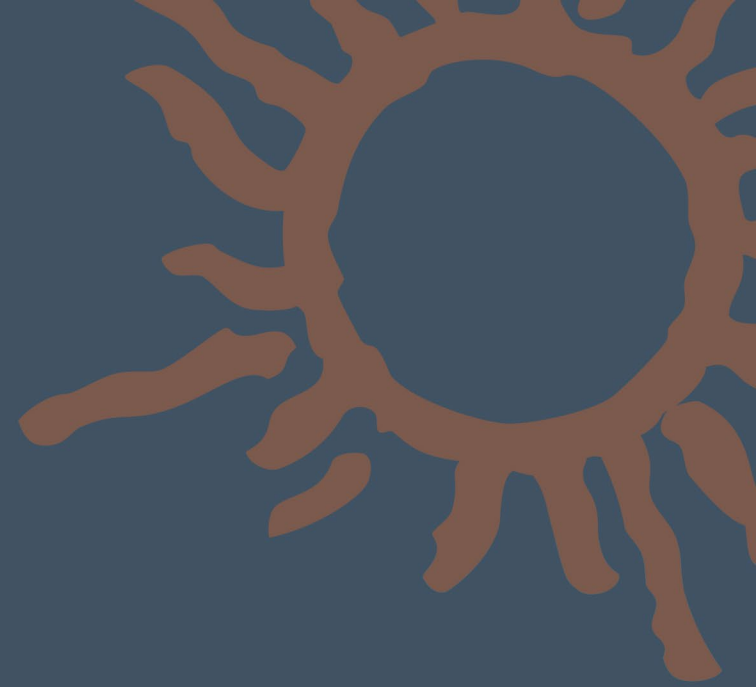
Section E: Schedule

Section F: Detailed Budget



What is eligible?

- Public service projects
- Acquisition of real property
- Public facility improvements
- Rental Assistance (up to 24 months)
- Homeownership assistance
- Housing construction or rehabilitation
- Homeless Initiatives
- Demolition of blighted/unsafe structures
- Economic development activities



Public Services

Service-type projects must be clearly defined in one of the following categories

- Senior Services
- Services for Persons with Disabilities
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- Employment Training
- Crime Awareness
- Child Care Services
- Health Services
- Abused and Neglected Children Services
- Mental Health Services
- Food Banks
- Rental Assistance
- Homeless Outreach
- Rapid-Rehousing
- Homeless Prevention
- Shelter Operations
- Homebuyer Education



What is not eligible?

General Rule: Any activity that is not listed is excluded

- Operating, Administrative or Maintenance expenses of agencies
- Purchase of construction equipment
- Purchase of equipment
- Political activities
- General government expenses
- Maintenance and repair of publicly-owned facilities



National Objectives

ALL projects must have a clear tie-back to one of HUD's National Objectives:

- **Activities benefiting low- and moderate-income persons (area/participant-based)**
 - ❖ **Minimum of 70% of Grant Expenditure Required**
- 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)



Low- and Moderate-Income Benefit

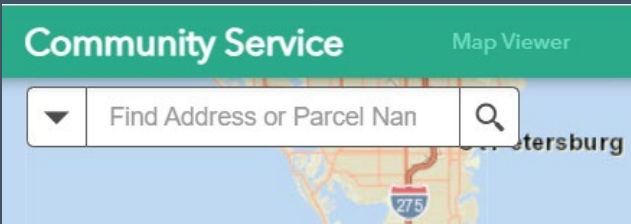
- **Area Benefit:** Program is limited to a service area that has been documented as LMI-Area by the Census
- **Income Qualify:** Program requires participants to provide source documentation to income qualify
- **Presumed Benefit:** Program is limited to only participants that are classified as LMI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



