

**FY 25/26 Annual Action Plan
Public Hearing
&
FY 25/26 Grant Workshop**

**Braden River Branch Library-Auditorium
March 3, 2025 | 3:00-4:30pm**



Public Hearing

- Manatee County is preparing the 2025 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)**



2025 Annual Action Plan

- Manatee County's one-year plan to allocate federal funding from HUD
 - Program Year 2025 (Oct. 1, 2025 – Sept. 30, 2026)
- 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



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



2024 Annual Action Plan Projects

- **Housing Legal Services**
- **Tenant-Based Rental Assistance**
- **Affordable Housing (Rental & Homeowner)**
- **Senior Services/Food Assistance**
- **Community Resource Center (Samoset)**
- **Public Facilities Improvements**
- **Homeless Prevention, Shelter, and Services etc.**
- **Planning and Administration**



2025 Annual Action Plan Discussion (~20-Minutes)

- For the 2025 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 25/26 Grant Workshop – March 3
- Application Period – March 3 – April 4
- Selection Committee – Early May 2025
- 30-Day Comment Period/Draft Annual Action Plan – June 30, 2025
- BCC Public Hearing – Final Annual Action Plan – July 29, 2025
- Submittal to HUD – Early August 2025





**Community Development Grants
FY 2025/26 Application Workshop
March 3rd, 2025**



Workshop Agenda

- New Trump Administration
- County General Priorities
- Funding Sources
 - FY 2025 CDBG, HOME & ESG
 - CDBG-CV
 - HOME-ARP
 - ESG-RUSH
- Application Process & Sections
- Federal Requirements
- Schedule from Application to Implementation
- Scoring Criteria
- Selected Projects Requirements
- Questions and Closing



New Trump Administration

- Funding Freeze Rescinded
- FY 2025/26 Funding
 - No official information yet
- New HUD Leadership, Secretary Scott Turner
 - No official information on Jacksonville Field Office changes
 - Primary focus on expanding housing construction and affordability
 - Fair Housing enforcement back to localities
- Applications should be limited to serving low- and moderate-income individuals and areas only
 - Enforcement on serving U.S. citizens only



Manatee County Priorities

- Projects that focus on serving :
 - Individuals or Families at-risk or experiencing Homelessness
 - Vulnerable children and youth
 - Veterans
- Projects that directly support County's Initiatives to address homelessness:
 - Under One Roof
 - Fresh Start
 - Expansion of Family Shelter
 - Tunnels to Towers
- Transitional and Permanent Supportive Housing



Community Development Programs

- **Community Development Block Grant (CDBG)**
 - Housing Programs
 - Public Facilities/Infrastructure Improvements
 - Public/Social Services Projects
- FY 2025/26 – 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 2025/26 – 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)



Community Development Programs

- **Emergency Solutions Grant (ESG) Program:**
 - Street Outreach
 - Emergency Shelter
 - Homelessness Prevention
 - Rapid Re-Housing
 - Homeless Management Information System (HMIS)
- FY 2025/26 – Est. \$160,000 in ESG funding is anticipated.

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



Community Development Programs

- **CDBG - CARES Act (CDBG-CV)**
- Must have tieback to *prevent, prepare for, and respond to* COVID-19 pandemic (i.e. focus to serve groups most economically impacted, resiliency to prevent future pandemics)
 - Housing-related activities (i.e. acquisition or rehabilitation)
 - Public Facilities/Infrastructure Improvements (i.e. retrofits, acquis/rehab/conv of shelters and transitional or group housing)
 - Extend Non-Congregate Emergency Shelter Services
- Available to Commit –\$200,000.00
- Deadline for Expenditure – June 30, 2026



Community Development Programs

- **HOME-American Rescue Plan (HOME-ARP):**
 - Supportive Services
 - Acquisition and Development of Non-Congregate Shelter
 - Development of Affordable Rental Housing
 - Non-Profit Operating and Capacity Building (\$118,130 max)
- Available to Commit –\$1.1 million
- Deadline for Expenditure – June 2030

HOME-ARP Qualifying Populations

1. Homeless (McKinney-Vento Act definition)
2. At-Risk of Homelessness(McKinney-Vento Act def.)
3. Persons fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Persons at greatest risk of housing instability (i.e., < 30% AMI, or < 50% AMI and at-risk of homelessness)
5. Veterans or families of veterans that meet 1. thru 4.



