



AUGUST 2021

# Annual Action Plan

## Program Year 2021/2022

MANATEE COUNTY, FLORIDA

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



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# Annual Action Plan



## AP-05 Executive Summary

### INTRODUCTION

Manatee County, FL has completed the planning process for the 2017/2018-2021/2022 Five-Year 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 Consolidated Plan guides the use of County resources to address these needs over a five-year period.

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 2021/2022 Annual Action Plan, the County anticipates an annual allocation which includes \$1,904,294 in Community Development Block Grant (CDBG) funds, \$651,923 in HOME Investment Partnerships (HOME) funds, and \$162,291 in Emergency Solutions Grant (ESG) funds. In total, Manatee County received approximately \$2,718,508 in federal funding for the Annual Action Plan program year that will begin on October 1, 2021 and will expire on September 30, 2022.

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 Five-Year 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.

The Redevelopment and Economic Opportunity (REO) 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. REO is in charge of implementing the HUD programs.

REO 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
- 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 2017/2021 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. REO is the internal department that is responsible for the day-to-day administration of CDBG, HOME, and ESG funding. However, REO 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 Five-Year Consolidated Plan for years 2017/2018-2021/2022 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	Redevelopment and Economic Opportunity (REO)

**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. REO is the internal department that is responsible for the day-to-day administration of CDBG, HOME, and ESG funding. However, the REO 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 Redevelopment and Economic Opportunity 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/REO/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
Manatee County, County Commission	Elected Officials	All	Noticed for Community Outreach Meetings, Work Sessions, Public Hearings, Confirmation of Strategy

**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 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
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

**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?
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
Early Learning Coalition of Manatee	Services - Children	2018 Annual Action Plan	Attended Focus Group Meeting
Mt. Carmel Resource Center	Services – Homeless	2018 Annual Action Plan	Attended Focus Group Meeting
Sunrise Community Inc.	Services – Persons with Disabilities	2018 Annual Action Plan	Attended Focus Group Meeting
Intervention Before Crisis	Services	2018 Annual Action Plan	Attended Focus Group Meeting
Gulfcoast Legal Services	Services – Housing, Fair Housing	2018 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 2021/2022 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 2021/2022 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 – Homeless Service Provider Group	Targeted/Homeless	February 18, 2021; 44 attendees	Staff attended virtual meeting to discuss housing needs and gaps	All comments are addressed within the AFH and CPD goals.	N/A
Public Meeting – Lender Workshop	Targeted/Lender Community	February 21, 2021; 24 Attendees	Several lenders attended virtual meeting to discuss housing needs and gaps	All comments are addressed within the AFH and CPD goals.	N/A
Grant Application Workshop	Related Organizations	March 12, 2021; 25 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 8, 2021	No Comments Received	All comments are addressed within the AFH and CPD goals.	N/A
30-day Public Comment Period	Non-Targeted/Community	June 27, 2021 – July 27, 2021	No comments received – Plan made available by virtual means	All comments are addressed within the AFH and CPD goals.	N/A
BOCC Public Hearing	Non-Targeted/Community	July 27, 2021	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 Five-Year 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 Five-Year Consolidated Plan, available housing data, public input, service provider meetings, and past program performance. In addition, REO 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 Five-Year 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 Five-Year 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 Five-Year 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 REO staff proved most helpful in crafting the Social/Public Service strategy.

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

Community Development/Public Improvements strategies located within the Five-Year 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 REO will plan to leverage County resources and efforts.

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

Economic Development Needs located within the Five-Year 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 Five-Year 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 2021/2022 Annual Action Plan, the County anticipates an annual allocation which includes \$1,904,924 in Community Development Block Grant (CDBG) funds, \$651,923 in HOME Investment Partnerships (HOME) funds, and \$162,291 in Emergency Solutions Grant (ESG) funds. In total, Manatee County received approximately \$2,718,508 in federal funding for the Annual Action Plan program year that will begin on October 1, 2021 and will expire on September 30, 2022.

These funds will be used for CDBG eligible activities consistent with the current goals and objectives identified in the Five-Year 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 1				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	\$1,904,294	\$0	\$0	\$1,904,294	\$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	\$651,923	\$0	\$0	\$651,923	\$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 1				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	Public, Federal	Homeless Prevention; Public Services	\$162,291	\$0	\$0	\$162,291	\$0	Funding to assist with homeless prevention and homeless services. May leverage resources from non-profit services providers, & non-federal resources.

\*HUD 2021 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 2021/2022 Annual Action Plan. See **Table 8** and **Table 9**.



**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 REO 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	2021	2022	Affordable Housing	Countywide	Quality of Housing, Increase Supply of Affordable Housing	CDBG - \$118,913	Rental Units Rehabilitated	26	Household/Housing Units
							HOME - \$651,923	Rental Units Constructed	4	Household/Housing Units
								CHDO Housing Units (Rental or Owner)	1	Household/Housing Units
2	Social/Public Service	2021	2022	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	CDBG - \$285,644	Public service activities other than Low/Moderate Income Housing Benefit	355	Persons Assisted
							ESG - \$162,291	Homelessness Prevention	20	Persons Assisted
3	Community Development/Public Improvements	2021	2022	Non-Housing Community Development	Samoset West R/ECAP, Countywide	Public Facilities Improvements	CDBG - \$1,118,879	Public Infrastructure Projects	2	Projects
4	Economic Development	2021	2022	Economic Development	N/A	N/A	CDBG - \$0	N/A	0	N/A
5	Emergency/Disaster Response	2021	2022	Emergency/Disaster Response	N/A	N/A	CDBG - \$0	N/A	0	N/A
6	Program Administration	2021	2022	Program Administration	Countywide	N/A	CDBG - \$380,858	Other	N/A	Other
							HOME - \$65,192			
							ESG - \$12,171			

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.   CDBG - \$118,913   HOME - \$651,923
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 - \$285,644   ESG - \$162,291
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 - \$1,118,879
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 - \$380,858   HOME - \$65,192   ESG - \$12,171

**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 2017/2021 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 2021/2022 Annual Action Plan, the County anticipates an annual allocation which includes \$1,904,294 in Community Development Block Grant (CDBG) funds, \$651,923 in HOME

Investment Partnerships (HOME) funds, and \$162,291 in Emergency Solutions Grant (ESG) funds. In total, Manatee County received approximately \$2,718,508 in federal funding for the Annual Action Plan program year that will begin on October 1, 2021 and will expire on September 30, 2022.

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	2021 Project Smile – CDBG
2	2021 Unfunded Senior Meals – CDBG
3	2021 Allean’s Loving Care – CDBG
4	2021 Financial Coaching – CDBG
5	2021 Housing Legal Services – CDBG
6	Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project – CDBG
7	Samoset Community Resource Center Renovation – CDBG
8	North NOSO Roofing Project – CDBG
9	General Administration/Planning – CDBG
10	CHDO Set Aside – CDBG
11	Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development – HOME
12	General Administration/Planning – HOME
13	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	Project Name	2021 Project Smile
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Basic Needs Assistance, Transportation Services for Special Needs
	Funding	\$65,000 - CDBG
	Description	Provides dentures, prosthetics, and materials for making such devices for homeless and income-eligible residents of unincorporated Manatee County.
	Planned Activities	05M Health Services (200 Persons Assisted)
2	Project Name	2021 Unfunded Senior Meals
	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	\$48,888 - CDBG
	Description	Provide meals to elderly clients who reside in R/ECAP
	Planned Activities	05A Senior Services (30 Persons Assisted)
3	Project Name	2021 Allean's Loving Care
	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	\$75,000 - CDBG
	Description	Provides in-home care and companion services to the elderly
	Planned Activities	05A Senior Services (20 Persons Assisted)
4	Project Name	2021 Financial Coaching
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Expand Access to Housing Programs and Services
	Funding	\$22,500 - CDBG
	Description	Provide one-on-one housing and stabilization counseling to income-eligible residents of unincorporated Manatee County
	Planned Activities	05X Housing Information and Referral Services (30 persons assisted)
	Project Name	2021 Housing Legal Services

5	Target Area	Countywide
	Goals Supported	Social/Public Services
	Needs Addressed	Public Facilities Improvements, Legal Services
	Funding	\$74,256 – 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.
	Planned Activities	05C Legal Services (75 persons assisted)
6	<b>Project Name</b>	<b>Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project</b>
	Target Area	Samoset West R/ECAP
	Goals Supported	Community Development/Public Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	\$478,913 - CDBG
	Description	Construct Infrastructure to serve a 16-unit affordable housing development in the Samoset West R/ECAP.
	Planned Activities	03J Water/Sewer Improvements
7	<b>Project Name</b>	<b>Samoset Community Resource Center Renovation</b>
	Target Area	Countywide
	Goals Supported	Community Development/Public Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	\$639,966 - CDBG
	Description	Renovation and improvement of a 41-year-old building site for a new, comprehensive unified community client services hub in the heart of the Samoset community. Renovations include improvements to the exterior, roof, entry space, Mechanical/Electrical/Plumbing systems, life safety system, and parking lot; conversion of exiting space to conference room, kitchen/break room, rest room conversion and updates to the common area, offices, and activity rooms.
	Planned Activities	03E Neighborhood Facilities (1 Facility)
8	<b>Project Name</b>	<b>North NOSO Roofing Project</b>
	Target Area	South County R/ECAP
	Goals Supported	Housing
	Needs Addressed	Quality of Housing
	Funding	\$118,913 - CDBG
	Description	Rehabilitate roofs on 26 Affordable Rental Housing Units.
	Planned Activities	14CA Rehabilitation Public Housing Modernization (26 Household/Housing Units)
	<b>Project Name</b>	<b>General Administration/Planning - CDBG</b>



9	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$380,858 - CDBG
	Description	Oversight, management, monitoring, and coordination of CDBG activities.
	Planned Activities	21A General Program Administration
10	<b>Project Name</b>	<b>CHDO Set Aside</b>
	Target Area	Countywide
	Goals Supported	Housing
	Needs Addressed	Increase Supply of Affordable Housing
	Funding	\$225,000 - CDBG
	Description	Set-aside for approved CHDO agencies for eligible households.
11	<b>Project Name</b>	<b>Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development</b>
	Target Area	South County R/ECAP
	Goals Supported	Housing
	Needs Addressed	Increase Supply of Affordable Housing
	Funding	\$361,731 - HOME
	Description	Provide a loan to assist with the development of additional affordable rental units located within the South County R/ECAP.
12	<b>Project Name</b>	<b>General Administration/Planning - HOME</b>
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$65,192 - HOME
	Description	Oversight, management, monitoring, and coordination of HOME activities
13	<b>Project Name</b>	<b>Homelessness Prevention, Rapid Rehousing, &amp; Case Management (ESG21 Manatee County)</b>
	Target Area	Countywide
	Goals Supported	Social/Public Service
	Needs Addressed	Homeless Prevention, Services, and Shelters
	Funding	\$150,120 - ESG
	Description	Provide for homeless prevention and rapid rehousing services.

	Planned Activities	Homeless Prevention: 05Q Subsistence Payments (20 persons assisted)
14	<b>Project Name</b>	<b>General Administration/Planning - ESG</b>
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	\$12,171 - 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 2021/2022 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	22%
South County R/ECAP Target Area	22%
Washington Park Target Area	0%
Low- and Moderate-Income Areas/Countywide	55%

**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: Habitat for Humanity/Poling Gardens Infrastructure Project, North NOSO Roofing Project, 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 2019 the County allocated \$780,000 in CDBG to Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project and \$300,000 in HOME to Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development for the development of new affordable housing opportunities. For this funding cycle, Manatee County will designate an additional \$478,913 and \$361,731 to the Manatee County Habitat for Humanity/Poling Gardens Infrastructure Project and to Contemporary Housing Alternatives of Florida, Inc. (CHAF) Affordable Rental Housing Development, respectively. This additional allocations are meant to prolong the success of previously funded activities.

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 14 projects to implement the five goals of the Strategic Plan during the fifth and final year of the 2017/2021 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, Financial Coaching, Housing Legal Services, the renovation of the Samoset Community Resource Center, 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	31
Special Needs	0
<b>Total</b>	<b>31</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	0
The Production of New Units	5
Rehab of Existing Units	26
Acquisition of Existing Units	0
<b>Total</b>	<b>31</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 31 households through a combination of production of new units, down payment assistance, and rehabilitation of existing units.

## **AP-6o Public Housing**

### **INTRODUCTION**

This section of the Annual Action Plan describes what actions Manatee County will take in the 2021/2022 program year to carry out the public housing portion of the Strategic Plan. Below, the County has identified the manner in which the 2021/2022 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 2021/2022 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 the Five-Year Consolidated Plan's Strategic Plan, Manatee County will 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 - 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 Centerstone of Florida, Manatee County 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 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 2021/2022 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 homeowners and renters that find themselves behind in mortgage or 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 Homeless Prevention activity, the County will provide or housing relocation and stabilization services, and short-term and medium-term rental assistance.

**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 the homeless.

**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 2021/2022 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 Workforce Retraining, Homeless Outreach, and Legal Assistance programs that will continue through the 2021/2022 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 2021/2022 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 rental repair 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 2021/2022 program year activities will support persons with special needs. These activities include:

- Manatee County rental rehabilitation assistance
- 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 2021/2022 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. Moreover, 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). The County will continue to fund these efforts through the 2021/2022 program year.

With regard to fair housing, Manatee County has made available funds from 2021/2022 and CDBG-CV for use during the program year 2021/2022 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 2021 program year allocation is larger than each of the 2019 and the 2020 program year allocations at \$1,904,294.

## **DISCUSSION**

During the 2021/2022 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 policies 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. Given that entitlement programs generally do not match the needs of the community, during the 2021/2022 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 2021/2022 program year, Manatee County will utilize incentive programs, such as the Livable Manatee Incentive Program 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 existing 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 31 households through a combination of production of down payment assistance, new units, rehabilitation of existing units, and short-term to medium-term rental assistance.

During the 2021/2022 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 will increasing funding to these activities, due to rising construction costs, during the 2021/2022 program year.

### **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 Redevelopment and Economic Opportunity 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 financial literacy 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 REO will administer the CDBG, HOME, and ESG, programs.

In conjunction with other County operating departments, REO will also implement any public works project proposed by the 2017/2021 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, REO and the County's non-profit agencies have long-standing ties and an effective delivery system for social services to the youth. REO 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. REO 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 2021 program year, Manatee County will receive \$2,254,753 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 REO 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 Five-Year 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 fifth-year 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 REO.

## 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 2021/2022). <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 2021/2022, Manatee County will receive its sixth allocation of ESG funding in the amount of \$162,291, 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 2021/2022 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 2021/2022 Annual Action Plan, the County anticipates an annual allocation which includes \$1,904,294 in Community Development Block Grant (CDBG) funds, \$651,923 in HOME Investment Partnerships (HOME) funds, and \$162,291 in Emergency Solutions Grant (ESG) funds. In total, Manatee County received approximately \$2,718,508 in federal funding for the Annual Action Plan program year that will begin on October 1, 2021 and will expire on September 30, 2022.



# 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**

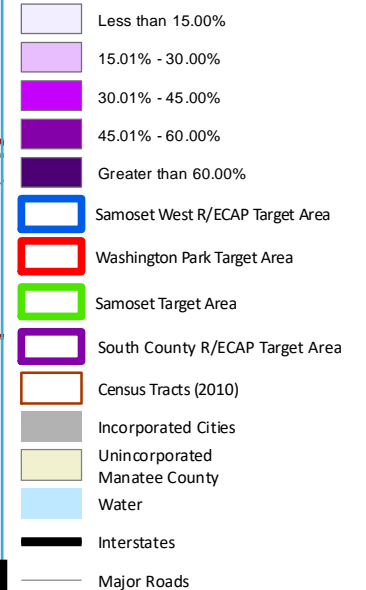


# Maps

# Manatee County

## African-American Population

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



Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2015-2019 American Community Survey, 5-Year Estimates;  
HUD Open Data 2017