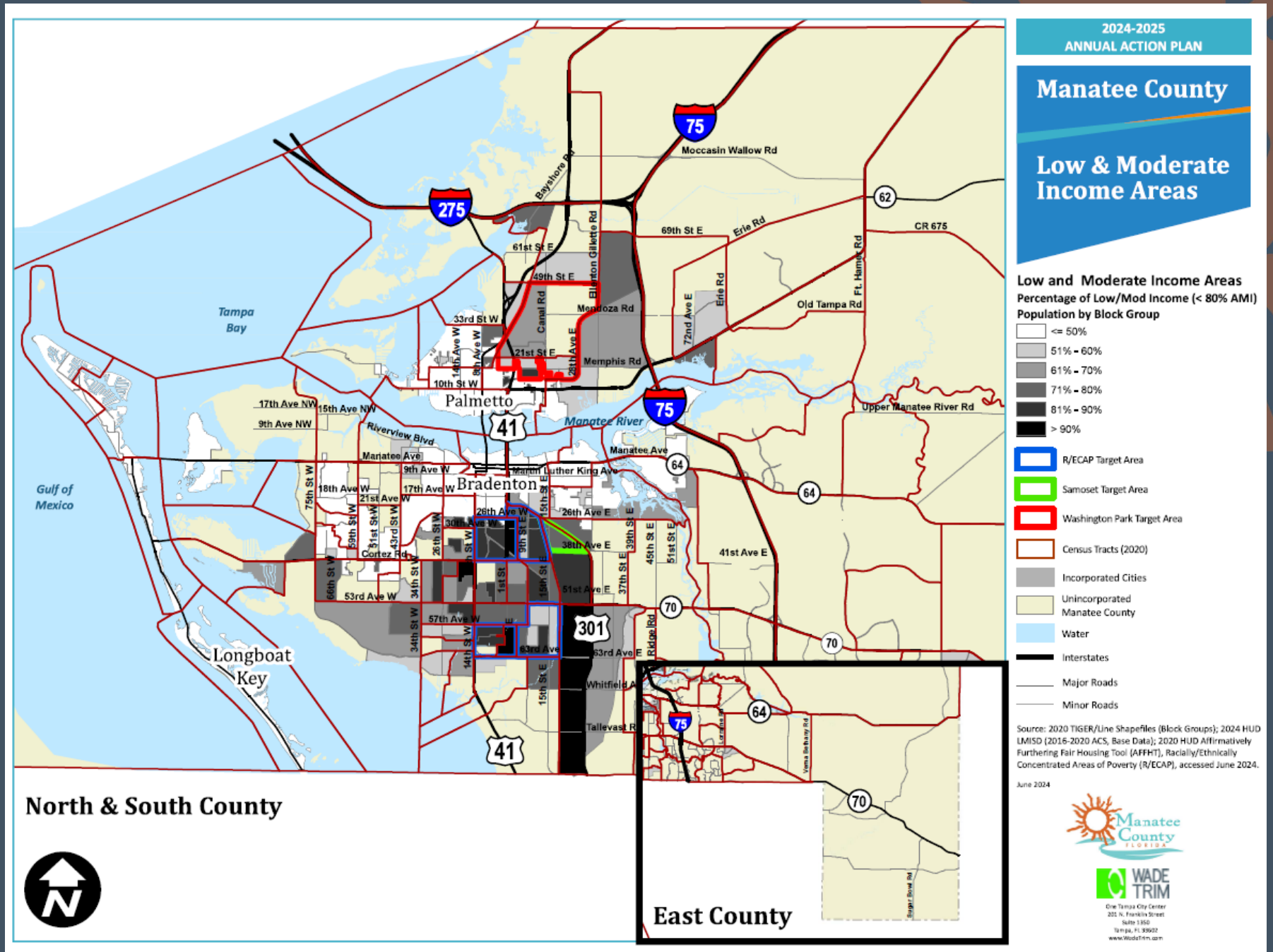
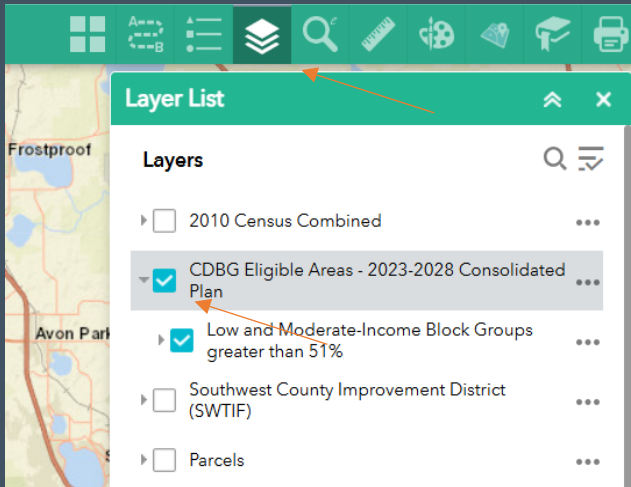
Review Project location By accessing the Manatee GIS Portal