Community Development Programs

- **ESG-Rapid Unsheltered Survivor Housing (RUSH):**
- Must have a *tieback to the 2024 declared disasters* (Hurricanes Debby, Helene & Milton)
 - Emergency Shelter (congregate/ non-congregate)
 - Rapid Re-Housing or Homelessness Prevention
 - Housing relocation and stabilization services
 - Street Outreach and Supportive Services
- Available to Commit –\$370,000.00
- Deadline for Expenditure – February 2027

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

The screenshot shows the Manatee County Neighborly Software System interface. On the left is the Manatee County Florida logo and a welcome message: "Welcome to the Manatee County Participant Portal" and "New applicants must first register their account before signing in to the portal". On the right is a login form with fields for "Email Address" and "Password", a "Remember my email address" checkbox, and "Sign In" and "Register" buttons. An orange arrow points to the "Register" button. Below the login form is a "Start a New Application" section with a table of application types.

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
- Direct and specific scope
 - Specific site acquisition
 - One-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 to operate (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

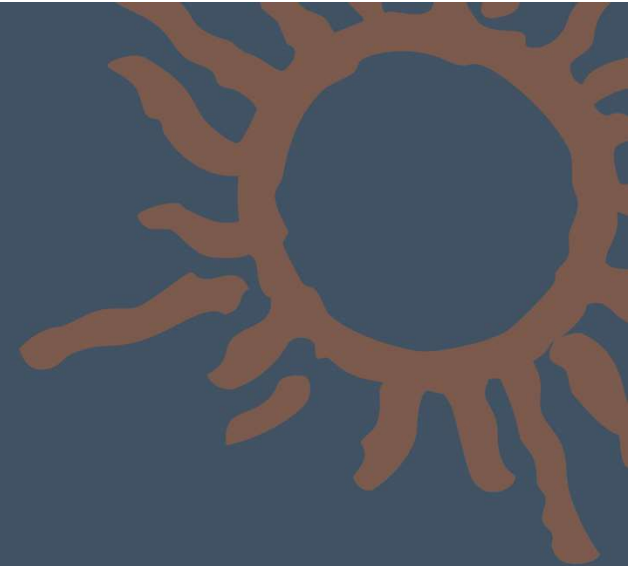
Section E: Schedule

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 and 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

- 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)



Low- and Moderate-Income Benefit

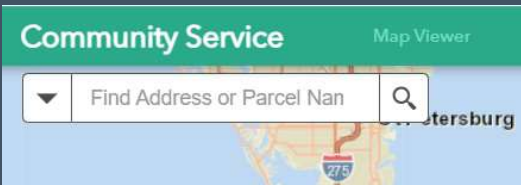
- **Area Benefit:** Program is limited to a service area that has been documented to a LMI-Area by the Census
- **Income Qualify:** Program requires participants to provide source documentation to income qualify
- **Presumed Benefit:** Program is limited to only participants that are classified as LMI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