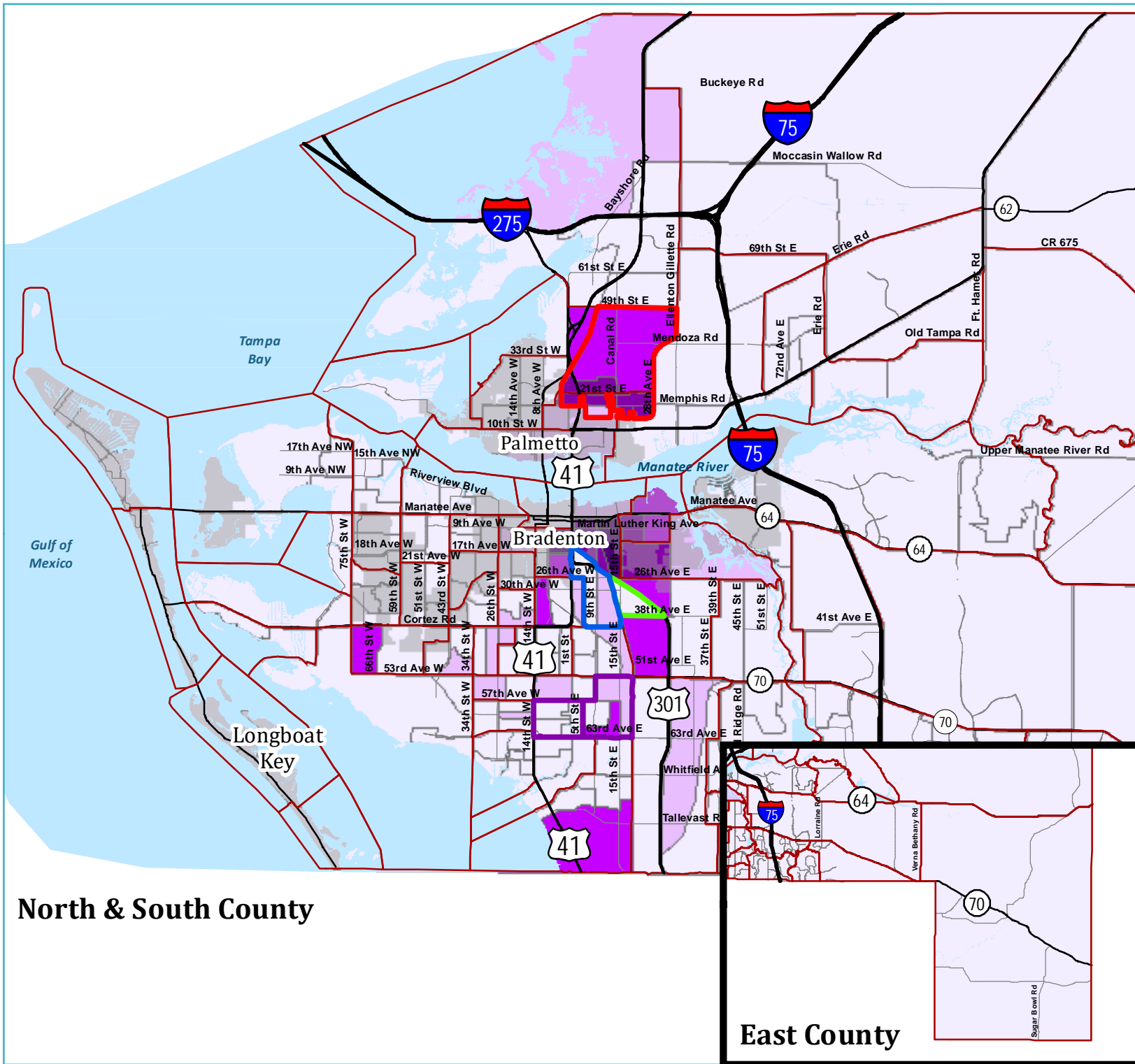
June 2021



0 1 2 Miles



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



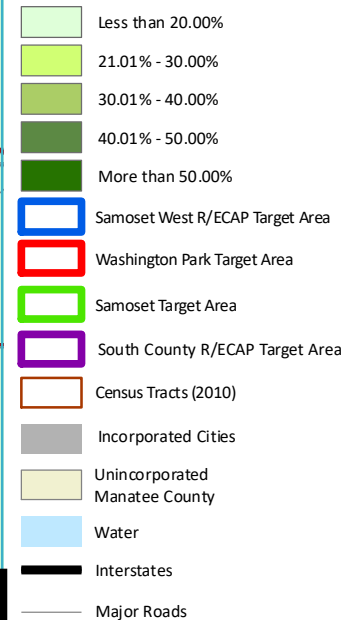
North & South County

East County

# Manatee County

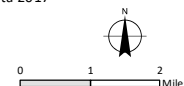
## Hispanic or Latino Population

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

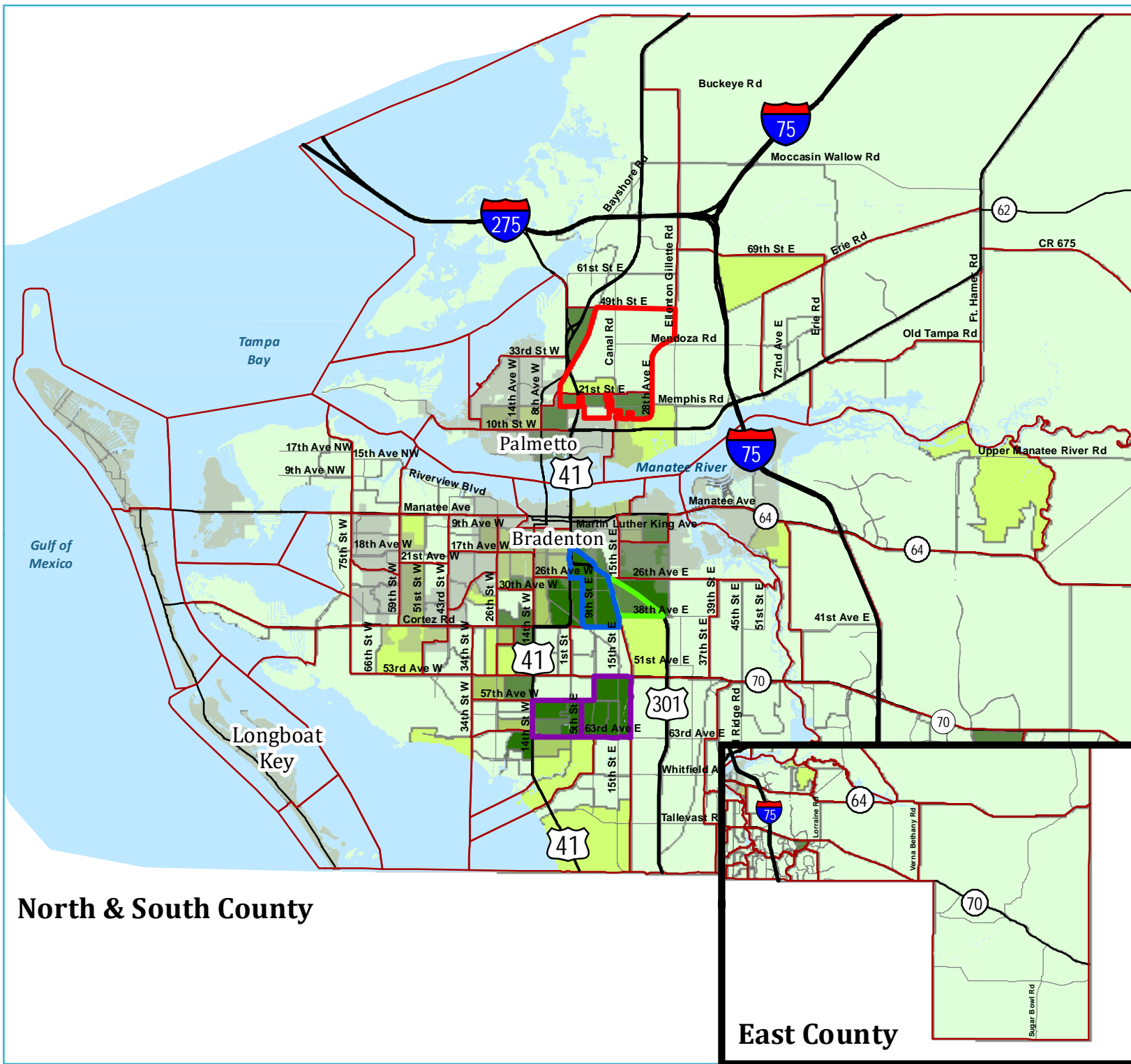


Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2015-2019 American Community Survey, 5-Year Estimates;  
HUD Open Data 2017

June 2021



One Tampa City Center  
201 N. Franklin Street  
Suite 1350  
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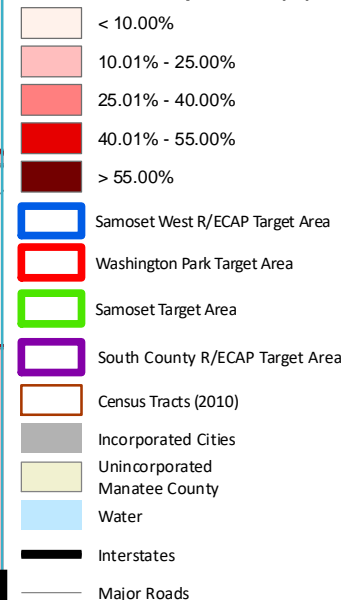
North & South County

East County

# Manatee County

## Low Income Population

### 2021 HUD Low/Mod Data Low Income Population (%)



Source: 2010 TIGER/Line Shapefiles (Block Groups);  
2021 HUD Low/Mod Data (2011-2015 ACS, Base Data);  
HUD Open Data 2017

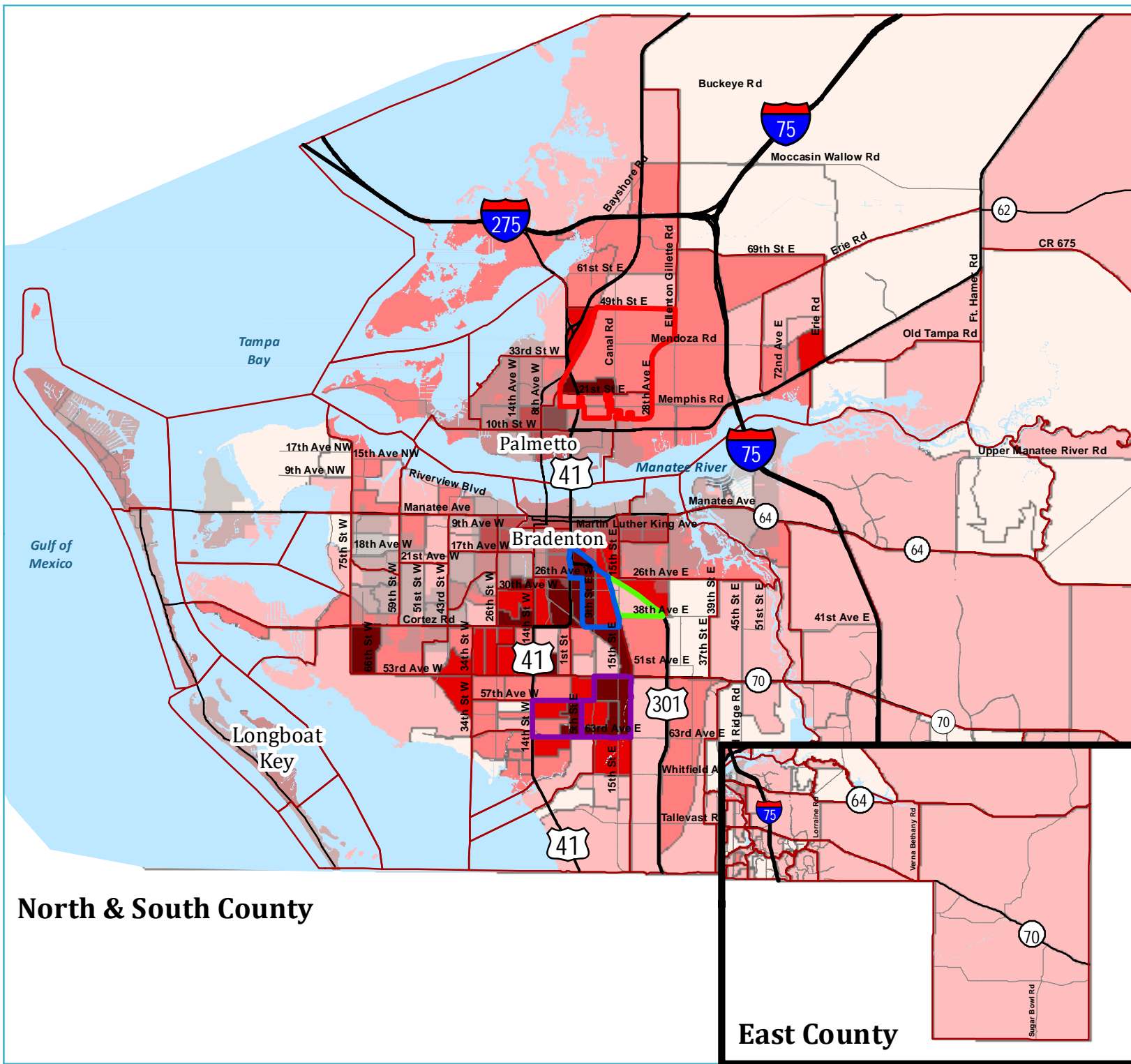
June 2021



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North & South County

East County

# Manatee County

## Low & Moderate Income Areas

### 2021 HUD Low/Mod Data 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 Low/Mod Data (2011-2015 ACS, Base Data)

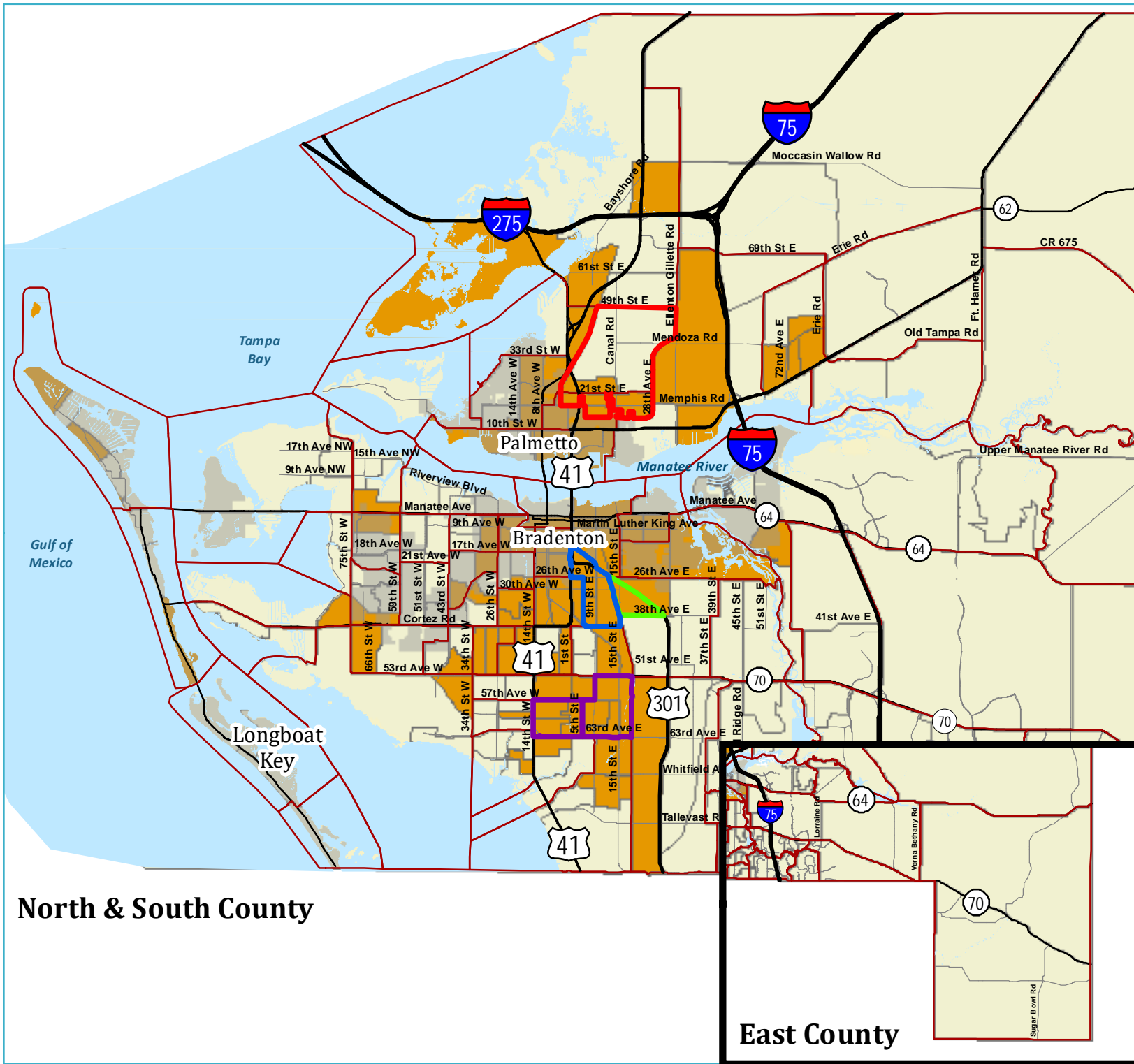
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North & South County

East County



# North County

2021/2022  
ANNUAL ACTION PLAN

## Manatee County

### 2021 HUD Low & Moderate Income Areas

2021 HUD Low/Mod Data  
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 Low/Mod Data (2011-2015 ACS, Base Data)

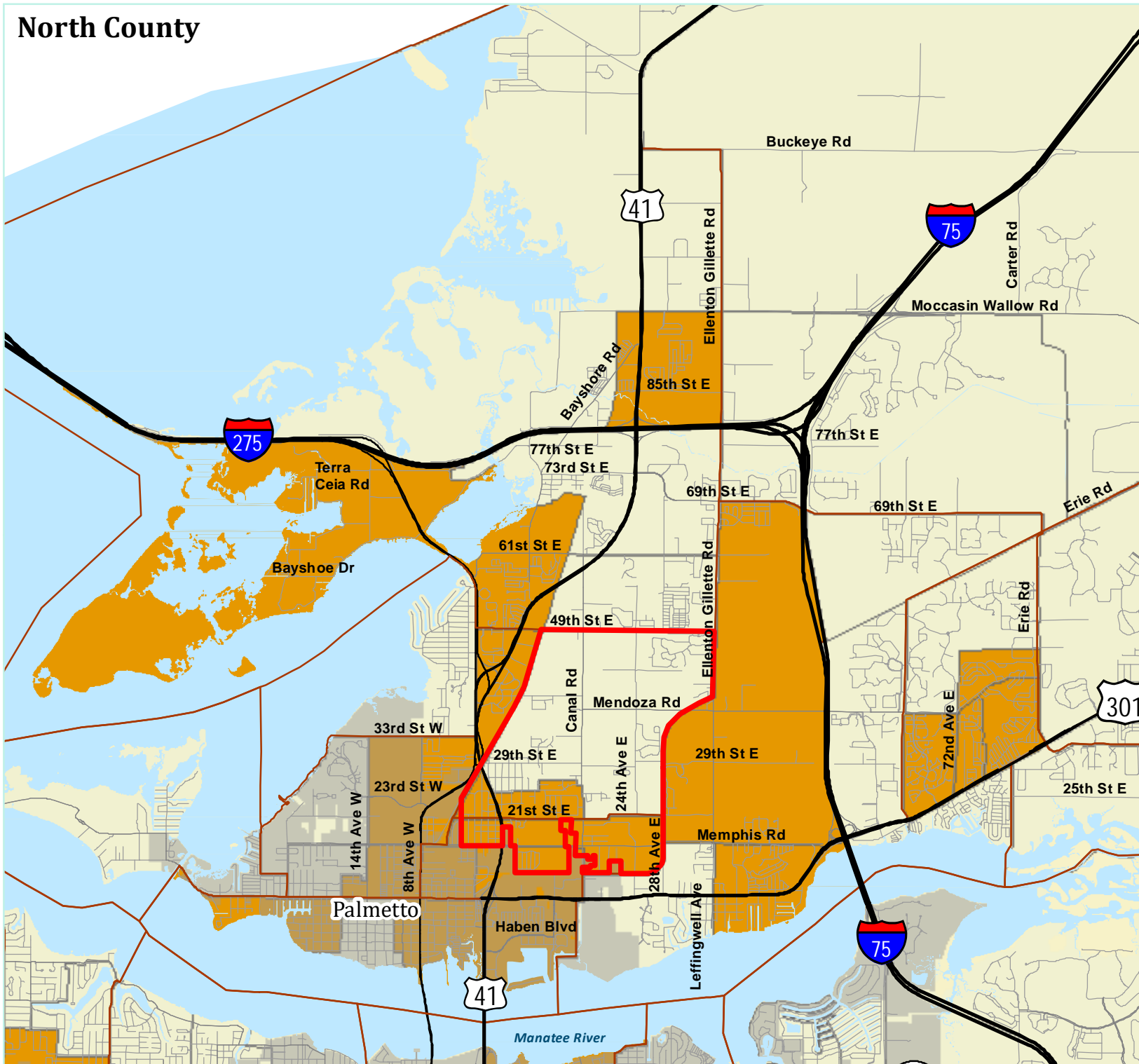
June 2021



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# Manatee County

## 2021 HUD Low & Moderate Income Areas

### 2021 HUD Low/Mod Data Percentage of Low/Mod Population by Block Group

- < 51%
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- Samoset West R/ECAP Target Area
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- Major Roads
- Minor Roads

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

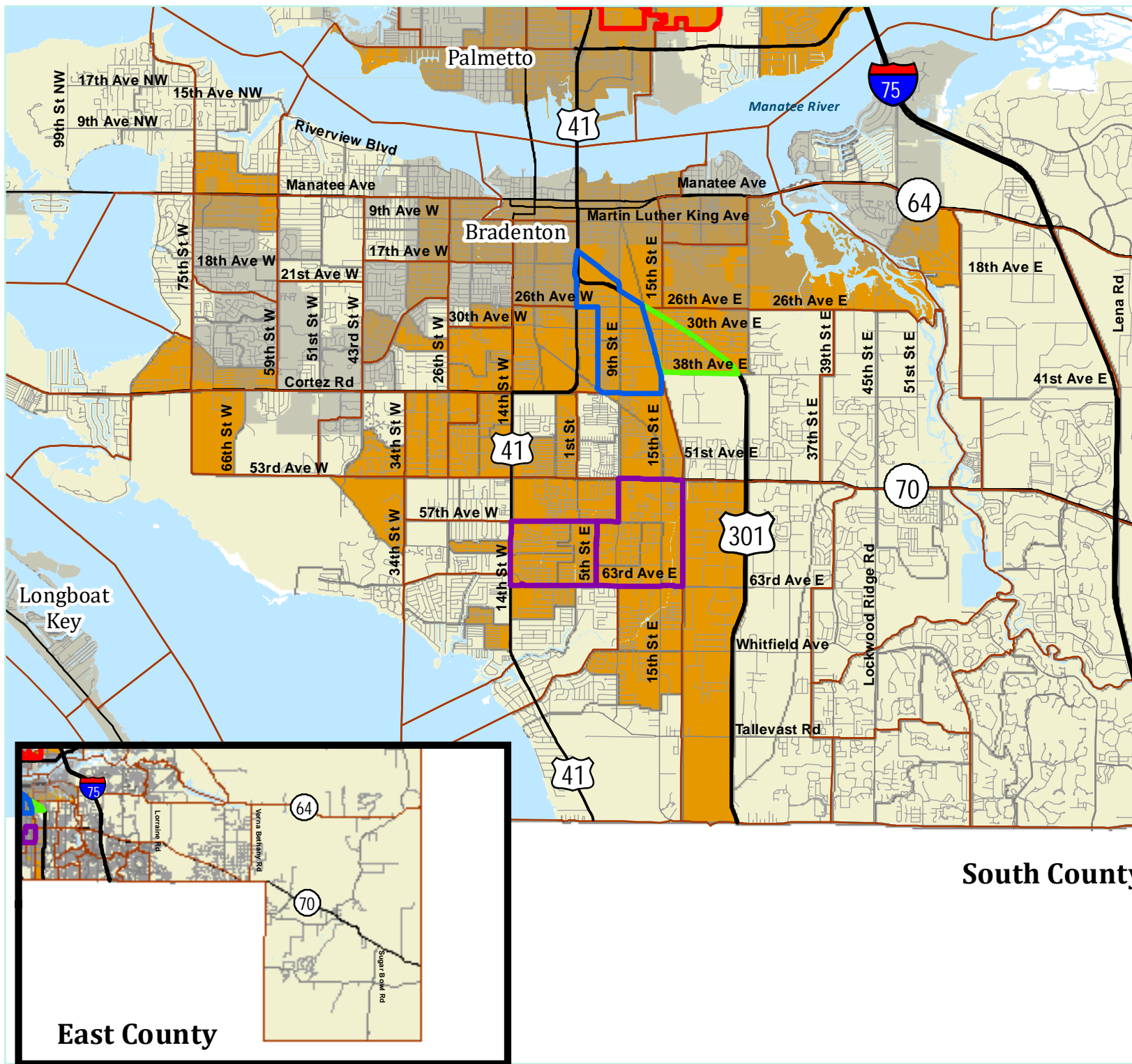
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## Public Participation




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## BOARD OF COUNTY COMMISSIONERS

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



## 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 27, 2021

# Board of County Commissioners Revised Agenda and Notice of Public Meeting July 27, 2021 - 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 **Friday, July 23, at 2 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 **837 9403 1474** (followed by #).