Community Service Map

Write the address of the
project site



Click on the Layer List
Select "CDBG Eligible Areas"



Low- and Moderate-Income Benefit

- 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



Low- and Moderate-Income Limits

Household Size	1	2	3	4	5	6	7	8
30% Extremely Low Income	\$22,650	\$25,850	\$29,100	\$32,300	\$37,650	\$43,150	\$48,650	\$54,150
50% Very Low Income	\$37,700	\$43,050	\$48,450	\$53,800	\$58,150	\$62,450	\$66,750	\$71,050
60% Low Income	\$45,240	\$51,660	\$58,140	\$64,560	\$69,780	\$74,940	\$80,100	\$85,260
80% Moderate Income	\$60,300	\$68,900	\$77,500	\$86,100	\$93,000	\$99,900	\$106,800	\$113,700



Low- and Moderate-Income Benefit

- 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**



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+



APPLICATION SECTIONS

➤ PROJECT ELIGIBILITY

Section A: Agency Information

Section B: Project Information

Section C: Performance Measures

Section D: Other Requirements

Section E: Schedule

Section F: Detailed Budget



Section A: Agency Information

- Provide detailed Agency contact information:
 - Non-Profit Status
 - SAM/Unique Entity Identifier (UE ID)
 - Conflict of Interest Disclosure
- Upload the supporting documents in PDF formatting
 - Tax Exempt Status Letter
 - Most Recent IRS Form 990
 - Articles of Incorporation and By-Laws
 - List of the Board of Directors/Advisory Council
 - Florida Department of State Certificate of Good Standing
 - Board of Directors' resolution authorizing submission of application



Section B: Project Information

- Proposed projects must demonstrate:
 - Clear and defined project narrative and results to be accomplished (usually 2-3 paragraphs)
 - Project Meets a Defined Need
 - Substantiate the community need with data
 - Project identifies clear service area/clients
 - How exactly CDBG/HOME/ESG funds will be used and how many clients they will support

COMMON APPLICATION MISTAKES:

- !! Incomplete narratives
- !! Stretching or vague relationship with Priority Need



Section C: Performance Measure

- Identifiable and Achievable Results
 - Indicate a minimum of three (3) Key Performance Indicators or Milestones to track project progress
- Indicate the methodology for measuring the results
- Direct number of beneficiaries attributable to the grant
- Monthly or Quarterly reporting will be required during project implementation
- ❖ Compliance Certifications



Section D: Other Requirements (Services)

- Demonstrate your agency capacity:
 - Fiscal Staff experience
 - Project Manager identified
 - List of Volunteers
- Demonstrate agency satisfactory performance record
 - Prior experience with Federal Funding preferred but not required
- Coordination with other agencies to avoid duplication (MOU/Agreement required to obtain points)
- Letters of Support



Section D: Other Requirements (Construction)

- **Additional Compliance Certifications:**
 - Davis Bacon Wage Requirements
 - Section 3 Reporting (Projects over \$200k)
 - Build America, Buy America (BABA) (Projects over \$250k)
 - Federal Procurement Standards (Sealed bids for projects over \$100k)
 - E-Verify
 - Long-Term Use Public Benefit (5-20 years) & Annual Compliance
 - Land Use Restriction Agreement (LURA), Mortgage, Note...
 - Repayment for Non-Compliance
- Demonstrate the Development team's capacity
- Demonstrate agency's satisfactory performance
 - Prior experience with Federal Funding preferred but not required



Section D: Other Requirements (Construction)

- Demonstrate project is ready to start
 - Site ownership/purchase agreement
 - Describe the status of Site Plan & zoning approvals
 - Detailed cost estimates & schedule
- Demonstrate site's long-term maintenance plan
- **Describe any potential hazards (flood zone, known contamination/brownfield)**
- **Attach a FEMA Flood Map for the proposed project site**
- **Coordination with other agencies (MOU required)**
- **Letters of Support**



Section E: Schedule

List project implementation steps for the duration of the performance period

- Indicate estimated timeframes for each step
 - Be realistic and conservative!
- Keep in mind general Timeliness requirements:
 - **Services:** 1-year performance (2 years on occasion)
 - **Construction:** Shovel-ready projects – 1 to 3 years for scope of work completion and 6 months for occupancy after completion.