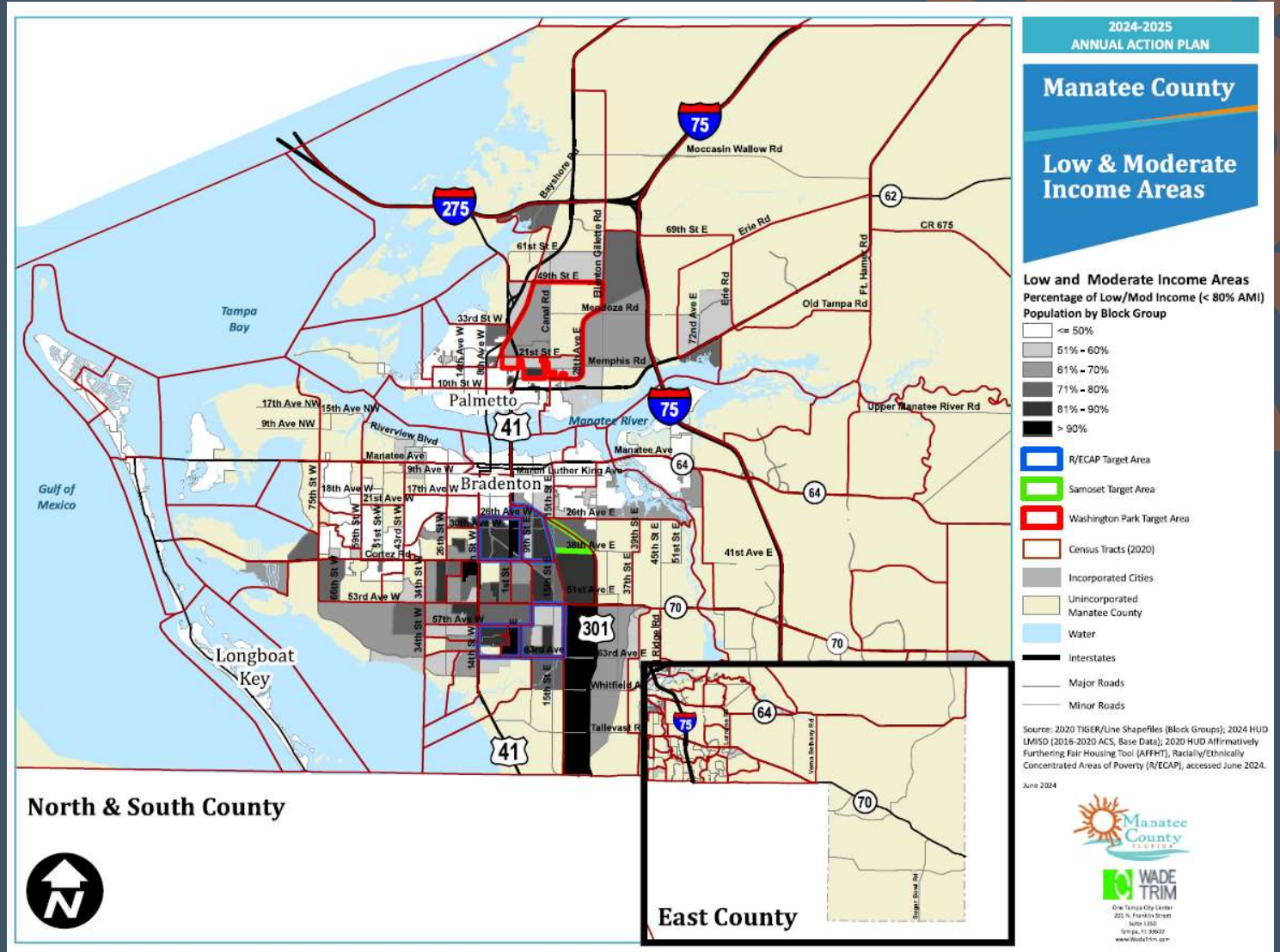
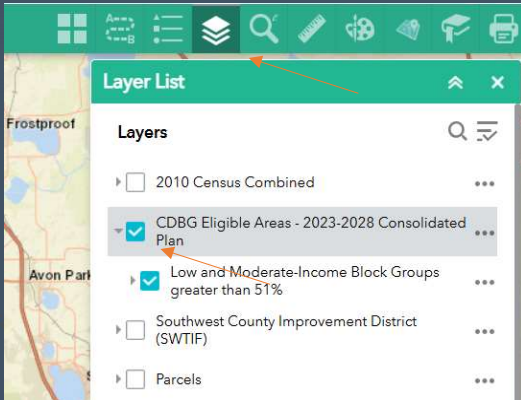
Review Project location By accessing the Manatee GIS Portal

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**
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Low- and Moderate-Income Limits

Household Size	1	2	3	4	5	6	7	8
30% Extremely Low Income	\$21,150	\$24,150	\$27,150	\$30,150	\$32,600	\$35,000	\$37,400	\$39,800
50% Very Low Income	\$35,200	\$40,200	\$45,250	\$50,250	\$54,300	\$58,300	\$62,350	\$66,350
60% Low Income	\$42,240	\$48,240	\$54,300	\$60,300	\$65,160	\$69,960	\$74,820	\$79,620
80% Moderate Income	\$56,300	\$64,350	\$72,350	\$80,400	\$86,800	\$93,250	\$99,700	\$106,150



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
 - 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
 - Project identifies clear service area/clients
 - How exactly CDBG/HOME/ESG funds will be used and how many clients it will support
 - Identifiable and Achievable Results
 - Implementation Schedule is Realistic and Complete
 - Specified budget to cover all costs
 - Additional funding/financing in place



Section C: Performance Measure

- Indicate the Key Performance Indicators or Milestones to track project progress
 - Describe how you track progress to identify if changes or adjustments need to be made.
- Indicate the methodology for measuring the results
- Monthly or Quarterly reporting will be required during project implementation
 - ◇ Unduplicated client count (Demographic & Income levels)
 - ◇ Construction Labor/volunteer hours!
 - ◇ Match requirement proof
 - ◇ Specific reporting requirements (i.e. HMIS or TBRA Intake)