### Dial-in Instructions:

- Dial one of the zoom numbers and enter the Meeting ID number: **837 9403 1474** (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 Gary Crawford, Galatians 6:2, Inc.

### C. VETERAN-LED PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Gill Ruderman, Colonel, U.S. Army

### D. ANNOUNCEMENTS

Updates to Agenda

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

**F. AWARDS/PRESENTATIONS/PROCLAMATIONS****Awards**

1. Presentation of the July Employee of the Month awarded to Patricia Adams
2. Presentation of Retirement Award to Stephanie Moreland, Principal Planner

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

3. Adoption and Presentation of Proclamation designating July 18-24, 2021, as Pretrial, Probation, and Parole Supervision Week in Manatee County, Florida

**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.**

Citizen Comments – Future Agenda Items

**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**

4. Approval of the Clerk's Consent Agenda dated July 27, 2021

**Administrator**

5. Acceptance of Actions Taken During the Period of June 21 through July 23, 2021, pursuant to Resolution R-20-124
6. Adoption of Resolution R-21-127 authorizing the Manatee County Commissioners to participate in a joint meeting with the Council of Governments on August 3, 2021
7. Confirmation of Appointment of Deputy County Administrator and Chief Financial Officer
8. Ratification of Memoranda Extending the Period of Local Emergency Relative to COVID 19 as Authorized in Resolution R-20-045

**Attorney**

9. Betty Hill v. Manatee County; Case No.: 2019-CA-1290. Motion to authorize County Attorney to waive the County's claim for fees and costs in exchange for Plaintiff dismissing her appeal **Polk**
10. Travis Ray Yokeum v. Manatee County, Florida, Case No. 2020-CA-003314 **Clague**

11. Adoption of proposed Resolution R-21-84 authorizing Manatee County to join with the State of Florida and other local governmental units as a participant in the Florida Unified Plan for the allocation and use of opioid settlement proceeds. **DeCarlo**

### **Building and Development Services**

12. Approval of Final Plat and Associated Documents for Tallevast Commerce Center
13. Authorization for staff to secure property located at 2212 Bayshore Gardens Parkway, Bradenton - Eric Snider, Code Enforcement Case CE2105-0145
14. Reduction of Code Enforcement Fine for Clifton Martin, Case CE2017090463
15. Reduction of Code Enforcement Fines for Thomas E Fenton, Case CE2012020154

### **Convention and Visitors Bureau**

16. Execution of Florida Sports Foundation Grant Agreements and Adoption of Budget Amendment Resolution B-21-096

### **Financial Management**

17. Adoption of FY21 Budget Amendment Resolution B-21-095 and Budget Amendment Resolution for Infrastructure Sales Tax B-21-101
18. Authorization to Award and Execute Agreement No. 21-R076911SAM for Washington Park Preserve Phase IIA to Waterfront Property Services, LLC dba Gator Dredging, LLC
19. Authorization to Award Invitation for Bid Construction (IFBC) No. 21-TA003651DJ for Holmes Boulevard Force Main Replacement; Execution of Agreement; and Adoption of Budget Resolution B-21-097
20. Authorization to Award Invitation for Bid Construction (IFBC) No. 21-TA003665CD for Ellenton Gillette Functional Improvements Project; Execution of Agreement; and Adoption of Budget Resolution B-21-103
21. Authorization to Award Invitation for Bid Construction (IFBC) No. 21-TA003699JH for Sewer Screening System for Detention Center; Execution of Agreement; and Adoption of Budget Resolution B-21-105
22. Execution of Amendment No. 1 to Blanket Purchase Order Agreement No. T2020299 for Public Safety Communication Equipment and Services
23. Execution of Change Order No. 2 to Work Assignment No. 1 for Agreement No. 15-0909JE: 27th Street East Roadway, Intersection, Sidewalk and Drainage Improvements from 26th Avenue East to 38th Avenue East and Mockingbird Hill/Samoset Canal Improvements
24. Execution of Change Order No. 3 to Agreement No. 17-0101DC: Parrish Village Force Main and Master Lift Station

### **Neighborhood Services**

25. Adoption of Library Meeting Room Policy.
26. Adoption of Resolution R-21-118 Authorizing the Submission and Acceptance of Federal FY2021 Edward Byrne Memorial JAG Grant - Local Solicitation; Execution of Certifications and Assurances

- 27. Adoption of Resolution R-21-128 Authorizing the Acceptance of Additional State Aid to Public Library Grant Funds; Adoption of Budget Resolution B-21-104
- 28. Approval of the Annual Budget for Suncoast Workforce Board Incorporated d/b/a CareerSource Suncoast for Program Year 21/22
- 29. Approval of the Children's Services Advisory Board's FY21/22 Investment Recommendations
- 30. Execution of Adult Daycare Community Care for the Elderly Non-Profit Funding Agreement for State FY 21/22
- 31. Execution of Home Delivered Meals Community Care for the Elderly Non-Profit Agency Funding Agreement for State FY 21/22.

### **Parks and Natural Resources**

- 32. Execution of Amendment No. 1 to Florida Department of Environmental Protection Agreement 19ME1 for the Anna Maria Island Coquina Beach Groins Feasibility Study.
- 33. Execution of Amendment No. 1 to Florida Department of Environmental Protection Agreement 19ME2 for the Anna Maria Island Beach - Hurricane Irma Recovery Project
- 34. Execution of Tampa Bay Estuary Program Amended and Restated Interlocal Agreement **Soto**

### **Property Management**

- 35. Acceptance and Recording of Permanent Utilities Easement between Bradenton Pearl, LLC and Manatee County for property located at 7259 North Tamiami Trail, Sarasota, Florida 34243 in District 4
- 36. Acceptance and Recording of a Permanent Utilities Easement from C & D Properties of AMI, LLC for property located at 101 67th Street, Holmes Beach, FL 34217 in District 3
- 37. Acceptance and Recording of Warranty Deeds from Dick Road-Blendall Development, Inc., Walden Avenue-Blend-All Development, Inc., WR-I Associates, Ltd, and 93 FLRPT, LLC for Cooper Creek Boulevard located In District 5 **D'Agostino**
- 38. Acceptance of a Corrective Warranty Deed between Bayside Lake RV, LLC and Manatee County for property located at 6200 Bayshore Road, Palmetto, FL 34221 in District 2
- 39. Acceptance of Corrective Warranty Deed from Corner Properties of St. Pete, Inc. for Parcel 141 of the Moccasin Wallow Road - US 41 to Gateway Boulevard Expansion Project - CIP Project No. 6092560 located in District 1
- 40. Acceptance of a Warranty Deed, a Temporary Construction Easement, and a Permanent Drainage Easement Between Gary Curtis Hornsby and Manatee County for Parcels 132A, 132B, 132.03, and 132.11/Moccasin Wallow Road - US 41 to Gateway Blvd - CIP Project No. 6092560 in District 1
- 41. Acceptance of Permanent Drainage Easement from Elston Brown and Juliet Brown for Property Located at 3016 8th Avenue East, Palmetto, Florida 34221 in District 2.
- 42. Acceptance of Permanent Utilities Easement from Hide-Away Storage SR 70, LLC for property located at 4660 53rd Avenue East, Bradenton, FL 34203 in District 5
- 43. Acceptance of Permanent Utilities Easement from Palmwood Foods, LLC for the property located at 5020 14th Street West, Bradenton, FL 34207 in District 4

44. Acceptance of Quitclaim Deed from the Manatee County Mosquito Control District for property located at the corner of 17th Street East and 28th Avenue East, Palmetto, Florida - District 2
45. Acceptance of Warranty Deed and Permanent Drainage Easement from Lakewood Ranch Commerce Park Owners Association, Inc. for Property Located Near 44th Avenue East - District 5
46. Adoption of Resolution R-21-080 Declaring a Public Hearing on August 24, 2021, at 9:00 a.m. for the Vacation of a Platted Utility Easement located between Lot 9 and Lot 10, Block 10, of the Harbor Hills Subdivision as recorded in Plat Book 3, Page 2, of the Public Records of Manatee County, Florida (District 3) **D'Agostino**
47. Execution and Recording of Permanent Utilities Easement Agreement from Home Depot USA, Inc., for property located at 2350 Cortez Road, Bradenton, Florida - District 2 **D'Agostino**
48. Execution of Contract for Sale and Purchase Between Tropical Family Holdings, LLC and Manatee County for Property Located at 3820 36th Avenue East, Palmetto, Florida for Ellenton Gillette Road - Mendoza Road (37th Street East) Intersection Improvements - CIP Project No. 6092660 in District 1
49. Execution of Subordination Agreements to the Florida Department of Transportation (FDOT) for Parcel 730.3 (also known as Parcel 730) and Parcel 821.2 (also known as Parcel 821)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4)  
**D'Agostino**
50. Execution of Subordination Agreements to the Florida Department of Transportation (FDOT) for Parcel 732.4 (also known as Parcel 732) and Parcel 823.3 (also known as Parcel 823)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4)  
**D'Agostino**
51. Execution of Subordination of County Utility Interests to the Florida Department of Transportation (FDOT) for Parcel 818.2 (also known as Parcel 818)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4) **D'Agostino**
52. Execution of Subordination of County Utility Interests to the Florida Department of Transportation (FDOT) for Parcel 820.2 (also known as Parcel 820)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4) **D'Agostino**
53. Execution of Subordination of County Utility Interests to the Florida Department of Transportation (FDOT) for Parcel 808.3 (also known as Parcel 808)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4) **D'Agostino**

#### **Public Works**

54. Acceptance of Duette Bridge Replacement Surety Bond Amendment Value Adjustment (Increase) for Wingate Creek Mine
55. Acceptance of Reclamation Surety Bond Annual Update of Value (Increase) for Wingate Creek Mine
56. Acceptance of Reclamation Surety Bond Annual Value Adjustment (Increase) for Wingate East Mine
57. Acceptance of Reclamation Surety Rider Annual Value Adjustment (Increase) for Southeast Tract Mine
58. Acceptance of Surety Bond Amendment Annual Value Adjustment (Increase) for Newport Isles Borrow Pit

- 59. Adoption of Resolution R-21-112 Updating the Public Works Standards Manual by Adoption of the Standards Update & Revisions Procedures and the Approved Products Review Procedures Manuals  
**Soto**
- 60. Adoption of Resolution R-21-126 Approving the Modified Meander Alignment for Moccasin Wallow Road - US 41 to Gillet Drive
- 61. Authorization to Classify Equipment as Surplus; Adoption of Resolution R-21-130 Authorizing Donation to Children's Guardian Fund
- 62. Authorization to Classify Certain Vehicles as Surplus
- 63. Authorization to Create Additional Transit Division Operating Positions for Route 99 Peak-Period Service Frequency Enhancement
- 64. Authorization to Set Public Hearing Date for Adoption of the Assessment Roll for the Memphis Street Light MSBU (Municipal Service Benefit Unit)
- 65. Execution of Second Amendment to Impact Fee Credit and Reimbursement Agreement for Fort Hamer Road Extension with Parrish Holding, LLC and NP Land Partners, LLC; Adoption of Budget Resolution B-21-102 **Soto**

#### **Redevelopment and Economic Opportunity**

- 66. Adoption of Resolution R-21-120 Authorizing an Economic Development Incentive Grant - Project Baldwin
- 67. Adoption of Resolution R-21-122 for Technical Revisions Amending the 2021-2024 Local Housing Assistance Plan

#### **Utilities**

- 68. Authorization to Waive Service Fees Assessed to Utility Customer Accounts

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

Motion to Approve the Consent Agenda

### **K. ADVISORY BOARD APPOINTMENTS**

#### **Convention and Visitors Bureau**

- 69. Appointment of Four Hoteliers to the Tourist Development Council

#### **Redevelopment and Economic Opportunity**

- 70. Appointment of Five Members to the Advertised Vacant Seats to the Affordable Housing Advisory Committee; Adoption of Resolution R-21-119 Appointing Selected Members to Seats 1, 3, 5, 9, and 10

### **L. PORT AUTHORITY**

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

#### **Financial Management**

71. Adoption of Resolution R-21-116 Regarding the Infrastructure Sales Tax – Removing and Adding Projects in the Parks and Community Facilities Category; and Adoption of Budget Resolution B-21-099
72. Adoption of Ordinance 21-33 for the Southwest TIF for Tax Increment Allocation at 25% **Clague**

### **Property Management**

73. Adoption of Resolution R-21-017, a Resolution Vacating a Portion of 69th Street East, Bradenton, Florida 34203 (District 5) - CONTINUED FROM APRIL 20, 2021 **D'Agostino**
74. Adoption of Resolution R-21-095, a resolution vacating Lot "M" and portions of Lot "L" of the C.B. Norton's Subdivision, located in District 1 **D'Agostino**
75. Adoption of Resolution R-21-097, a resolution vacating a portion of platted right of way at 18900 State Road 64 East, Bradenton, Florida 34212, as recorded in the plat of the Waterbury Grape Fruit Tracts (District 5) **D'Agostino**

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

### **Redevelopment and Economic Opportunity**

76. Adoption of Resolution R-21-117 adopting the FY 2021/22 U.S. Housing and Urban Development (HUD) Annual Action Plan to allocate Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) Funds

## **O. REGULAR**

### **Attorney**

77. Adoption of Resolution No. R-21-111 Requesting that the City of Palmetto Rename Lincoln Park to the Coach Eddie Shannon Park & Aquatic Center **Clague**

### **Financial Management**

78. Adoption of Resolution R-21-104 Approving Payments in Lieu of Taxes for Certain Property Owned by the County's Utilities System

## **P. REPORTS**

### **Administrator**

79. Dashboard Report - Provided for Informational Purposes

### **Neighborhood Services**

80. Annual Report of the Child Welfare Systems Advocate for the Child Welfare Systems Advocate Program

## **Q. COMMISSIONER AGENDA**

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

## **S. COUNTY ATTORNEY COMMENTS**

**T. COUNTY ADMINISTRATOR COMMENTS****U. COMMISSIONER 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.



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## Board of County Commissioners July 27, 2021 - Regular Meeting

### **SUBJECT**

ADOPTION OF RESOLUTION R-21-117 ADOPTING THE FY 2021/22 U.S. HOUSING AND URBAN DEVELOPMENT (HUD) ANNUAL ACTION PLAN TO ALLOCATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME), AND EMERGENCY SOLUTIONS GRANT (ESG) FUNDS

### **Category**

ADVERTISED PUBLIC HEARINGS (Presentation Scheduled)

### **Briefings**

All

### **Contact and/or Presenter Information**

Geraldine C. Lopez, Director, Redevelopment and Economic Opportunity Department, ext. 3937  
Jennifer Yost, Community Development Project Manager, ext. 6858

### **Action Requested**

Hold Public Hearing to receive citizen comments on the proposed FY 2021/22 HUD Annual Action Plan.

Adopt Resolution R-21-117 approving and authorizing submission to HUD the FY 2021/22 HUD Annual Action Plan and deappropriate and appropriate grant funds to align and realign revenues and expenditures for activities within said plan.

Authorize the Chairman to sign all required HUD documents necessary to implement the 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).

Authorize the Chairman to execute the HUD Grant Agreements upon receipt from HUD.

### **Enabling/Regulating Authority**

24 CFR Part 91 (Consolidated Plan and Citizen Participation Plan regulation)

Based upon the recommendation and available funding, 8 CDBG-eligible activities are proposed for funding in the FY 2021/22 HUD Annual Action Plan (See Summary of Annual Action Plan within the Resolution).

Resolution R-21-117 provides for approval and execution of the HUD grant funds, the Applications for Federal Assistance (SF424s), Certifications required for the submission of the FY 2021/22 HUD Annual Action Plan. Additionally, staff is seeking authorization for the Chairman to execute the HUD Grant Agreements upon receipt from HUD.

A budget amendment to increase revenues and expenditures will be on a future Board agenda, after HUD has accepted the FY 2021/22 HUD Annual Action Plan and are in receipt of the HUD Grant Agreements.

**Attorney Review**

Not Reviewed (No apparent legal issues)

**Instructions to Board Records**

Please email to and return two certified copies of Resolution R-21-117, and one original and two certified copies of the Applications for Federal Assistance (CDBG SF424, HOME SF424 and ESG SF424) and Non-State Certification to Jennifer Yost, [jennifer.yost@mymanatee.org](mailto:jennifer.yost@mymanatee.org), ext. 6858. **Distributed also to: M. Dunnam, S. Stephens, 7/29/21 RT**

**Cost and Funds Source Account Number and Name**

NA

**Amount and Frequency of Recurring Costs**

NA

## **RESOLUTION R-21-117**

### **A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ADOPTING THE FY 2021-22 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 February 18, 2021 and February 19, 2021 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 2021-22 HUD Annual Action Plan was held between June 26, 2021 and July 27, 2021; and

**WHEREAS**, the FY 2021-22 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 2017-2022 Consolidated Plan; and

**WHEREAS**, the approval of the FY 2021-22 HUD Annual Action Plan is required to receive funds under HUD's program.

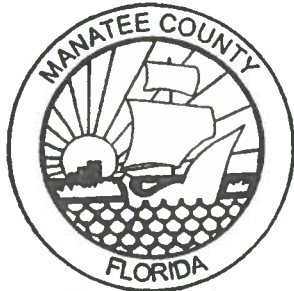
**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners that:

1. Resolution R-21-117 is hereby adopted to provide for the approval of the FY 2021-22 Annual Action Plan as attached hereto.
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 2021-22 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 27<sup>th</sup> day of July 2021.



BY: BOARD OF COUNTY  
COMMISSIONERS MANATEE  
COUNTY, FLORIDA

By: \_\_\_\_\_

Vanessa Baugh, Chairperson

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

By: \_\_\_\_\_

Deputy Clerk

## 2021 HUD Annual Action Plan Public Comment Summary:

No Public Comments were received during the 30-day public Comment Period. One public comment was received during the Public Hearing for the Adoption of the 2021 HUD Annual Action Plan. Below is a summary of the public comment and the County response to the comment.

### Public Comment from Glen Gibellina:

- Concerned about the amount of funding used for Administration.
- Concerned about the Financial Coaching activity and what is the follow-up, what is the hours that have been used for coaching.
- Concerned about the amount of funding for Habitat for Humanity for a project that has not broken ground yet. Habitat for Humanity should go to the School Board and request a reduction of School Board Impact Fees.

### County Response:

Administration amount is at the percentage allowed by HUD and is used for staffing to implement and monitor these activities as well as the other activities that are carried forward from prior years. With this being federal funding, there are strict rules and regulations for implementation, monitoring and reporting. We do not request funding from the general fund to implement these programs because of the grant funding available to implement the programs.