Section F: Detailed Budget

- Budget Narrative & Budget Chart required
- List all funding sources and the amount being used to implement the project
 - Identify whether other funding sources are committed or not
 - ❖ Upload proof of commitment from other funding sources
- Describe project impact if less funding is awarded
- Demonstrate leverage of other funding (strictly for the scope of application)
- **Identify preference for a specific type of grant**
- Upload most recent agency Financial Audit or **Financial Compilation prepared by a CPA (if agency has <\$500K in revenue)**

COMMON APPLICATION MISTAKES:

- !! Budget & leveraging info not limited to project scope
- !! Budget includes indirect costs



Submit Tab

- **New Presentation Requirement**
 - 5-7min presentations to the Review Committee
 - Assign preferred session date: April 14 or April 20
- Technology & Digital Proficiency
 - All agencies are expected to be able to:
 - Use Microsoft Teams
 - Manage electronic files
 - Use e-mails and Neighborly as primary communication tools



Basic Federal Requirements

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

Requirements for Rental Assistance projects:

- ALL UNITS must pass required inspections before assistance
- Preference for identifying a new unit affordable to the family instead of a subsidy if the household is currently cost-burdened



Requirements for Construction Projects

- Environmental Assessment if new construction
- Purchasing Standards (Sealed bid required if costs over \$100,000)
- Davis-Bacon Labor Standards
- Section 3 Reporting (if over \$200,000 in assistance)
- Build America, Buy America (if over \$250,000 in assistance)
- Accessibility for Disabled People (services & architectural barriers)
- Lead-Based Paint Abatement (if pre-1978 building)
- Capital Projects are Subject to a Land Use Restriction Agreement
 - **Compliance Period from 5 to 20 years!**



Environmental Review Requirements for Acquisition or Construction Projects

- Agency/Developer must provide:
 - Phase 1 Environmental Site Assessment
 - Radon & Noise Testing may be required
- Environmental Assessment (new construction)
 - We need 2-3 months to complete the EA once all the documents have been provided
 - Program will contact Planning Dept. for permit status
 - **NO construction may start prior to receiving Authorization from HUD**
- Additional studies or design adjustments may be required based on Environmental Review conclusions



Schedule from Application to Implementation

March 2	Public Hearing & Grant Application Workshop
March 19	Grant Application Q&A Session (online via Teams)
March 2 – March 31	Application Period
April 14 & April 20	Application Presentation Sessions
April 1 – May 11	Review Committee evaluations and recommendations to the Board of County Commissioners
June 2 (or 16)	Board of County Commissioners <u>preliminary decisions</u> for approved projects to be included in FY 2026 Annual Action Plan
June 29 – July 28	30-day Public Comment Period for FY 2026 Annual Action Plan draft
July 28	Board of County Commissioners Final Public Hearing and Adoption of FY 2026 Annual Action Plan
August 16	Deadline for Plan Submission to HUD
Oct 1/2026 – Sept 30/2027	FY 2026 Annual Action Plan Performance Period



All Funding Approvals Are Subject To Availability Of Funding Based On The Actual Allocation Received From HUD & obtaining clear Environmental Reviews

APPLICATION SCORING

Review Committee – 11 reviewers

Maximum Points – 100

Min Average Scoring Required for Award Consideration – 60

- OVERALL APPLICATION THRESHOLD – 7 Points
- PERCENTAGE OF LOW-INCOME PERSONS SERVED - 5 Points
- RATING OF PROPOSED PROJECT - 12 Points
- FIVE-YEAR CONSOLIDATED PLAN STRATEGIES/PRIORITIES - 4 Points
- RATING OF PERFORMANCE MEASURES - 17 Points
- RATING OF AGENCY CAPACITY - 22 Points
- COLLABORATIONS/PARTNERSHIP AGREEMENTS - 4 Points
- SCHEDULE – 4 Points
- FUNDING REQUEST AND BUDGET NARRATIVE - 25 Points
- LEVERAGING OF OTHER FUNDS - 10 Points