Section D: Other Requirements

- 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
- For construction/acquisition projects:
 - Demonstrate project is ready to start (purchase agreement, preliminary budget/at least three estimates)
 - Correct ownership of land & zoning permits in place
 - Demonstrate plan for site long-term maintenance
- Upload the supporting documents in PDF formatting



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 other funding sources are committed or not committed
- Describe project impact if less funding awarded than requested
- Project is sustainable - Not only dependent upon CDBG/HOME/ESG
- Demonstrate leverage of other funding (strictly for scope of application)
- Upload most recent agency Financial Audit and proof of commitment from other funding sources



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 new affordable unit to family instead of subsidy if household is currently cost burden



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)
- Accessibility for Disabled People (services & architectural barriers)
- Lead Based Paint Abatement (if pre-1978 building)
- Capital Projects are Subject to a local Land Use Restriction Agreement
 - **Compliance Period from 5 to 20 years!**



Schedule from Application to Implementation

March 3	Public Hearing & Grant Application Workshop
Mar 3 – April 4	Application Period
April 5 – May 12	Review Committee evaluations and recommendations to the Board of County Commissioners
June 3 (or 17)	Board of County Commissioners <u>preliminary decisions</u> for approved projects to be included in FY 2025 Annual Action Plan
June 30 – July 29	30-day Public Comment Period for FY 2025 Annual Action Plan draft
July 29	Board of County Commissioners Final Public Hearing and Adoption of FY 2025 Annual Action Plan
August 16	Deadline for Plan Submission to HUD
Oct 1-25 – Sept 30-26	FY 2025 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 – 8-10 reviewers

Maximum Points – 100

Min Average Scoring Required for Award Consideration – 60

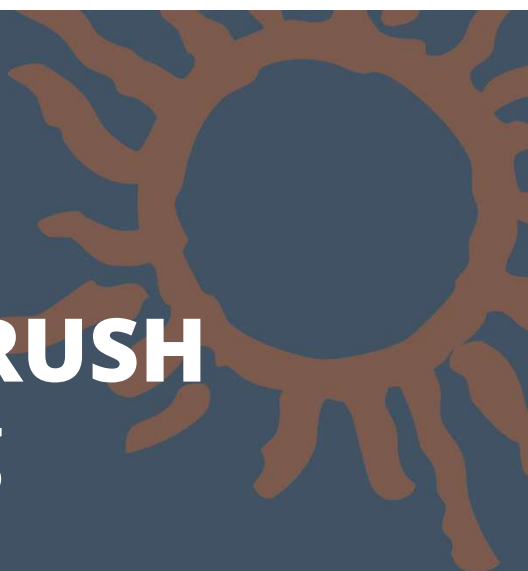
- PERCENTAGE OF LOW-INCOME PERSONS SERVED - 5 points
- FIVE-YEAR CONSOLIDATED PLAN STRATEGIES/PRIORITIES - 4 Points
- RATING OF AGENCY CAPACITY - 22 Points
- RATING OF PROPOSED PROJECT - 26 Points
- RATING OF PERFORMANCE MEASURES - 17 Points
- FUNDING REQUEST AND BUDGET NARRATIVE - 10 Points
- LEVERAGING OF OTHER FUNDS - 10 Points
- COLLABORATIONS/PARTNERSHIP AGREEMENTS - 6 Points



Selected Projects

- Agency meeting with Manatee staff following notification of award to establish guidelines for reporting and compliance
- Reporting directly within Neighborly
 - Monthly/Quarterly Progress Reports are required with each payment request
- Reimbursement Method only:
 - Payment Requests must be submitted through Neighborly by the 15th of the subsequent month service is provided
- Compliance Team will test all projects at mid-cycle
- Project close-out audit and Long-Term compliance, as applicable





**Program Year 2025/26
CDBG, HOME & ESG
CDBG-CV, HOME-ARP & ESG-RUSH
Application for Funding**

**Application Submissions Due No Later Than
11:59 p.m. – April 4, 2025**

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



Application Material Posting to Website

https://www.mymanatee.org/departments/redevelopment_economic_opportunity/community_development/community_development_block_grant_c_d_b_g

- Link to Neighborly Portal to Apply
- Copy of this Presentation
- Manatee County 2025/26 Grant Application Instruction
 - Guidance
 - Document Checklist
 - Scoring Criteria
 - CDBG Area Maps
- Neighborly User Guide





Questions
Contact Julia Vieira
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