## **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**

2021/22 Community Development Block Grant Entitlement (CDBG)	\$1,904,294.00
2021/22 Home Investment Partnership (HOME)	\$ 651,923.00
<u>2021/22 Emergency Solutions Grant (ESG)</u>	<u>\$ 162,291.00</u>
TOTAL	\$2,718,508.00

#### **Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2021 Unfunded Senior Meals Program - \$48,888.00  
Meals delivered to the homes of the elderly.
2. Gulfcoast Legal Services / 2021 Housing Legal Services – \$74,256.00  
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 Solutions 360 / 2021 Financial Coaching - \$22,500.00  
One-on-one housing and stabilization counseling to income-qualified residents of unincorporated Manatee County.
4. Community Coalition on Homelessness/Turning Points / 2021 Project Smile Program - \$65,000.00  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
5. AM&FM Enterprise, Inc. / 2021 Allean's Loving Care - \$75,000.00  
Program will provide in-home companion and homemaker services for the elderly.
6. Manatee County Habitat for Humanity / Poling Garden Infrastructure Project – \$1,258,913.00  
(\$780,000.00 FY 2019/20 and \$478,913.00 FY 2021/22)  
Construct Infrastructure to serve a new 16-unit affordable housing development in the Samoset West R/ECAP. Additional funding to an existing approved project. Project is located at 9<sup>th</sup> and 31<sup>st</sup> Ave E, Bradenton, Florida.

7. Centerstone / Samoset Community Resource Center Renovation - \$639,966.00  
Renovation and improvement of a 41-year-old building site for a new, comprehensive unified community client services hub in the heart of the Samoset community. Renovations include improvements to the exterior, roof, entry space, Mechanical/Electrical/Plumbing systems, life safety system, and parking lot; conversion of existing space to conference room, kitchen/break room, rest room conversion and updates to the common area, offices, and activity rooms. Project is located at 2703 19<sup>th</sup> Street Court E, Bradenton, Florida.
8. Manatee County Housing Authority / Housing Authority Roof Replacement - \$118,913.00  
Rehabilitate roofs on 26 Existing Affordable Rental Housing Units in the South County R/ECAP. Project is located at 3501-3503 9<sup>th</sup> Street E and 908-918 / 1004-1018 35<sup>th</sup> Avenue E., Bradenton, Florida.
9. Manatee County Redevelopment and Economic Opportunity Administration and Planning - \$380,858.00  
Personnel and related costs for the general oversight and administration of the CDBG program.

#### **HOME Investment Partnership**

1. Contemporary Housing Alternatives of Florida, Inc. (CHAF) / Affordable Rental Housing Development - \$661,731.00 (\$300,000.00 FY 2019/20 and \$361,731.00 FY 2021/22)  
Provide a loan to assist with the development of ten (10) HOME Assisted affordable rental units within a 88 unit development located within the South County R/ECAP.
2. CHDO Set-Aside / To Be Determined - \$225,000.00  
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 Redevelopment and Economic Opportunity Administration and Planning - \$65,192.00  
Personnel and related costs for the general oversight and administration of the HOME program.

#### **Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$150,120.00  
Housing relocation and stabilization services & short-term and medium-term rental assistance.
2. Manatee County Redevelopment and Economic Opportunity - ESG Program Administration - \$12,171.00  
Personnel and related costs for the general oversight and administration of the ESG program.

# Exhibit B



DRAFT: JUNE 2021

## Annual Action Plan

Program Year 2021/2022

MANATEE COUNTY, FLORIDA

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





# FY 2021-22 HUD Annual Action Plan



**Geri C. Lopez, Director**  
**Jennifer Yost, Community Development Project Manager**  
**Redevelopment and Economic Opportunity Department**  
**July 27, 2021**

# Funding Amounts

- \$1,904,294.00 CDBG (2021/22 Funding)
- \$ 651,923.00 HOME (2021/22 Funding)
- \$ 162,291.00 ESG (2021/22 Funding)
- \$2,718,508.00 Total



# CDBG Activities

- \$ 48,888.00 Senior Meals Program
- \$ 74,256.00 Housing Legal Services
- \$ 22,500.00 Financial Coaching / Housing Stabilization Counseling
- \$ 65,000.00 Dentures / Prosthetics for Homeless
- \$ 75,000.00 Senior Companion & Homemaker Services
- \$478,913.00 Habitat for Humanity Infrastructure
- \$639,966.00 Samoset Resource Center Renovations
- \$118,913.00 Housing Authority Roof Replacement
- \$380,858.00 Administration (CDBG)



# HOME & ESG Activities

- \$361,731.00 Carr Landing
- \$225,000.00 CHDO Set Aside
- \$ 65,192.00 Administration (HOME)
  
- \$150,120.00 Homeless Prevention (ESG)
- \$ 12,171.00 Administration (ESG)



**THANK YOU for your legal submission!**

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

**ORDER DETAILS****Order Number:****IPL0029918****External Order #:****89253****Order Status:**

Submitted

**Classification:**

Legals &amp; Public Notices

**Package:**

BRD - Legal Ads

**Final Cost:**

567.45

**Payment Type:**

Account Billed

**User ID:**

IPL0026229

**ACCOUNT INFORMATION**

MANATEE COUNTY GOVERNMENT IP

1112 MANATEE AVE W SUITE 300

BRADENTON, FL 34205

941-749-3029

invoice@manateeclerk.com

MANATEE COUNTY

GOVERNMENT/REDEVELOPMENT AND ECONOMICS

**TRANSACTION REPORT****Date**

June 24, 2021 9:53:37 AM EDT

**Amount:**

567.45

**SCHEDULE FOR AD NUMBER IPL00299180**

June 27, 2021

Bradenton Herald

**PREVIEW FOR AD NUMBER IPL00299180**

**Notice of Public Hearing**  
**Notice of Plan Availability**  
**Draft 2021/22 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 27, 2021, 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-21-117 - Resolution Adopting the 2021/22 Housing and Urban Development (HUD) Annual Action Plans A Resolution of the Board of County Commissioners of Manatee County, Florida, regarding the 2021/22 Annual Action Plan, Proposed Use of Funds, and Proposed Budget.

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

2021/22 Community Development Block Grant Entitlement (CDBG) \$1,904,294.00  
 2021/22 Home Investment Partnership (HOME) \$ 651,523.00  
 2021/22 Emergency Solutions Grant (ESG) \$ 162,291.00  
 TOTAL \$2,718,108.00

**Summary of Substantial Amendment**  
**Use of Funds**

**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2021 Unfunded Senior Meals Program - \$48,888.00 Meals delivered to the homes of the elderly;
2. Gulfcoast Legal Services / 2021 Housing Legal Services - \$74,256.00 Legal services to income-qualified residents of unincorporated Manatee County on violations of fair housing, landlord/tenant, mortgage foreclosures, and related housing laws;
3. Community Solutions 360 / 2021 Financial Coaching - \$22,500.00 One-on-one housing and stabilization counseling to income-qualified residents of unincorporated Manatee County;
4. Community Coalition on Homelessness/Turning Points / 2021 Project Safe Program - \$60,000.00 Program will pay for diapers, prophylaxis and supplies to make such devices for homeless clients;
5. AMWH Enterprises, Inc. / 2021 Alzheimers Living Care - \$75,000.00 Program will provide in-home companion and homemaker services for the elderly;
6. Manatee County Habitat for Humanity / Parking Garage Infrastructure Project - \$1,258,913.00 \$750,000.00 FY 2019/20 and \$478,913.00 FY 2021/22) Construct infrastructure to serve a new 16-unit affordable housing development in the Sanseet West RECAP Additional funding to an existing approved project. Project is located at 9th and 31st Ave E, Bradenton, Florida;
7. Centerville / General Community Resource Center Renovation - \$633,965.00 Renovation and improvement of a 41-year-old building site for a new, comprehensive unified community client services hub in the heart of the Sanseet community. Renovations include improvements to the exterior, roof, entry space, Mechanical/Electrical/Plumbing systems, life safety system, and parking lot; conversion of existing space to conference room, kitchen/break room, rest room conversion and updates to the common area, offices, and activity rooms. Project is located at 2703 15th Street Court E, Bradenton, Florida;
8. Manatee County Housing Authority / Housing Authority Roof Replacement - \$118,313.00 Rehabilitate roofs on 26 Existing Affordable Rental Housing Units in the Sanseet West RECAP Project is located at 2501-2509 9th Street E and 908-918 / 1004-1018 35th Avenue E, Bradenton, Florida;
9. Manatee County Redevelopment and Economic Opportunity Administration and Planning - \$380,858.00 Personnel and related costs for the general oversight and administration of the CDBG program.

**HOME Investment Partnership**

1. Confessions Housing Alternatives of Florida, Inc. (CHAF) / Affordable Rental Housing Development - \$651,731.00 FY 2019/20 and \$261,731.00 FY 2021/22 Provide a loan to assist with the development of ten (10) affordable rental units located within the South County RECAP;
2. CHDO (See-Above) To Be Determined - \$225,000.00 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 Redevelopment and Economic Opportunity Administration and Planning - \$65,192.00 Personnel and related costs for the general oversight and administration of the HOME program.

**Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$150,120.00 Housing relocation and stabilization services & short-term and medium-term rental assistance;
2. Manatee County Redevelopment and Economic Opportunity - ESG Program Administration - \$17,171.00 Personnel and related costs for the general oversight and administration of the ESG program;

In accordance with the Clean Participation Rule, 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 2021/22 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 2021/22 Housing and Urban Development (HUD) Annual Action Plan will be made available to the public on June 27, 2021. This notice is being published to make citizens aware that a formal 30 calendar day comment period commences on June 27, 2021 and will conclude on July 27, 2021. All interested parties may examine the draft Substantial Amendments at the Manatee County Redevelopment and Economic Opportunity Department, 1112 Manatee Avenue West, 3rd Floor Reception Area, Bradenton, FL and the Manatee County website at [www.myanatee.org/departments/redevelopment\\_escg\\_nomic\\_opportunitycommunity\\_developmentcommunity\\_development\\_block\\_grant\\_escg\\_esg\\_escg](http://www.myanatee.org/departments/redevelopment_escg_nomic_opportunitycommunity_developmentcommunity_development_block_grant_escg_esg_escg).

Written comments on the Substantial Amendment to the 2021/22 Housing and Urban Development (HUD) Annual Action Plan will be accepted through July 27, 2021. Please address your comments to:

Jennifer Yost, Community Development Project Manager  
 Manatee County Redevelopment and Economic Opportunity Department  
 1112 Manatee Avenue West  
 Bradenton, FL 34205  
 (941) 748-4021, ext. 6808  
[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 Substantial Amendment to the 2021/22 Housing and Urban Development (HUD) Annual Action Plan, Proposed Use of Funds, and Proposed Budget on:

**July 27, 2021**  
**9:00 AM or as soon thereafter as can be heard**  
**Manatee County Administration Building - 1st 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.myanatee.org/live](http://www.myanatee.org/live) and on Manatee Government Access (MGA) Spectrum channel 644, Verizon channel 30, and Comcast channel 20.

Written public comments can be submitted at [www.myanatee.org/comment](http://www.myanatee.org/comment) by Monday, July 26, 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 Cammie DeMillo 941-792-8784 ext. 8203 or [cammie.demillo@mymanatee.org](mailto:cammie.demillo@mymanatee.org).

IPL0029918  
 Jun 27 2021

[<< Click here to print a printer friendly version >>](#)

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS

Order Number:  
IPL0029922  
External Order #:  
89254  
Order Status:  
Submitted  
Classification:  
Legals & Public Notices  
Package:  
BRD - Legal Ads  
Final Cost:  
590.85  
Payment Type:  
Account Billed  
User ID:  
IPL0026229

ACCOUNT INFORMATION

MANATEE COUNTY GOVERNMENT IP  
1112 MANATEE AVE W SUITE 300  
BRADENTON, FL 34205  
941-749-3029  
invoice@manateeclerk.com  
MANATEE COUNTY  
GOVERNMENT/REDEVELOPMENT AND ECONOM

TRANSACTION REPORT

Date  
June 24, 2021 10:08:31 AM EDT  
Amount:  
590.85

SCHEDULE FOR AD NUMBER IPL00299220

June 27, 2021  
Bradenton Herald

PREVIEW FOR AD NUMBER IPL00299220

**Activo de Audiencia Pública**  
**Activo de Disponibilidad del Plan**  
**Borrador 2021/22 Actividades del Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD)**  
POR LA PRESENTE SE DA AUSEO de que la Junta de Comisionados del Condado de Manatee llevará a cabo una Audiencia Pública el 27 de julio de 2021, a las 9:00 a.m., a tan pronto como se pueda escuchar en el Manatee County Administration Building – 1st Floor Chambers, 1112 Manatee Avenue West, Bradenton, Florida, para considerar y actuar sobre los siguientes asuntos:

R-21-117 – Resolución por la que se aprueba el Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD) 2021/22.  
Una Resolución de la Junta de Comisionados del Condado de Manatee, Florida, con respecto al Plan de Acción Anual 2021/22, Uso Propuesto de Fondos y Presupuesto Propuesto.

**Estado del Presupuesto Propuesto y Uso de Fondos**

**Fuentes de Fondos**  
2021/22 Community Development Block Grant Entitlement (CDBG) \$1,904,294.00  
2021/22 Home Investment Partnership (HOME) \$ 651,523.00  
2021/22 Emergency Solutions Grant (ESG) \$ 162,291.00  
TOTAL \$2,718,108.00

**Resumen de Enmienda Sustancial**  
**Uso de Fondos**  
**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2021 Unfunded Senior Meals Program – \$48,888.00 Entrega de comidas a hogares de ancianos.  
2. Gulfcoast Legal Services / 2021 Housing Legal Services – \$74,296.00 Servicios legales a residentes calificados para ingresos del Condado de Manatee no incorporados sobre violaciones de vivienda  
3. Community Solutions 360 / 2021 Financial Coaching – \$22,000.00 Asesoramiento individualizado de vivienda y estabilización para residentes con ingresos calificados del Condado de Manatee no incorporados.  
4. Community Coalition on Homelessness/Turning Points / 2021 Project Smile Program – \$65,000.00 El programa pagará por dermatólogos, pruebas y suministros para hacer tales dispositivos para clientes en hogar.  
5. AMM Enterprises, Inc. / 2021 Allean Living Care – \$75,000.00 El programa proporcionará servicios de acompañantes y camas de base en el hogar para los ancianos.  
6. Manatee County Habitat for Humanity / Paving Garden Infrastructure Project – \$1,258,913.00 \$780,000.00 FY 2019/20 y \$478,913.00 FY 2021/22 Construir infraestructura para servir a un nuevo desarrollo de vivienda asequible de 16 unidades en el Sanseet West RECAP. Financiamiento adicional a un proyecto aprobado existente. El proyecto está ubicado en 9th y 31st Ave E, Bradenton, Florida.  
7. Centerline / Sanseet Community Resource Center Renovation – \$653,965.00 Renovación y reemplazo de un edificio de construcción de 41 años de antigüedad para un nuevo e integral centro unificado de servicios al cliente comunitario en el corazón de la comunidad de Sanseet. Las renovaciones incluyen mejoras en el exterior, el techo, el espacio de entrada, los sistemas mecánicos / eléctricos / plomería, el sistema de seguridad de video y el estacionamiento; conservación del espacio existente de la sala de conferencias, cocina / sala de reuniones, baño y actualizaciones al área común, oficinas y salas de actividades. El proyecto está ubicado en 2703 19th Street Court E, Bradenton, Florida.  
8. Manatee County Housing Authority / Housing Authority Roof Replacement – \$118,913.00 Reemplazar los techos de 26 unidades de vivienda de alquiler asequible existentes en Sanseet West RECAP. El proyecto está ubicado en 3521-3523 9th Street E y 908-918 / 1004-1018 38th Avenue E, Bradenton, Florida.  
9. Manatee County Redevelopment and Economic Opportunity Administration and Planning – \$380,858.00 Costos de personal y relacionados para la supervisión general y administración del programa CDBG.

**HOME Investment Partnership**

1. Contemporary Housing Alternatives of Florida, Inc. (CHAF) / Affordable Rental Housing Development – \$661,731.00 \$300,000.00 FY 2019/20 and \$361,731.00 FY 2021/22 Proporcionar un préstamo para ayudar con el desarrollo de diez (10) unidades de alquiler asequible ubicadas dentro de South County RECAP.  
2. CHDO Self-Audit / Por determinar – \$225,000.00 Se proporcionarán fondos para las agencias aprobadas de CHDO para las actividades elegibles de HOME/CHDO según el Requisito Regulatorio del Departamento de Vivienda y Desarrollo Urbano de EE. UU.  
3. Manatee County Redevelopment and Economic Opportunity Administration and Planning – \$65,132.00 Costo de personal y relacionados para la supervisión general y administración del programa HOME.

**Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management – \$150,120.00 Servicios de reubicación y estabilización de viviendas y asistencia de alquiler a corto y mediano plazo.  
2. Manatee County Redevelopment and Economic Opportunity – ESG Program Administration – \$12,171.00 Gastos de personal y relacionados para la supervisión y la administración general del programa ESG.

De acuerdo con el Citizen Participation Plan, las enmiendas regulatorias autorizadas por el Departamento de Vivienda y Desarrollo Urbano (HMD) de EE. UU. y las regulaciones de HUD, el Condado de Manatee está notificando al público sobre las actividades que se encuentran en el Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD) 2021/22. Las actividades afectadas están financiadas con fondos de subvención federal para el desarrollo comunitario, la asociación de vivienda (HOME) y la subvención para soluciones de emergencia (ESG).

**Activo de Disponibilidad de Enmienda Sustancial**

Un borrador del Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD) 2021/22 se pondrá a disposición del público el 27 de junio de 2021. Este aviso se publica para que los ciudadanos sepan que un período formal de comentarios de 30 días del calendario comienza el 27 de junio de 2021 y concluye el 27 de julio de 2021. Todas las partes interesadas pueden examinar el borrador de Enmiendas Sustanciales en Manatee County Redevelopment and Economic Opportunity Department, 1112 Manatee Avenue West, 1st Floor Reception Area, Bradenton, FL y el sitio web del Condado de Manatee en [www.manateecounty.org/departments/redevelopment-economic-opportunity/community-development/block-grant](http://www.manateecounty.org/departments/redevelopment-economic-opportunity/community-development/block-grant), c.d.p.g. Los comentarios por escrito sobre la Enmienda Sustancial al Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD) 2021/22 serán aceptados hasta el 27 de julio de 2021. Por favor, envíe sus comentarios a:

Jennifer Watt, Community Development Project  
Manager Manatee County Redevelopment and Economic Opportunity Department 1112 Manatee Avenue West  
Bradenton, FL 34205  
(941) 748-4521 ext. 6858  
[jennifer.watt@manateecounty.org](mailto:jennifer.watt@manateecounty.org)

**Activo de Audiencia Pública**

Habrán una audiencia pública con la Junta de Comisionados del Condado de Manatee con respecto a la Enmienda Sustancial al Plan de Acción Anual de Vivienda y Desarrollo Urbano (HMD) 2021/22. Una Propuesta de Fondos y Presupuesto Propuesto el:

27 de julio de 2021  
9:00 AM o tan pronto como se pueda escuchar  
Manatee County Administration Building – 1st Floor Chambers  
1112 Manatee Avenue West  
Bradenton, FL 34205

Esta reunión se llevará a cabo a través de Zoom Communications Media Technology según le permitido por la Orden Ejecutiva 20-49 emitida por la Oficina del Gobernador Ron DeSantis el 20 de marzo de 2020. La reunión se puede ver en vivo en [www.manateecounty.org/live](http://www.manateecounty.org/live) y en Manatee Government Access (MGA) Spectrum canal 644, Verizon canal 30 y Comcast canal 20.

Los comentarios públicos por escrito se pueden enviar a [www.manateecounty.org/comment](http://www.manateecounty.org/comment) antes del lunes 26 de julio, a las 4:00 p.m. Asegúrese de incluir su nombre y enviar sus comentarios antes de la fecha límite de la reunión. Los Comisionados no pueden recibir sus comentarios si el formulario se presenta después de la fecha límite.

De acuerdo con la Sección 286.0105 de los Estatutos de Florida, una persona que decide apelar cualquier decisión tomada por la Junta de Comisionados del Condado con respecto a cualquier asunto considerado en la reunión o audiencia mencionada anteriormente necesitará un registro de los procedimientos y, para tales fines, puede ser necesario asegurarse de que se realice un acta formal de los procedimientos, como expediente incluye el testimonio y la evidencia en la que se basará la apelación.