Selected Projects

- Agency meeting with Manatee staff following notification of award:
 - Program Guideline Requirements
 - Compliance expectations
 - Insurance & Financial Audit
 - E-Verify & Affidavits
- Reporting directly within Neighborly
 - Monthly/Quarterly Progress Reports are required with each payment request – reviewed by staff, fiscal, and compliance
- Reimbursement Method only:
 - Payment Requests must be submitted through Neighborly by the 15th of the subsequent month service is provided
- Compliance will test all projects at mid-cycle for timeliness progress
- Project close-out audit and long-term compliance, as applicable



Program Year 2026/27 CDBG, HOME & ESG

Q & A Session – March 19 1:00 – 4:00 pm

[https://teams.microsoft.com/meet/25222762368717?
p=BI7D8I4KR2TVN3iHwV](https://teams.microsoft.com/meet/25222762368717?p=BI7D8I4KR2TVN3iHwV)

Application Deadline

No Later Than 11:59 p.m. – March 31, 2026

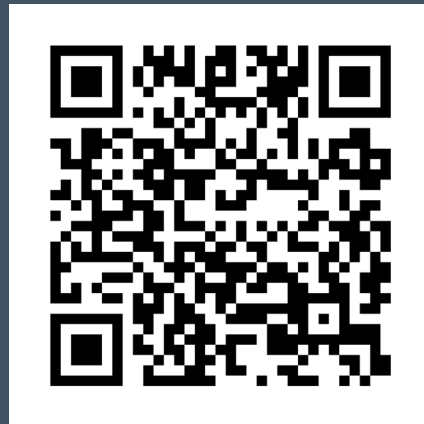
<https://portal.neighborlysoftware.com/MANATEECOUNTYFL/Participant>

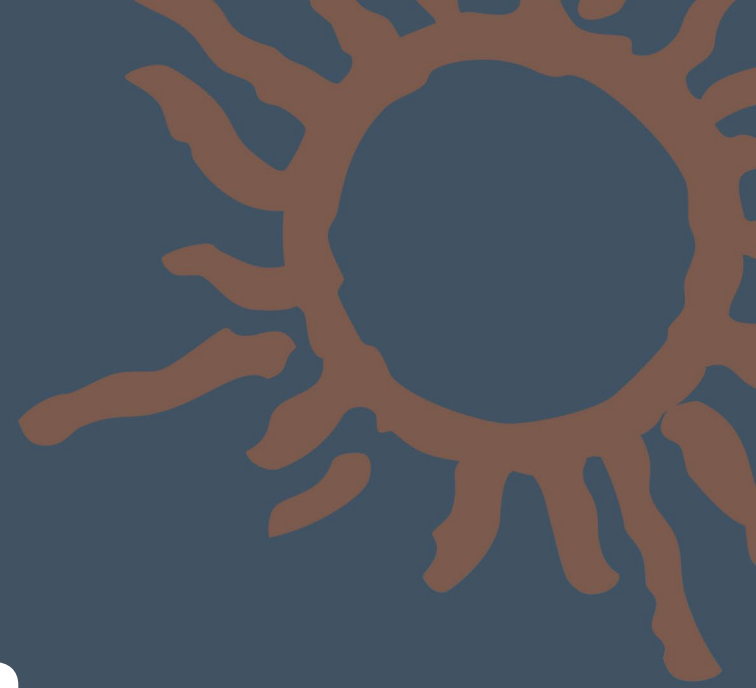


Application Material Posting to Website

[https://www.mymanatee.org/services-and-amenities/service-listing/service-details/community-development-block-grant-\(cdbg\)-funding-application](https://www.mymanatee.org/services-and-amenities/service-listing/service-details/community-development-block-grant-(cdbg)-funding-application)

- Link to Neighborly Portal to Apply
- Copy of this Presentation
- Manatee County 2026/27 Grant Application Instruction
- Neighborly User Guide





Questions
Contact Julia Vieira
Julia.Vieira@mymanatee.org
(941) 748-4501 Ext. 1266