Estados Unidos con Discapacidades: La Junta de Comisionados del Condado no discrimina sobre la base del estatus de discapacidad de ninguna persona. Esta política de no discriminación implica todos los aspectos de las funciones de la Junta, incluido el acceso y la participación en audiencias públicas. Cualquier persona que requiera acomodaciones razonables para esta reunión según lo previsto en la ADA, debe comunicarse con Carrie Deltito (941-748-4584 ext. 6203) o [carrie.deltito@manateecounty.org](mailto:carrie.deltito@manateecounty.org).

IPL0029922  
Jun 27 2021

<< Click here to print a printer friendly version >>

**Notice of Public Hearing  
Notice of Plan Availability  
Draft 2021/22 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 27, 2021, 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-21-117 – Resolution Adopting the 2021/22 Housing and Urban Development (HUD) Annual Action Plans  
A Resolution of the Board of County Commissioners of Manatee County, Florida, regarding the 2021/22 Annual Action Plan, Proposed Use of Funds, and Proposed Budget.

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

**Sources of Funds**

2021/22 Community Development Block Grant Entitlement (CDBG)	\$1,904,294.00
2021/22 Home Investment Partnership (HOME)	\$ 651,923.00
2021/22 Emergency Solutions Grant (ESG)	\$ 162,291.00
<b>TOTAL</b>	<b>\$2,718,508.00</b>

**Summary of Substantial Amendment  
Use of Funds**

**Community Development Block Grant**

1. Meals on Wheels PLUS of Manatee, Inc. / 2021 Unfunded Senior Meals Program - \$48,888.00  
Meals delivered to the homes of the elderly.
2. Gulfcoast Legal Services / 2021 Housing Legal Services – \$74,256.00  
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 Solutions 360 / 2021 Financial Coaching - \$22,500.00  
One-on-one housing and stabilization counseling to income-qualified residents of unincorporated Manatee County.
4. Community Coalition on Homelessness/Turning Points / 2021 Project Smile Program - \$65,000.00  
Program will pay for dentures, prosthetics and supplies to make such devices for homeless clients.
5. AM&FM Enterprise, Inc. / 2021 Allean's Loving Care - \$75,000.00  
Program will provide in-home companion and homemaker services for the elderly.
6. Manatee County Habitat for Humanity / Poling Garden Infrastructure Project – \$1,258,913.00 (\$780,000.00 FY 2019/20 and \$478,913.00 FY 2021/22)  
Construct Infrastructure to serve a new 16-unit affordable housing development in the Samoset West R/ECAP. Additional funding to an existing approved project. Project is located at 9<sup>th</sup> and 31<sup>st</sup> Ave E, Bradenton, Florida.
7. Centerstone / Samoset Community Resource Center Renovation - \$639,966.00  
Renovation and improvement of a 41-year-old building site for a new, comprehensive unified community client

services hub in the heart of the Samoset community. Renovations include improvements to the exterior, roof, entry space, Mechanical/Electrical/Plumbing systems, life safety system, and parking lot; conversion of existing space to conference room, kitchen/break room, rest room conversion and updates to the common area, offices, and activity rooms. Project is located at 2703 19<sup>th</sup> Street Court E, Bradenton, Florida.

8. Manatee County Housing Authority / Housing Authority Roof Replacement - \$118,913.00

Rehabilitate roofs on 26 Existing Affordable Rental Housing Units in the Samoset West R/ECAP. Project is located at 3501-3503 9<sup>th</sup> Street E and 908-918 / 1004-1018 35<sup>th</sup> Avenue E., Bradenton, Florida.

9. Manatee County Redevelopment and Economic Opportunity Administration and Planning - \$380,858.00  
Personnel and related costs for the general oversight and administration of the CDBG program.

#### **HOME Investment Partnership**

1. Contemporary Housing Alternatives of Florida, Inc. (CHAF) / Affordable Rental Housing Development - \$661,731.00 (\$300,000.00 FY 2019/20 and \$361,731.00 FY 2021/22)  
Provide a loan to assist with the development of ten (10) affordable rental units located within the South County R/ECAP.
2. CHDO Set-Aside / To Be Determined - \$225,000.00  
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 Redevelopment and Economic Opportunity Administration and Planning - \$65,192.00  
Personnel and related costs for the general oversight and administration of the HOME program.

#### **Emergency Solutions Grant**

1. Homelessness Prevention, Rapid Rehousing & Case Management - \$150,120.00  
Housing relocation and stabilization services & short-term and medium-term rental assistance.
2. Manatee County Redevelopment and Economic Opportunity - ESG Program Administration - \$12,171.00  
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 2021/22 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 2021/22 Housing and Urban Development (HUD) Annual Action Plan will be made available to the public on June 26, 2021. This notice is being published to make citizens aware that a formal 30 calendar day comment period commences on June 26, 2021 and will conclude on July 27, 2021. All Interested parties may examine the draft Substantial Amendments at the Manatee County Redevelopment and Economic Opportunity Department, 1112 Manatee Avenue West, 3<sup>rd</sup> Floor Reception Area, Bradenton, FL and the Manatee County website at [www.mymanatee.org/departments/redevelopment\\_economic\\_opportunity/community\\_development/block\\_grant\\_cdbg](http://www.mymanatee.org/departments/redevelopment_economic_opportunity/community_development/block_grant_cdbg).

Written comments on the Substantial Amendment to the 2021/22 Housing and Urban Development (HUD) Annual Action Plan will be accepted through July 27, 2021. Please address your comments to:

Jennifer Yost, Community Development Project Manager  
Manatee County Redevelopment and Economic Opportunity 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 Substantial Amendment to the 2021/22 Housing and Urban Development (HUD) Annual Action Plan, Proposed Use of Funds, and Proposed Budget on:

**July 27, 2021**  
**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 26, 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: 06/26/2021


[Agenda](#)
[Agenda Packet](#) (/OnBaseAgendaOnline/Documents/Downloadfile/June\_8%2c\_2021\_-\_Regular\_Meeting\_165\_Agenda\_Packet\_6\_8\_2021\_8\_30\_00\_AM.pdf?documentType=5&meetingId=165&isAttachment=True)

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**BOARD OF COUNTY COMMISSIONERS**

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

**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 8, 2021

**Board of County Commissioners  
 Port Authority  
 Revised Agenda and Notice of Public Meeting  
 June 8, 2021 - Regular Meeting**

This meeting will begin at 8:30 a.m. for the presentation of awards and proclamations. All other business will follow at 9:00 a.m. or soon thereafter.

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 **Friday, June 4, at 2 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 **851 8736 5965** (followed by #).

**Dial-in Instructions:**

- Dial one of the zoom numbers and enter the Meeting ID number: **851 8736 5965** (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 Rev. Sam Rainer, West Bradenton Baptist Church

**C. VETERAN-LED PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Reggie Bellamy, Corporal/E4, U.S. Army

**D. ANNOUNCEMENTS****Updates to Agenda**

**1:30 p.m. Time Certain - Item No. 64 - Adoption of Resolution R-21-085 regarding Ballot Question for School Board Millage and Budget Resolution B-21-086**

**E. REQUESTS BY COMMISSIONERS (Items to be pulled from Consent Agenda)****F. AWARDS/PRESENTATIONS/PROCLAMATIONS****Awards**

1. Presentation of the June Employee of the Month Award to Joel Richmond

**Presentations**

2. Introduction of the Summer 2021 Results First Internship Cohort

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

3. Adoption and Presentation of Proclamation designating June 7-11, 2021, as Code Enforcement Officers' Appreciation Week in Manatee County
4. Adoption and Presentation of Proclamation designating July 2021 as Park & Recreation Month in Manatee County

**G. REGULAR****Redevelopment and Economic Opportunity**

5. Adoption of Resolution R-21-092 authorizing Conveyance of County-Owned Property to Community Solutions 360, Inc. for Affordable Housing Development; Execution of a Land Use Restriction Agreement and Conveyance Deed from County of Manatee to Community Solutions 360, Inc., a Nonprofit Organization
6. Execution of the Land Use Restriction Agreement for Luna Lakes (RLG Investments of Bradenton, LLC) for property located at 2303 24th Avenue East, Palmetto, Florida

**H. ADVERTISED PUBLIC HEARINGS (Presentation Scheduled)****Redevelopment and Economic Opportunity**

7. Public Hearing and Adoption of Resolution R-21-089 approving the Inventory List of County land available for use as affordable housing within the jurisdiction of Manatee County, Florida
8. Adoption of Resolution R-21-087 Amending the 2019/20 Housing and Urban Development (HUD) Annual Action Plan to allocate CDBG-CV supplemental funding to prevent, prepare for, and respond to the coronavirus pandemic.

**Convention and Visitors Bureau**

9. Adoption of Ordinance 21-25 Amending Section 2-29-27 of the Manatee County Code of Ordinances to Amend the County's Tourist Development Plan **Nicodemi**

**I. 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.**

10. Citizen Comments

**J. 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.**

11. Citizen Comments

**K. CONSENT AGENDA****Clerk of Circuit Court**

12. Approval of the Clerk's Consent Agenda dated June 8, 2021

**Building and Development Services**

13. Approval of Final Plat and Associated Documents for Crowderville Subdivision
14. Approval of Final Plat and Associated Documents for Del Webb Phase V, Subphase D

**Financial Management**

15. Adoption of FY21 Budget Amendment Resolution B-21-085
16. Authorization to Award Invitation for Bid (IFB) No. 21-R076431BB for Traffic Signal and Intelligent Transportation Systems (ITS) Maintenance Services; and Execution of Agreements No. 21-R076431BB
17. Authorization to Award Invitation for Bid Construction (IFBC) No. 21-TA003687SAM, Erie Road - US 301 to US 301 South-North Phase II; Execution of Agreement; and Adoption of Budget Resolution B-21-093
18. Execution of Agreement No. 21-TA003564SAM for Professional Engineering Services for the Southeast Water Reclamation Facility (SEWRF) Capacity Improvements

19. Execution of Agreement No. 21-TA003637DJ for Cortez Gardens Subdivision Water Main Replacement; and Adoption of Budget Resolution B-21-083
20. Execution of Change Order No. 2 to Agreement No. 19-TA003129AJ for Sewer Pipe Construction, Repair, and Replacement

### **Neighborhood Services**

21. Adoption of Resolution R-21-105 Authorizing Execution of Agreement for the Community Care for the Elderly (CCE) Grant Funds 21/22; Adoption of Budget Resolution B-21-089
22. Adoption of Resolution R-21-106 Authorizing Execution of Agreement for the Alzheimer's Disease Initiative (ADI) Grant Funds 21/22; Adoption of Budget Resolution B-21-088
23. Adoption of Resolution R-21-107 Authorizing Execution of Agreement for the Home Care for the Elderly (HCE) Grant Funds 21/22; Adoption of Budget Resolution B-21-090
24. Execution of Amendment 001 to the Emergency Home Energy Assistance Program Agreement EH-2021-MAN; Adoption of Budget Resolution B-21-091
25. Execution of State FY 20/21 Non Profit Agency Funding Agreement Amendment No. 1 with Meals on Wheels Plus of Manatee, Inc. (Home Delivered Meals)
26. Execution of State FY 20/21 Non Profit Funding Agreement Amendment No. 1 with Meals on Wheels Plus of Manatee, Inc. (Adult Daycare)

### **Parks and Natural Resources**

27. Adoption of Resolution R-21-077 Providing for Changes to the Parks & Natural Resources Department Fee Schedule
28. Adoption of Resolution R-21-086 approving the Universal Form Agreement for Recreational Contractors, Officials, and Instructors of the Parks and Natural Resources Department  
**Nicodemi**
29. Execution of Third Amendment to the Healthways Provider Agreement to Extend the Agreement with Tivity Health Services, LLC., to December 31, 2024, for the Silver Sneakers and Prime Programs at G.T. Bray Recreation Center
30. Execution of the Fourth Amendment to the Golf Course Management Agreement with Pope Golf, LLC for Manatee County Golf Course and Buffalo Creek Golf Course
31. Execution of Well Construction Permitting Agreement with the Southwest Florida Water Management District     **Soto**

### **Property Management**

32. Acceptance of Corrective Temporary Utilities Easement between Lennar Homes, LLC and Manatee County for property located at 15807 Islandwalk, Bradenton, FL 34211 (District 5)

33. Acceptance of Permanent Drainage Easement between Asolo Theatre, Inc and Manatee County for property located at 1009 Tallevast Road, Sarasota, FL 34243 (District 4)
34. Acceptance of Permanent Drainage Easement from Lakewood Ranch Commerce Park, LLC for Property Located at 10307 Technology Terrace, Bradenton, Florida 34211 – District 5
35. Acceptance of Warranty Deed and Temporary Construction Easement from James S. Bond and Lucretia M. Bond for Parcels 145 and 145.03 of the Moccasin Wallow Road - US 41 to Gateway Boulevard Expansion Project - CIP Project No. 6092560 (District 1)
36. Adoption of Resolution R-21-034 Declaring a Parcel of Land as Surplus and Authorizing the Conveyance of Such Property; Execution of First Amendment to Permanent Parking and Utilities Easement Agreement with 920 Manatee Associates, LLC; Execution of Quit Claim Deed for Property Located at 915 4th Avenue Drive West, Bradenton, Florida 34205 in District 2  
**Nicodemi**
37. Adoption of Resolution R-21-072 Declaring Parcel on 50th Avenue Terrace West in Bradenton, Florida as Surplus Property and Authorizing its Sale; PID 5537700069 in District 4
38. Adoption of Resolution R-21-094 Declaring a Public Hearing on July 27, 2021, for vacating Lot "M" and Portions of Lot "L" of the C. B. Norton's Subdivision, of Manatee County, Florida (District 1)  
**D'Agostino**
39. Adoption of Resolution R-21-096 Declaring a Public Hearing on July 27, 2021, for vacating a portion of platted right of way at 18900 State Road 64 East, Bradenton, Florida 34212, as recorded in the Plat of The Waterbury Grape Fruit Tracts, of Manatee County, Florida (District 5)  
**D'Agostino**
41. Execution of Amendment to Grant Award Agreement between Florida Communities Trust and Manatee County for Cortez Preserve located at 4415 119th Street West, Bradenton, Florida, 34210 in District 3  
**D'Agostino**
42. Execution of Subordination of Utility Interests for Temporary Easements for Parcel 718.3 (also known as Parcel 718) and Execution of Subordination of County Utility Interests for Parcel 807.2 (also known as Parcel 807) to the Florida Department of Transportation (FDOT)/ Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4)  
**D'Agostino**
43. Execution of Subordination of Utility Interests for Temporary Easements to the Florida Department of Transportation (FDOT) for Parcel 719.4 (also known as Parcel 719)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4)  
**D'Agostino**
44. Execution of Subordination of Utility Interests for Temporary Easements to the Florida Department of Transportation (FDOT) for Parcel 710.4 (also known as Parcel 710)/FDOT Financial Project 433592-1-52-01 (FPID 4335921) located along the US 41 (SR 45) Pedestrian Corridor (District 4)  
**D'Agostino**

### **Public Works**

45. Adoption of Resolution R-21-088 authorizing execution of the Transportation Off System Post Project Maintenance Agreement with the Florida Department of Transportation for the District One School Zone Implementation Plan - FPID 444856-2 **Nicodemi**
46. Adoption of Resolution R-21-091 Authorizing the Execution and Submission of State Fiscal Year 2021/22 Transportation Disadvantaged (TD) Trip & Equipment Grant Application and Updated Reimbursement Rates
47. Adoption of Resolution R-21-093 and Execution of Florida Department of Transportation (FDOT) Agreement FPN: 447-300-1-54-01, a State-Funded Grant Agreement for Moccasin Wallow Road Expansion from 115th Street East to US 301 **D'Agostino**
48. Adoption of Resolution R-21-103 reaffirming approval of the State-Funded Grant Supplement Agreement with the State of Florida Department of Transportation (FDOT) for the construction of an extension of 44th Avenue East, from 45th Street East to 44th Avenue Plaza East (FM445848-1/54-01) and reaffirming authorization for the Chairperson to execute the Agreement **D'Agostino**
49. Adoption of Resolution R-21-109 authorizing the submission of Florida Department of Transportation (FDOT) State Fiscal Year 2022/23 Public Transit Service Development Grant Funding
50. Authorization to Classify Equipment as Surplus; Adoption of Resolution R-21-099 Authorizing Donation to United Community Centers
51. Authorization to Classify Vehicles as Surplus
52. Execution of Cooperative Funding Agreement with Southwest Florida Water Management District (SWFWMD) for the Cow Pen Slough Watershed Management Plan providing a 50/50 Partnership of Project Costs **Warren**
53. Execution of Cooperative Funding Agreement with the Southwest Florida Water Management District (SWFWMD) for the North County Watershed Management Plan providing a 50/50 Partnership of Project Costs **Warren**
54. Execution of Cooperative Funding Agreement with the Southwest Florida Water Management District (SWFWMD) for the South County Watershed Management Plan providing a 50/50 Partnership of Project Costs **Warren**
55. Execution of State of Florida Department of Transportation (FDOT) FY2021/2022 Highway Lighting Maintenance and Compensation Agreement Exhibit 'A' **D'Agostino**
56. Execution of Florida Department of Transportation (FDOT) 2021/2022 Traffic Signal Maintenance and Compensation Agreement Exhibit 'A' **D'Agostino**
57. Execution of Letter of Support for the Sarasota/Manatee Metropolitan Planning Organization (MPO) Route 99/US41 Transit Signal Priority (TSP) Demonstration Project

### **Redevelopment and Economic Opportunity**

58. Approval of Proposed Projects and Activities for Inclusion in the FY 2021/22 Housing and Urban Development (HUD) Annual Action Plan

**Utilities**

59. Authorization to Write-off Bad Debts of the Utilities Department

**L. APPROVAL OF CONSENT AGENDA**

Motion to Approve the Consent Agenda

**M. NEW BUSINESS - ITEMS REMOVED FROM CONSENT AGENDA**

**Property Management**

40. Adoption of Resolutions R-21-029 and R-21-090 regarding the Florida Maritime Museum; Execution of the Amended and Restated Management Agreement between Manatee County and the Clerk of Circuit Court; and Execution of License Agreement between Manatee County, the Clerk of Circuit Court, and the Friends of the Florida Maritime Museum (District 3)  
**Nicodemi**

**N. ADVISORY BOARD APPOINTMENTS**

**O. PORT AUTHORITY**

**P. ADVERTISED PUBLIC HEARINGS (Presentations Upon Request)**

**Administrator**

60. First Public Hearing for LDA-20-01 Local Development Agreement for Lennar Homes, LLC and IA Manatee, LLC – PLN2007-0071 - Quasi Judicial **Soto**

**Property Management**

61. Adoption of Resolution R-21-074, a Resolution Vacating a Portion of 29th Street East in the New Pearce & Pearce Vegetable Farms Plat in Sarasota, Florida 34243 (District 4) **D'Agostino**

**Q. REGULAR**

**Financial Management**

62. Adoption of Note Resolution R-21-100 authorizing the issuance of Infrastructure Sales Tax Revenue Improvement Notes, Series 2021; Adoption of Resolution R-21-102 authorizing a Reimbursement Resolution expressing the intent to reimburse the County for certain capital expenditures with loan proceeds; and Adoption of Budget Resolution B-21-087 amending the annual budget for Manatee County, FL, for fiscal year 2021. **Nicodemi**



63. Adoption of Note Resolution R-21-099 authorizing the issuance of the Revenue Improvement Notes, Series 2021; Adoption of Resolution R-21-101 authorizing a Reimbursement Resolution expressing the intent to reimburse the County for certain capital expenditures with loan proceeds and Adoption of Budget Resolution B-21-094 amending the annual budget for Manatee County, FL, for fiscal year 2021. **Nicodemi**
64. 1:30 P.M. TIME CERTAIN - Adoption of Resolution R-21-085 regarding Ballot Question for School Board Millage and Budget Resolution B-21-086
65. Execution of Guaranteed Maximum Price (GMP) Addendum to Agreement No. 19-R072242SAM for Construction Management at Risk Services for the Washington Park Preserve Phase I project; Adoption of Budget Resolution B-21-084

**Administrator**

66. Confirmation of Appointment of Deputy County Administrator

**Neighborhood Services**

67. Authorization to Accept Donation from the Friends of the Braden River Library, and Adoption of Budget Resolution B-21-074

**Parks and Natural Resources**

68. Execution of Agreement for Charitable Services with The Patterson Foundation for the 2021 Suncoast Summer Reading Challenge **Nicodemi**

**R. REPORTS****S. COMMISSIONER AGENDA****Commissioner Whitmore**

69. Discussion of Pelicans on the Skyway Piers

**Commissioner Bellamy**

70. Direction to the County Attorney's Office to Prepare a Resolution Naming the Judicial Center Law Library after Attorney Layon Robinson, II
71. Authorization to Include Sylvan Oaks, and the Associated Drainage Systems, as High Priority for Flood Mitigation Analysis through the North County Watershed Management Plan

**T. CITIZEN COMMENTS (Continuation of Consideration for Future Agenda Items, if Needed)****U. COUNTY ATTORNEY COMMENTS****V. COUNTY ADMINISTRATOR COMMENTS****W. COMMISSIONER COMMENTS**

**X. 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.



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## Board of County Commissioners June 8, 2021 - Regular Meeting

### **SUBJECT**

APPROVAL OF PROPOSED PROJECTS AND ACTIVITIES FOR INCLUSION IN THE FY 2021/22 HOUSING AND URBAN DEVELOPMENT (HUD) ANNUAL ACTION PLAN

### **Category**

CONSENT AGENDA

### **Briefings**

All

### **Contact and/or Presenter Information**

Geraldine C. Lopez, Director, Redevelopment and Economic Opportunity Department, ext. 3937  
Jennifer Yost, Community Development Project Manager, ext. 6858

### **Action Requested**

Approval of proposed project and activities for inclusion in the Draft FY 2021/22 Housing and Urban Development (HUD) Annual Action Plan.

### **Enabling/Regulating Authority**

24 CFR Part 91 (Consolidated Plan and Citizen Participation Plan regulation)

2017-22 Consolidated Plan (Resolution R-17-083)

24 CFR 5.110, HUD may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions. Additional regulatory waiver authority is provided in 24 CFR 91.600. These regulatory provisions provide HUD the authority to make waiver determinations for the CDBG, HOME, ESG, CoC, and HOPWA Programs and consolidated planning requirements for all CPD formula programs.

### **Background Discussion**

Manatee County is an entitlement community through the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) programs.

HUD approved Manatee County's 2017-2022 Consolidated Plan in October of 2017. The five-year Consolidated Plan identified priority needs through an extensive public outreach and engagement effort. Those needs are 1) affordable housing and compliance with fair housing regulations; 2) community development/infrastructure; 3) social/public services; and 4) economic development. The priority needs are to be addressed through the funding of specific projects and activities in each year's Annual Action Plan.

In preparation for the FY 2021/22 CDBG funding cycle, public meetings were held on February 18 and 19, 2021, and a grant application workshop was held on March 12, 2021 with interested organizations. Applications for funding were due on April 19, 2021.

In April 2021, staff conducted a completeness review of all grant applications received by the deadline to ensure they met the threshold requirements identified in the application. A Ranking and Scoring committee of staff and community members was comprised to review each application based upon the priority needs, goals, strategies identified in the five-year Consolidated Plan, and the needs and gaps. In addition, they reviewed the applications for collaboration/partnerships, leveraging of other funds, performance measures and outcomes, among other criteria.

Manatee County received its funding allocation from HUD for FY 2021/22, which will be \$2,718,508 for FY 2021/22. CDBG will be \$1,904,294.00, HOME will be \$651,923.00, and ESG will be \$162,291.00.

2021/22 Community Development Block Grant Entitlement (CDBG) \$1,904,294.00  
 2021/22 Home Investment Partnership (HOME) \$ 651,923.00  
 2021/22 Emergency Solutions Grant (ESG) \$ 162,291.00  
 TOTAL \$2,718,508.00

Based upon priority needs and available funding, 8 CDBG-eligible activities are proposed by the Ranking and Scoring Committee for funding in the FY 2021/22 Annual Action Plan (list attached).

Following approval of the proposed projects and activities for inclusion into the FY 2021/22 Annual Action Plan, the draft Plan will be finalized, and the 30-day public comment period commencing on June 27th will be advertised.

The FY 2021/22 Annual Action Plan will be scheduled for a public hearing and approval at the Board of County Commissioners' July 27th meeting. We will submit the FY 2021/22 Annual Action Plan to HUD no later than August 15, 2021, as required by HUD.

#### **Attorney Review**

Not Reviewed (No apparent legal issues)

**Instructions to Board Records**

None

**Cost and Funds Source Account Number and Name**

N/A

**Amount and Frequency of Recurring Costs**

N/A

**MANATEE COUNTY**  
**RANKING AND SCORING COMMITTEE 2021/2022 PROJECTS/PROGRAMS**  
**Page 1 of 2 – JUNE 8, 2021**

**2021/22 CDBG Allocation: \$1,904,294.00**

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

Agency Name	Proposed Project	Rank	Amount Requested	Funding Amount Proposed
Manatee County Habitat for Humanity	Poling Garden Infrastructure Additional Funding	1	\$450,000.00	\$478,913.00* (add to \$780,000 FY 2019/20)
Centerstone	Samoset Community Resource Center - Renovation	2	\$621,990.00	\$639,966.00*
Manatee County Housing Authority	North NOSO Roofing Project Roof Replacement (26 units)	3	\$90,000.00	\$118,913.00*
AM and FM Enterprises, Inc.	Office Facility Acquisition	4	\$1,000,000.00	\$0.00
<b>TOTAL PF&amp;I/Housing</b>	<b>65% Minimum = \$1,237,792.00</b>		<b>\$2,161,990.00</b>	<b>\$1,237,792.00</b>

\*Funding Amount Proposed includes additional funding for Contingency for Construction Costs. Any contingency not used will return to the program to be reallocated at a future date.

**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	\$48,888.00	\$48,888.00
Gulfcoast Legal Services, Inc.	Housing Preservation	2	\$88,316.00	\$74,256.00
Community Solutions 360	Financial Coaching	3	\$22,500.00	\$22,500.00
Community Coalition on Homelessness/Turning Points	Project Smile	4	\$65,000.00	\$65,000.00
AM and FM Enterprise, Inc.	Allean's Loving Care - In Home Care to Elderly	5	\$120,000.00	\$75,000.00
The Salvation Army	Homeless Outreach Teams/Beds	6	\$269,744.00	\$0.00
<b>TOTAL PUBLIC SERVICES &amp; ECONOMIC DEVELOPMENT</b>	<b>15% Maximum = \$285,644.00</b>		<b>\$614,448.00</b>	<b>\$285,644.00</b>

**CDBG ADMINISTRATION & PLANNING**

Agency Name	Proposed Project	Amount Requested	Funding Amount Proposed
MCG – Redevelopment and Economic Opportunity	Administration & Planning	\$380,858.00	\$380,858.00
<b>TOTAL ADMINISTRATION &amp; PLANNING</b>	<b>20% Maximum = \$380,858.00</b>	<b>\$380,858.00</b>	<b>\$380,858.00</b>

**MANATEE COUNTY**  
**RANKING AND SCORING COMMITTEE 2021/2022 PROJECTS/PROGRAMS**  
**Page 2 of 2 – JUNE 8, 2021**

<b>CDBG RECONCILIATION</b>		
PF&I/Housing	65% Minimum = \$1,237,792.00	\$1,237,792.00
Public Services & Economic Development	15% Maximum = \$285,644.00	\$285,644.00
Administration & Planning	20% Maximum = \$380,858.00	\$380,858.00
<b>TOTAL</b>	<b>2021/22 CDBG Allocation: \$1,904,294.00</b>	<b>\$1,904,294.00</b>

**2021/22 HOME Allocation: \$651,923.00**

**HOME PROGRAM**

<b>Agency Name</b>	<b>Proposed Project</b>	<b>Amount Requested</b>	<b>Funding Amount Proposed</b>
To Be Determined	CHDO Set Aside	\$225,000.00	\$225,000.00**
Contemporary Housing Alternatives of Florida, Inc. (CHAF)	Affordable Rental Housing Development – Additional Funding	\$361,731.00	\$361,731.00 (add to \$300,000 FY 2019/20)
MCG – Redevelopment and Economic Opportunity	HOME Program Administration & Planning (10% Maximum = \$65,192.00)	\$65,192.00	\$65,192.00
<b>TOTAL HOUSING</b>		<b>\$651,923.00</b>	<b>\$651,923.00</b>

\*\* U.S. Department of Housing and Urban Development Regulatory Requirement.

**2021/22 ESG Allocation: \$162,291.00**

**ESG PROGRAM**

<b>Agency Name</b>	<b>Proposed Project</b>	<b>Amount Requested</b>	<b>Funding Amount Proposed</b>
Community Coalition on Homelessness/Turning Points	Homeless Prevention & Rapid Rehousing	\$150,120.00	\$150,120.00
MCG – Redevelopment and Economic Opportunity	ESG Program Administration & Planning (7.5% Maximum = \$12,171.00)	\$12,171.00	\$12,171.00
<b>TOTAL ESG Program</b>		<b>\$162,291.00</b>	<b>\$162,291.00</b>

**PUBLIC NOTICE**  
**NOTICE OF FUNDING AVAILABILITY**  
**MANATEE COUNTY, FLORIDA**  
**Community Development Block Grant (CDBG), HOME Investment**  
**Partnership Program (HOME), CDBG-CV and Emergency Solutions Grant**  
**(ESG)**

Manatee County has been notified that the Department of Housing and Urban Development (HUD) has proposed an estimated allocation of \$2,650,000 for the 2021-22 program year CDBG, HOME, and ESG programs. Additional funding for COVID-19 dedicated projects/services is approximately \$1,263,326. This allocation is an estimate based upon the 2020-21 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 February and March of 2021, public focus group meetings will be 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 2021-22 program year.

Manatee County will be 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.

Application access for funding will be available through the Redevelopment and Economic Opportunity Department on March 16, 2021. The County will be accepting applications from March 16, 2021 until 4:00 p.m., Monday, April 19, 2021.

A grant application workshop will be held on March 12, 2021 via Zoom from 9:00 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 register through the county's website on or before March 11, 2021. 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**



## AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Depth
663162	0004880077	PUBLIC NOTICE NOTICE OF FUNDING AVAILA		\$121.68	1	10.40 In

### Attention:

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), HOME Invest-  
ment Partnership Program  
(HOME), CDBG-CV and Emer-  
gency Solutions Grant (ESG)**

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A grant application workshop will be held on March 17, 2021

### THE STATE OF TEXAS

#### COUNTY OF DALLAS

Before the undersigned authority personally appeared VICTORIA RODELA, 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:

1 Insertion(s)

Published On:

February 26, 2021

### 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.

*V Rodela*

(Signature of Affiant)

Sown to and subscribed before me this  
26th day of February in the year of 2021



*Cmb*

SEAL & Notary Public

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

will be held on March 12, 2021  
via Zoom from 9:00 a.m. to  
11:30 a.m. to give details and  
answer questions regarding the  
funding application. We are ask-  
ing that all parties who wish to  
participate register through the  
county's website on or before  
March 11, 2021. To register for  
the Grant Application Work-  
shop, please visit the County  
Website at: [https://www.mymanatee.org/departments/redevelopment\\_economic\\_opportunity/community\\_development/block\\_grant\\_c\\_d\\_b\\_g](https://www.mymanatee.org/departments/redevelopment_economic_opportunity/community_development/block_grant_c_d_b_g)

Additional questions or com-  
ments may be sent to:

**Jennifer Yost**  
**Community Development Proj-**  
**ect Manager**  
**Redevelopment and Economic**  
**Opportunity Department**

**Community Development**  
**Division**  
**1112 Manatee Avenue West**  
**Bradenton, Florida 34205**  
Ph: 941-748-4501 ext. 6858

**From:** [Susan Bigham](#)  
**To:** [Albert McIntosh \(alberta.amfm\\_ent@yahoo.com\)](#); [mphillips@mealsonwheelsplus.org](#); [Bill Grenier](#); [Gloria Romero](#); [Laura Carter](#); [Margaret Feldman](#); [tammyg@gulfcoastlegal.org](#); [Mary Glass \(glassm@manateeschools.net\)](#); [elizabeth.reyes@centerstone.org](#); [Chris Johnson](#); [Julie Showers](#); [Kathleen Cramer](#); [bishopogfreeze@yahoo.com](#); [bpatten@stepupsuncoast.org](#); [joonij@gmail.com](#); [willie.c@manateehousing.com](#); [soakes@elc-manatee.org](#); [info@rdwbusinesssolutionsllc.com](#); [Brian Payne](#); [Juan Guadalupe](#); [Kelly French](#); [Jana Balicki](#); [Anthony Gagliano](#); [info@bgcmanatee.org](#); [jstowers@chafterproperties.com](#)  
**Bcc:** [Jennifer Yost](#)  
**Subject:** Invite to CDBG Grant Application Workshop Zoom Meeting  
**Date:** Friday, February 26, 2021 2:24:00 PM  
**Attachments:** [image001.png](#)  
[CDBG Grant Workshop Flier 2021-2022.pdf](#)

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Good afternoon,

Please see attached an invitation to attend a Community Development Block Grant (CDBG) Grant Application Workshop for non-profit agencies interested in CDBG funding. The workshop will be held via Zoom on March 12, 2021 from 9:00 a.m. - 11:30 a.m.

Manatee County will be 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. Manatee County Redevelopment and Economic Opportunity department will be accepting applications thru the online Neighborly portal from March 16, 2021 until 4:00 p.m., Monday, April 19, 2021.

We are asking that all parties who wish to participate in the workshop register through the county's website

[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) on or before March 11, 2021.

For more information, please contact Jennifer Yost at [jennifer.yost@mymanatee.org](mailto:jennifer.yost@mymanatee.org) or 941-748-4501 extension 6858.

We look forward to your attendance.

Thank you,

**Susan Bigham**

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](mailto:susan.bigham@mymanatee.org)  
[www.mymanatee.org](http://www.mymanatee.org)





*You Are Cordially Invited!*

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

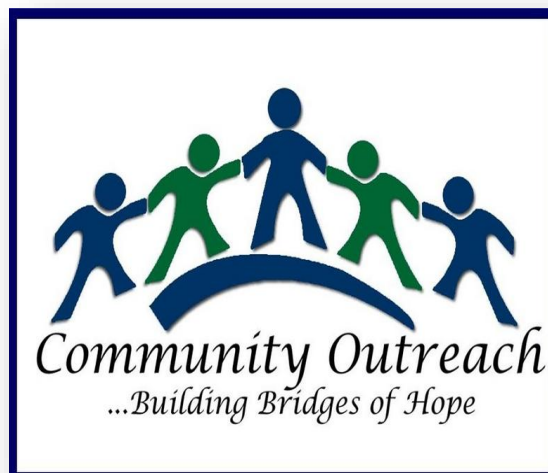
**Friday, March 12, 2021**

**9:00 a.m. – 11:30 a. m.**

A Community Development Block Grant (CDBG) Grant Application Workshop for non-profit agencies interested in CDBG funding, will be held via Zoom on Friday, March 12, 2021 from 9:00 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_)

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





## Redevelopment and Economic Opportunity Department

### Community Development Block Grant Application Workshop

**Friday, March 12, 2021**

**9:00 AM – 11:30 AM**

### Agenda

- Welcome
- Community Need Q&A
- Consolidated/One Year Action Plan Overview
- Programs and Project Selection – **Important!**
- Priorities for FY 2021/2022
- Result Driven Accomplishments
- Application Process
- Getting Paid/Compliance Monitoring
- Schedule
- Questions



**Registrations for Zoom CDBG Workshop**

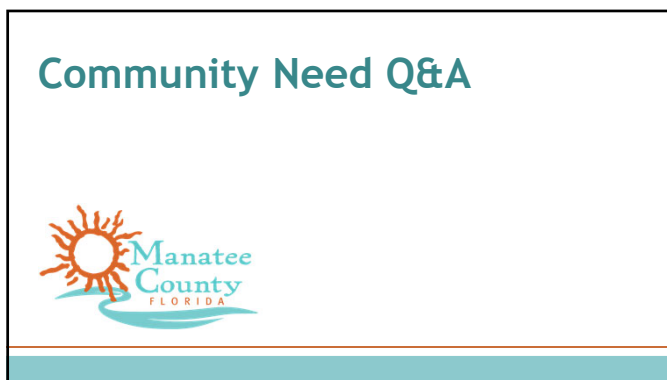
<b>Name</b>	<b>Organization</b>	<b>Email</b>	<b>How did you hear about this meeting?</b>	<b>What is the top priority need in the community?</b>
Chelsea Wait	Gulf Coast Legal	chelseaw@gulfcoastlegal.org	Email	Housing Assistance
Todd Markel	Salvation Army	todd.markel@uss.salvationarmy.org	Email	Housing Assistance
William Grenier	Meals On Wheels PLUS of Manatee, Inc.	bgrenier@mealsonwheelsplus.org	Email	Hunger Relief
Jennifer Bushinger-Ortiz	Loveland Center	jbushinger@lovelandcenter.org	Email	Disability access and nonprofit support
Nehemiah Warner	St Vincent De Paul CARES	nehemiah@svdpsp.org	Email	Affordable Housing
Phillip Brooks	Community Assisted and Supported Living, Inc.	pj.brooks@caslinc.org	Email	Permanent Supportive Housing
Anthony Gagliano	Career Source Suncoast	agagliano@careersourcesc.com	Email	Training
Linda Benedict	Career Source Suncoast	lbenedict@careersourcesc.com	Email	Jobs
Michael Wood	Boys & Girls Club	michael.wood@bgcmanatee.org	Email Notice Sent to Agency	Equitable Access to Quality Education
Richard McDaniel	JFCS of the Suncoast	rmcdaniel@jfcs-cares.org	Email	Affordable Housing
Brianna Lee	Self	brianna95.nlee@gmail.com	Manatee County Website	Housing
Angela Velardi	Centennial Bank	avelardi@my100bank.com	Email	Affordable Housing
Donna Dobbs	AM and FM Enterprise, Inc.	suzie.dobbs@hotmail.com	Email	Elderly health and home care
Sandi Rowland	Catholic Charities	sandi.rowland@catholiccharitiesdov.org	Flyer	Affordable Housing
Alberta McIntosh	AM and FM Enterprise, Inc.	Alberta.amfm_ent@yahoo.com	Manatee County	Assistance for our Elderly
Barbara West	St Joseph Food Pantry	bjw10707@gmail.com	Manatee County Website	Providing food to the needy and migrant population of Manatee County
Emily Fowler	TALK IT OUT INC.	Tlkitoutinfo@gmail.com	Online	Mental Health
Shellie Legarsky	JFCS	slegarsky@jfcs-cares.org	CoC	Affordable Housing
Hilarie King	Early Learning Coalition of Manatee	hking@elc-manatee.org	Employee	Food
David Washington	New Life Community Development Corporation	dlwj6334221@gmail.com	Friend	Redevelopment of blighter neighborhoods
James McCloud	Genesis Health Services	james.mccloud@genesishhealthagency.org	Website	Substances Abuse Supportive Housing
Pamela Fields	Legal Aid of Manasota	pamelaf@legalaidofmanasota.org	Suncoast Partnership to End Homelessness	Affordable Housing
Jane Roseboro	Centerstone	jane.roseboro@centerstone.org	Susan Bigham	Susan Bigham
Michael Williams	Dreams And Success Homes, Inc.	mike@dreamsandsuccesshomes.com	Friend	Housing
Willie Calhouns	Manatee County Housing Authority	willie.calhoun@manateehousing.com	Email	Affordable Housing Rehab
Sharon McClellan	REO	Employee	REO	Affordable Housing
John Fair	REO	Employee	REO	To get this info out and to hear how we may better serve them
Susan Bigham	REO	Employee	REO	Employee
Denise Thomas	REO	Employee	REO	Serving the Community With Their Needs
Jennifer Yost	REO	Employee	REO	Extremely Affordable Housing
Debbie Ash	REO	Employee	REO	
Geri	REO	Employee	REO	
Debbie U	REO	Employee	REO	



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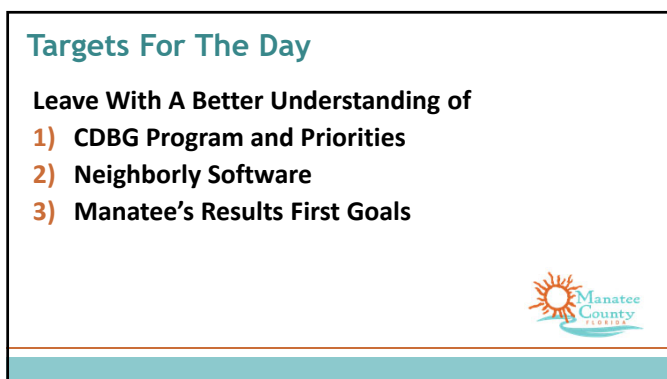
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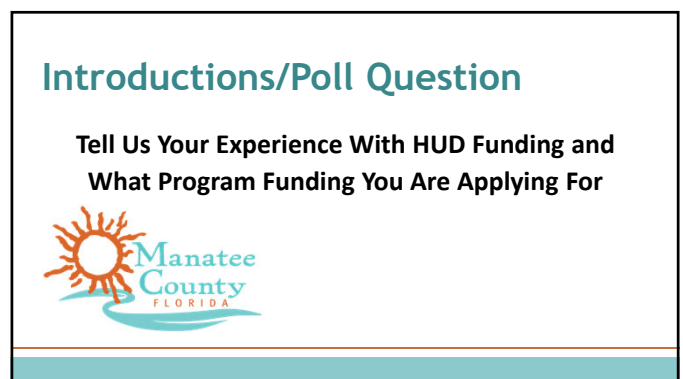
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6



## 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)



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## 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)



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## LMI Participant Based

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



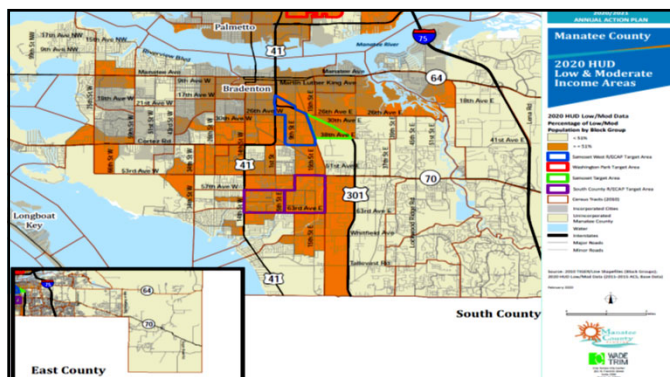
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## LMI Participant Based: Presumed Benefit

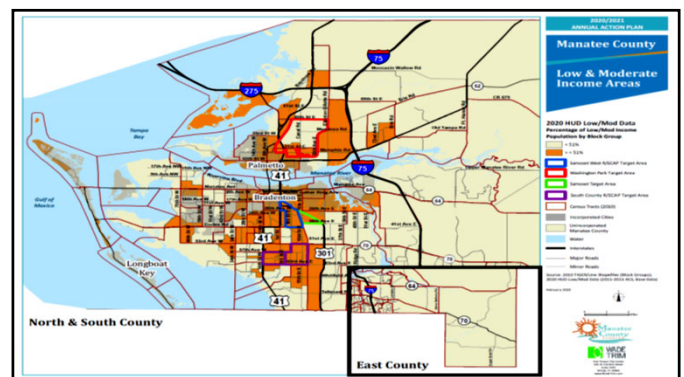
- All** beneficiaries must be one of the pre-identified populations to use this criteria
  - Abused Children
  - Battered Spouses
  - Severely Disabled Adults
  - Illiterate Adults
  - Persons with Aids
  - Migrant Farm Workers
  - Elderly 62+



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## One Year Action Plan Incomes Served

### 2020 Manatee County Median Income: \$76,700

Number in Household	1 Person	2 Person	3 Person	4 Person
30% of median	\$16,100	\$18,400	\$20,700	\$22,950
50% of median - low	\$26,800	\$30,600	\$34,450	\$38,250
80% of median - moderate	\$42,850	\$49,000	\$55,100	\$61,200
Number in Household	5 Person	6 Person	7 Person	8 Person
30% of median	\$24,800	\$26,650	\$28,500	\$30,300
50% of median - low	\$41,350	\$44,400	\$47,450	\$50,500
80% of median - moderate	\$66,100	\$71,000	\$75,900	\$80,800

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## What is eligible?

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



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## Programs

- **Community Development Block Grant (CDBG) Program:**
  - Infrastructure
  - Homeowner Rehabilitation
  - Public Facilities Improvements
  - Public Service Projects
- PY 2021/2022 - \$1,876,640 in CDBG funding is anticipated
- Funds are subject to a 15% Public Service Cap (\$281,496) and 20% Administration Cap (\$375,328)



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## Programs

- **Emergency Solutions Grant (ESG) Program:**
  - Rapid Re-Housing Rental Assistance
  - Homeless Prevention Rental Assistance
- PY 2021/2022 - \$162,291 in ESG funding



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## Programs

- **HOME Investment Partnerships Program:**
  - Down Payment Assistance
  - Homeowner Rehabilitation
  - Infill Housing
  - Multi-Family Housing Construction/Rehabilitation
  - CHDO Acquisition Rehabilitation/Construction
- PY 2021/2022 - \$651,923 in HOME funding
- Funds are subject to a 15% CHDO set-aside (\$97,778.45) and 10% administration cap (\$65,192.30)



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## Programs

- CDBG-CV
  - Infrastructure
  - Homeowner Rehabilitation
  - Public Facilities Improvements
  - Public Service Projects
- Must prevent, prepare for or respond to COVID-19
- CDBG-CV2: \$1,263,326



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## Project Selection

- In order to meet timeliness requirements, proposed projects must demonstrate:
  - Correct ownership of land in place
  - Correct zoning in place
  - Additional funding/financing in place
  - Agency capacity in place
  - Clear and defined project narrative and results to be accomplished
  - Specified budget to cover all costs

**IMPORTANT**



### Prior to Funding Approval

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



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## 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)



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## And Then There Are More Requirements...

- Environmental review
- Davis-Bacon Labor Standards
- Section 3
- Equal Opportunity
- Drug Free Workplace
- Accessibility for Disabled People
- Purchasing Standards
- Lead Based Paint Elimination
- Avoiding Conflicts of Interest
- 2 CFR 200 / Financial Management



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## Priorities for FY 2020/2021



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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

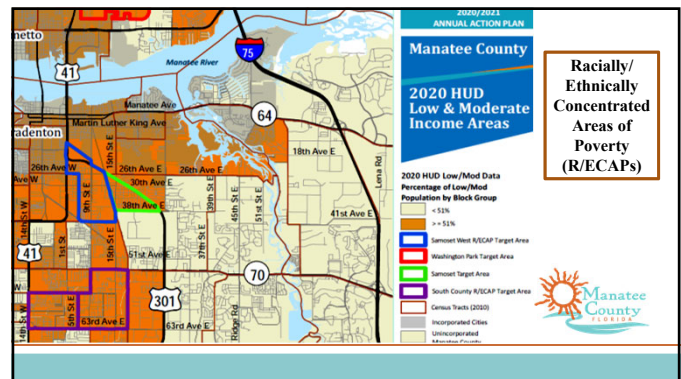
Higher points awarded for applications received with activities serving these communities

**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

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## Priority Needs Remaining to be Addressed

### ■ Housing (Goal 1)

- Affordable housing (increase supply)
- Address the quality of housing/enforcement
- Elimination/Repurposing of blighted/abandoned structures
- Rehabilitation of older units (make ADA accessible)



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## Priority Needs Remaining to be Addressed

### ■ Social/Public Services (Goal 2)

- English as a Second Language
- Affordable Child Care Services
- Financial Literacy



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## Priority Needs Remaining to be Addressed

### ■ Community Development/Infrastructure (Goal 3)

- Street Lighting
- Road Resurfacing/Construction
- Drainage Improvements
- Sidewalk Improvements
- Public Facility Improvements
- Elimination of Slum and Blight - Demolition



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## Priority Needs Remaining to be Addressed

### ■ Economic Development (Goal 4)

- Entrepreneurship/Small Business Development
- Employment Training
- Exterior Rehabilitation of Commercial Structures



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## 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 being used to implement the project/service in the project budget.



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## 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?
- How will you measure the results (methodology you use?)
- Quarterly reporting is required on the results



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## New Application Process



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## Web-Based Neighborly Software System

- Participant Access to Portal....
  - <https://portal.neighborlysoftware.com/manateecountyfl/Participant>
- We will provide you with a Subrecipient 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

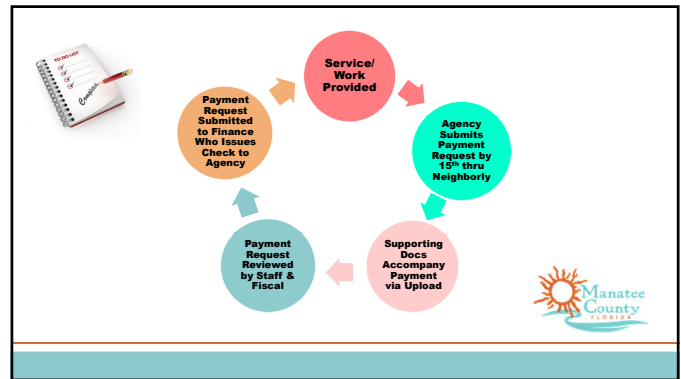


36

## Reimbursement Procedures



37



38

## Compliance/Monitoring



39

## Compliance/Monitoring Requirements

- Within 30 days of execution of funding agreement, REO Compliance Coordinator will schedule with agency to establish guidelines for reporting and compliance
- Reporting directly within Neighborhood
  - 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
<b>March 12, 2021</b>	<b>Grant Workshop For Subrecipients</b>
March 16, 2021	CDBG Grant Application Opens
<b>April 19, 2021, 4:00 p.m.</b>	<b>Grant Applications Due</b>
April 20-April 23, 2021	Staff Threshold Review Occurs
<b>April 26 – May 14, 2021</b>	<b>Review Committee Application Review &amp; Recommendation Period</b>
June 8, 2021	BCC Meeting for Recommended Activities to be included in Draft Action Plan
June 10, 2021	Notify agencies by email of projects recommended in Draft Action Plan
June 26 – July 27, 2021	Public Comment Period for Draft Action Plan
July 27, 2021 or August 10, 2021 (Alternative)	Public Hearing and approval of 2021-2022 CDBG Annual Action Plan
August 15, 2021	Deadline for Plan submission to HUD

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**Manatee County  
Community Development Block Grant  
Application for Funding**  
*(Public or Private Non-Profit Agencies)*

**Application Submissions Due No Later Than  
4:00 p.m. – April 19, 2021**

**Grant Application Portal Access on  
March 16, 2021**



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



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**Manatee County  
FY 2020/21 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 19, 2021**

**Fiscal Year 2021/22 (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 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 limits of the City of Bradenton and City of Palmetto are generally not eligible as they receive their own CDBG funding).

Approximately \$281,496 of funding available for Public Services and Public Facilities/Improvements/Housing is \$1,219,816. Additional funding for COVID-19 dedicated projects/services is approximately \$1,263,326.

A separate application must be submitted for each activity/proposal for funding. A separate application must be submitted for COVID-19 **dedicated** proposals.

Applications must be submitted in Neighborly no later than 4:00 p.m., on Monday, April 19, 2021.

**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 2021/2022 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)
- ☐ Certificate of Good Standing (required document)
- ☐ Resolution Authorizing Submission of Application (required document)
- ☐ Tax Exempt Status Letter from the Internal Revenue Services (IRS) (required document)

**Section B: Project Information**

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

**Section D: Other Requirements**

- ☐ D1: Detailed Construction Cost Estimate & Project Schedule (required document for **Public Facilities Only**)
- ☐ D3: If your program is an increase or an expansion in the level of services. (document)
- ☐ D4: Property Lease (document for **Public Facilities Only**)
- ☐ D4: Approved Site Plan (document for **Public Facilities 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)
- ☐ D: Volunteers involved in project/program and roles performed (document)
- ☐ 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)
- ☐ 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:**
  - 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)
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:** Is the proposal dedicated to address a priority in one or both of the R/ECAPs of Manatee County. See CDBG Eligible Area maps.
5. **COVID-19 Dedicated:** Manatee County has CDBG funds to address COVID-19 dedicated proposals. The funds must be used to plan, prepare or respond to COVID-19.

## SECTION A: AGENCY INFORMATION

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. Provide the Agency's complete mailing address, city, state, zip code, telephone number, Federal Tax ID number, Duns Number, and type of organization
3. 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).
4. List the name, title, and other requested information for the contact person who can answer questions and receive written communications about the application.
5. Upload all required documents:
  - **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 County's Redevelopment and Economic Opportunity Department. These documents establish a group as a legal entity under the laws of the State of Florida.
  - **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.
  - **Certification of Good Standing:** Attach copy of Certificate of Good Standing, from the Florida Department of State.
  - **Resolution Authorizing Submission of Application:** Attach the Board of Directors' resolution authorizing submission of application.
  - **Tax Exempt Status Letter:** Attach copy of Internal Revenue Service letter establishing agency's tax-exempt status.

## SECTION B: PROJECT INFORMATION

1. The project's name. If this is a Project dedicated to respond to COVID-19, please list COVID-19 in the name.
2. The amount of funds requested must be indicated. For Public Facility/Infrastructure activities, a cost estimate must be submitted.
3. Identify the address for the project. This may be the same as the mailing address for the agency.
4. Identify the Project Type.
5. 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.
6. 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.10 on how the project or activity will facilitate community and economic development (by priority need identified in B.14).
7. Identify if the project/service is located within a R/ECAP (the address listed in B.3. must be located within a R/ECAP). Check the appropriate box.
8. Provide a brief description of the agency purpose/mission and information/history on your organization. **This should be no more than 2-3 paragraphs.**
9. Provide a concise narrative overview of the proposed program on the space provided in the application. This should be targeted for general public understanding. **This should be no more than 2-3 paragraphs.**
10. Provide a detailed narrative of the proposed program
  - 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.
11. Provide a concise narrative describing what exactly the CDBG funding will be used to accomplish.
12. 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.
13. Describe how the proposal will meet the Priority Needs outlined in the County's 5 Year Consolidated Plan.
14. Identify all the activates the proposal will achieve.
15. Provide an explanation on ways the project will achieve each priority identified in B.14. Describe how each box checked relates to your project/program.

## SECTION C: PERFORMANCE MEASURES

1. Provide a narrative describing Performance Measures, including Program Objectives, and Outcome Measures; describe the goal, input, activity, output, outcome and verification method (how it will be measured). Applicants must have, at least, one solid 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.**

2. Numbers should reflect unduplicated count, whereby each household is counted one time for the fiscal year, regardless of the number of times assisted. Proposal may serve 20 households with a total of 100 encounters over the course of the program.
3. Identify if and which type the proposal is **dedicated** to serve 100% Special Needs Beneficiaries as defined by 24 CFR 570.208(a)(2): this population includes: 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.
4. 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.

**Goals** are the proposed solutions to problems or needs identified by the agency.

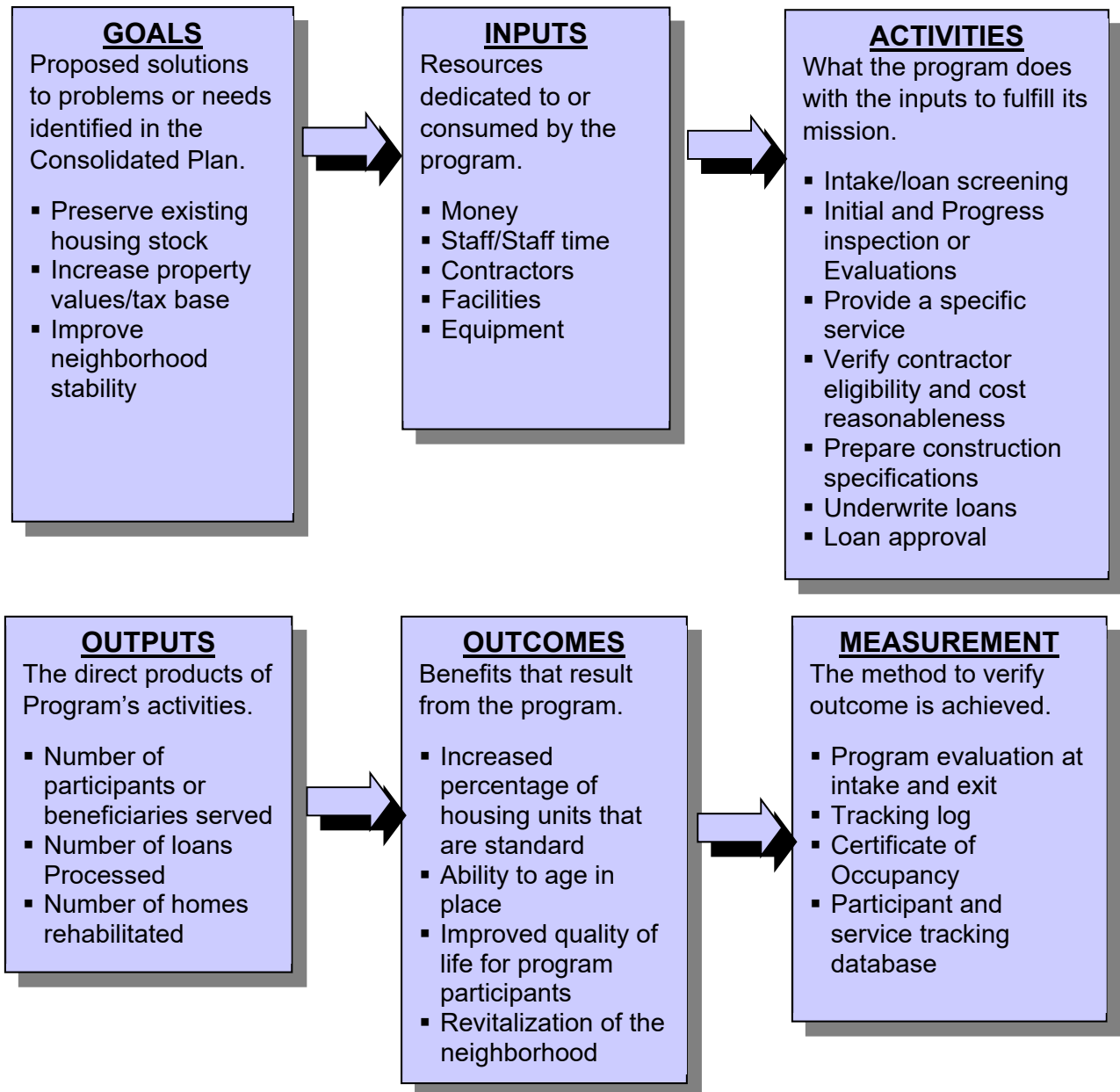
**Inputs** include resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

**Activities** are 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** are 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 numbers of jobs created or retained.

**Outcomes** are 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.

**C1 - Example of Performance Measures:**



## **SECTION D: OTHER REQUIREMENTS**

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

### **ALL APPLICATIONS**

1. Will the proposal result in a new project or services?
2. Will the proposal result in an increase or expansion in the level of current services? If yes, upload details about the current level of services for the last 12 months.
3. Upload all required documents:
  - Resumes and job descriptions for other personnel who will be involved in the project/program.
  - Resumes and job descriptions for Management/Supervisory staff that will be involved in the project/program for which funding is requested.
  - Resumes and job descriptions for other personnel that will be involved in the project/program for which funding is requested.
  - A list of Volunteers who will be involved in the program. Indicate number of volunteers and description of roles they will perform.
  - Agency's Organizational Chart.

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

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. Is the program a new project or services?
3. Identify what type of services will be provided with the funding being requested.
4. Identify the populations that will be assisted with the proposal. If the proposal is dedicated to addressing those impacted with COVID-19, list "COVID-19 impacted Individuals/Households" in Other.

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

For projects involving the construction, alteration, and/or repair assisted with CDBG funding 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. Identify if the project involves construction/renovation of a facility or purchase of land/building. Identify the property owner and parcel number. Upload a detailed Construction Estimate & Project Schedule. The Construction estimate must include the appropriate Federal Wage Decision Rate for construction. A minimum of three quotes should be used to ensure a good cost estimate.
2. Is the property invoiced leased by the agency? If yes, upload a copy of the current lease.
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. 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.

## **SECTION E: SCHEDULE**

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

- If implementation steps are one-time events, such as preparing architectural design, list it once with beginning/ending of that step;
- 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. The Project Budget must include all funding sources that are being used for the proposed project/service; not just the funding being requested. List all funding being used to implement the project/service. Include how the requested funds is leveraging additional funding. Include in narrative, details on what would be the impact on the project if you receive less funds than requested.
2. Use appropriate line items from the agency budget as expense categories for the Project Budget
3. Upload all required documents:
  - The most **Recent Financial Audit** of prior year expenditures or a current year-end financial statement of the agency.
  - 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 = 55****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 July 1, 2020

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.

Manatee County Median Income: \$76,700

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Extremely Low	\$16100	\$18400	\$20700	\$22950	\$24800	\$26650	\$28500	\$30300
50 % Very Low	\$26800	\$30600	\$34450	\$38250	\$41350	\$44400	\$47450	\$50500
80 % Low	\$42850	\$49000	\$55100	\$61200	\$66100	\$71000	\$75900	\$80800

**Please Note:** These income limits are subject to change and will be provided as new income limits are released by HUD.

- 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.

%	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 (2 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 – 5 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 10	5
11 to 30	4
31 to 50	3
51 to 70	2
71 to 90	1
91 to 100	0

**V. FUNDING REQUEST VERSUS BUDGET NARRATIVE (4 Points):**

- Does the budget narrative identify how project/service/activity will be accomplished? **(2 Points)**
- Does the agency's project budget take into consideration the actual (total) project costs necessary to complete the project? **(2 Points)**

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

- Does the proposed activity aid in efforts to affirmatively further fair housing?
  - If applicant is an existing Fair Housing Education Provider, assurance has 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.

**VII. RATING OF AGENCY AS SERVICE PROVIDER (20 Points):**

- Does the information presented in the application demonstrate a clear and documented need for the proposed activity/program? **(2 Points)**



- Does the application describe the services and/or resources presently in place for addressing the problem? **(2 Points)**
- Does the applicant clearly articulate the identified needs and significant target population? **(2 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? **(2 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)**
- Is professional expertise and experience documented through certification, educational attainment, and/or past performance? **(2 Points)**
- Is there a satisfactory record of the agency providing the proposed type of service to the intended target population? **(2 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? **(2 Points)**
- Are there additional documented committed/awarded resources available for this proposed program? **(2 Points)**

**VIII. 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?

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

# 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)

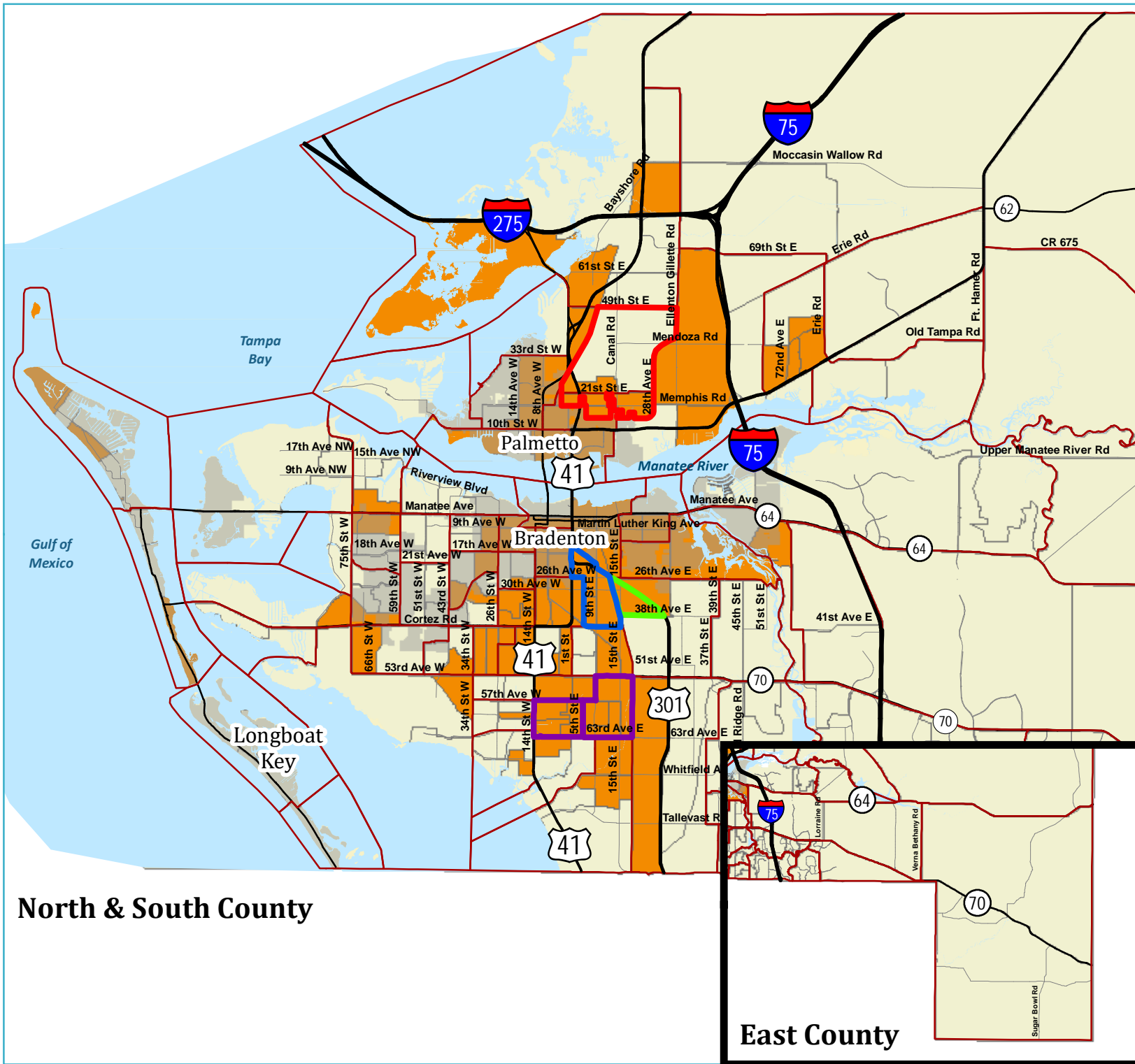
February 2020



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One Tampa City Center  
201 N. Franklin Street  
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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)

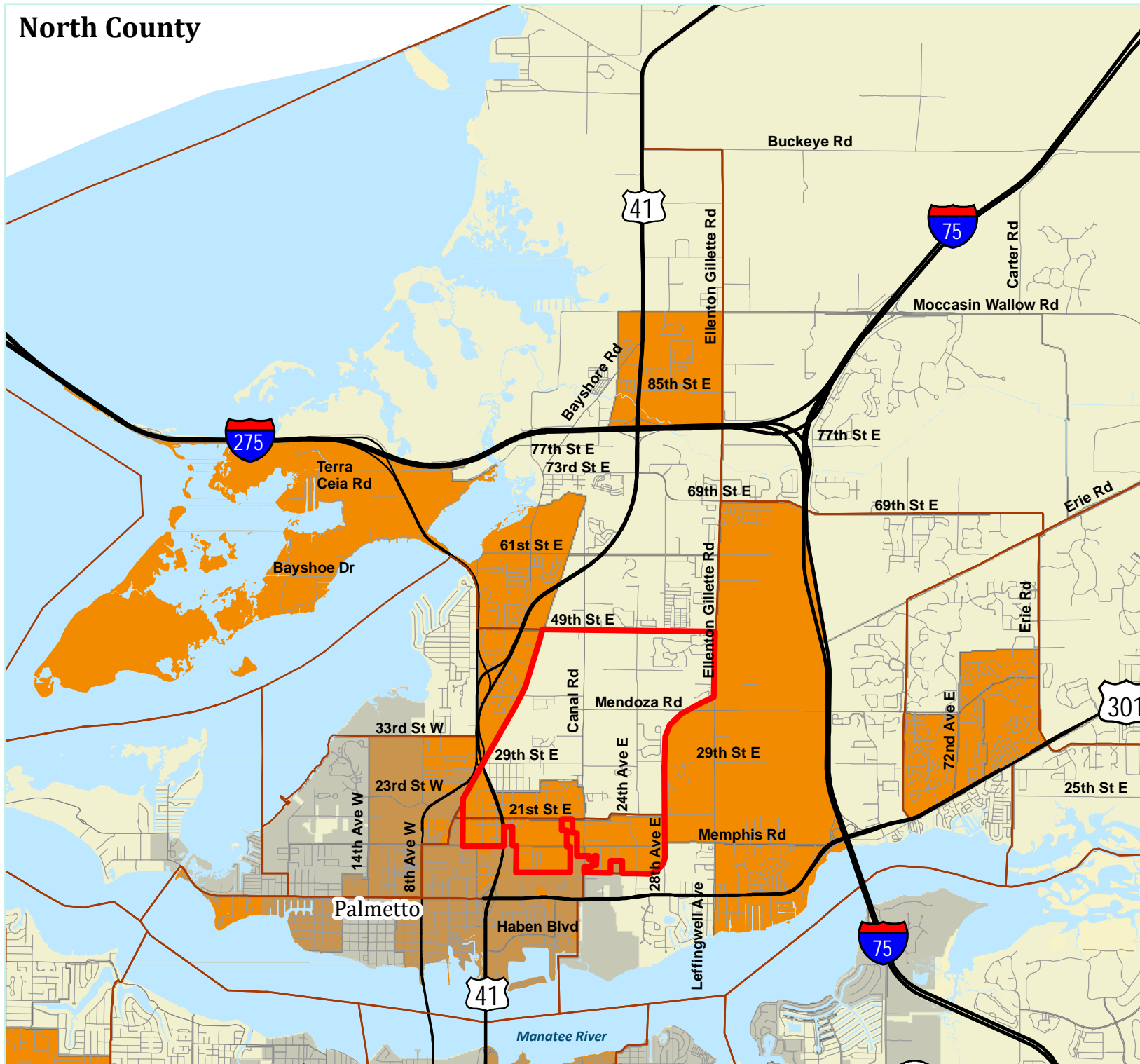
February 2020



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# Manatee County

## 2020 HUD Low & Moderate Income Areas

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

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-  Census Tracts (2010)
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-  Unincorporated Manatee County
-  Water
-  Interstates
-  Major Roads
-  Minor Roads

Source: 2010 TIGER/Line Shapefiles (Block Groups);  
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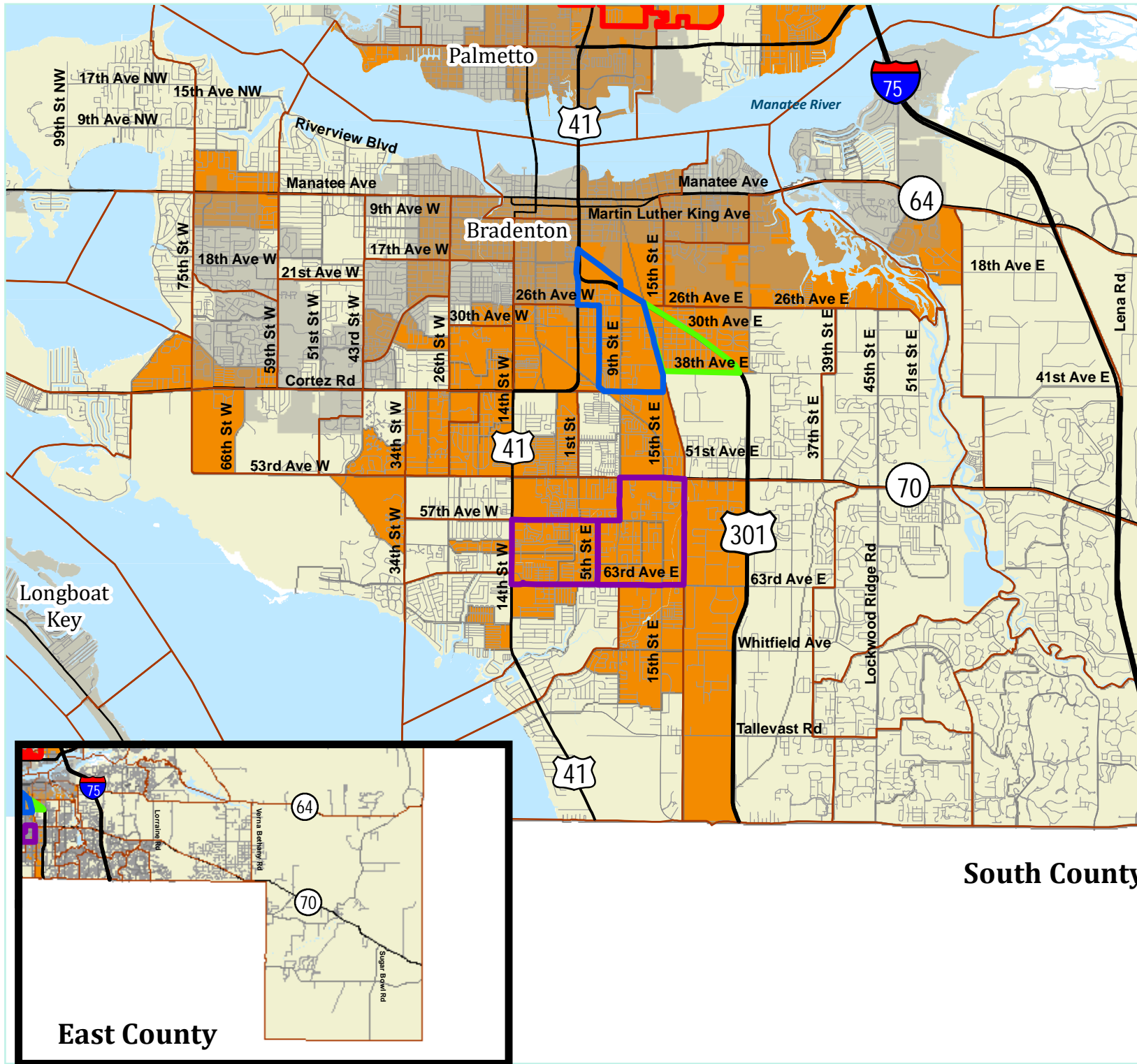
February 2020



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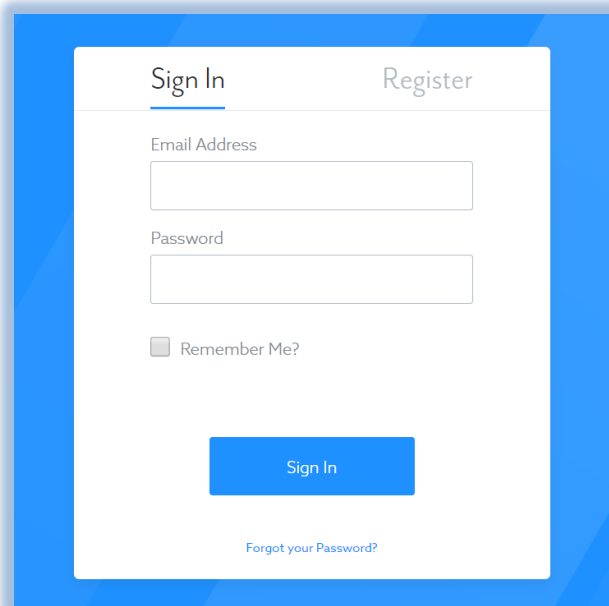
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## Accessing the Subrecipient Portal

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>



Sign InRegister

Email Address

Password

☐ Remember Me?

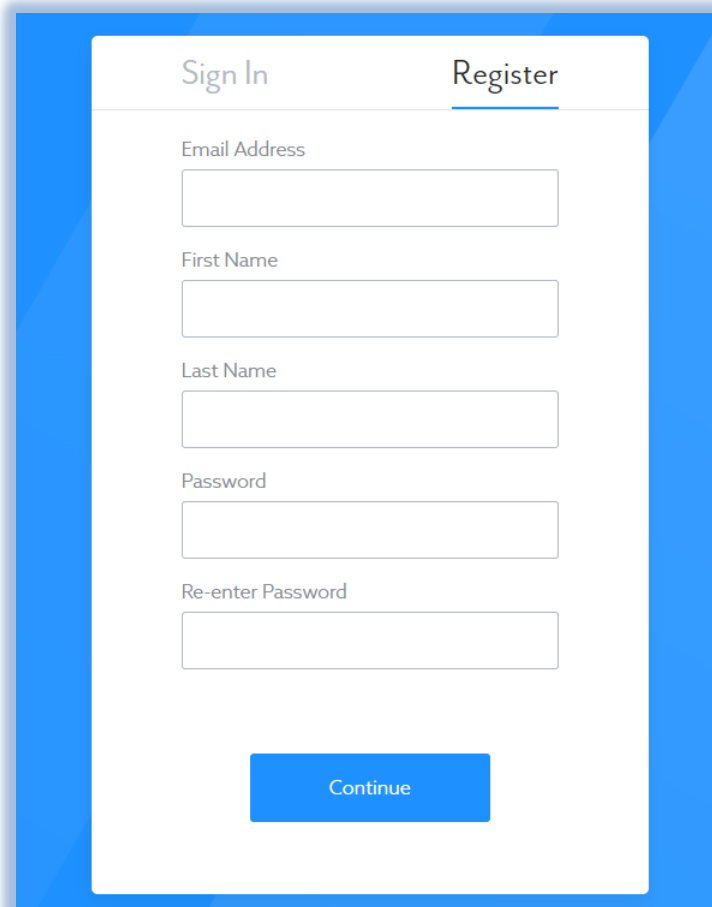
Sign In

[Forgot your Password?](#)

## 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.

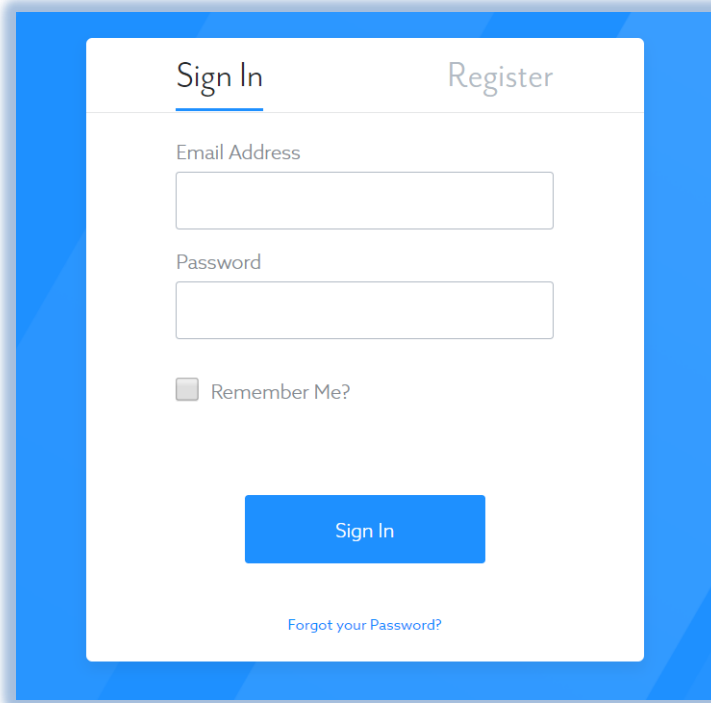
A screenshot of a web registration form. The form is white with a blue border and a blue header bar. The header bar contains two tabs: "Sign In" and "Register", with "Register" being the active tab. Below the tabs are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". Each field is a simple white rectangle with a thin blue border. At the bottom of the form is a blue button with the text "Continue" in white.

Sign In	Register
Email Address	
<input type="text"/>	
First Name	
<input type="text"/>	
Last Name	
<input type="text"/>	
Password	
<input type="password"/>	
Re-enter Password	
<input type="password"/>	
<input type="button" value="Continue"/>	



## 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).

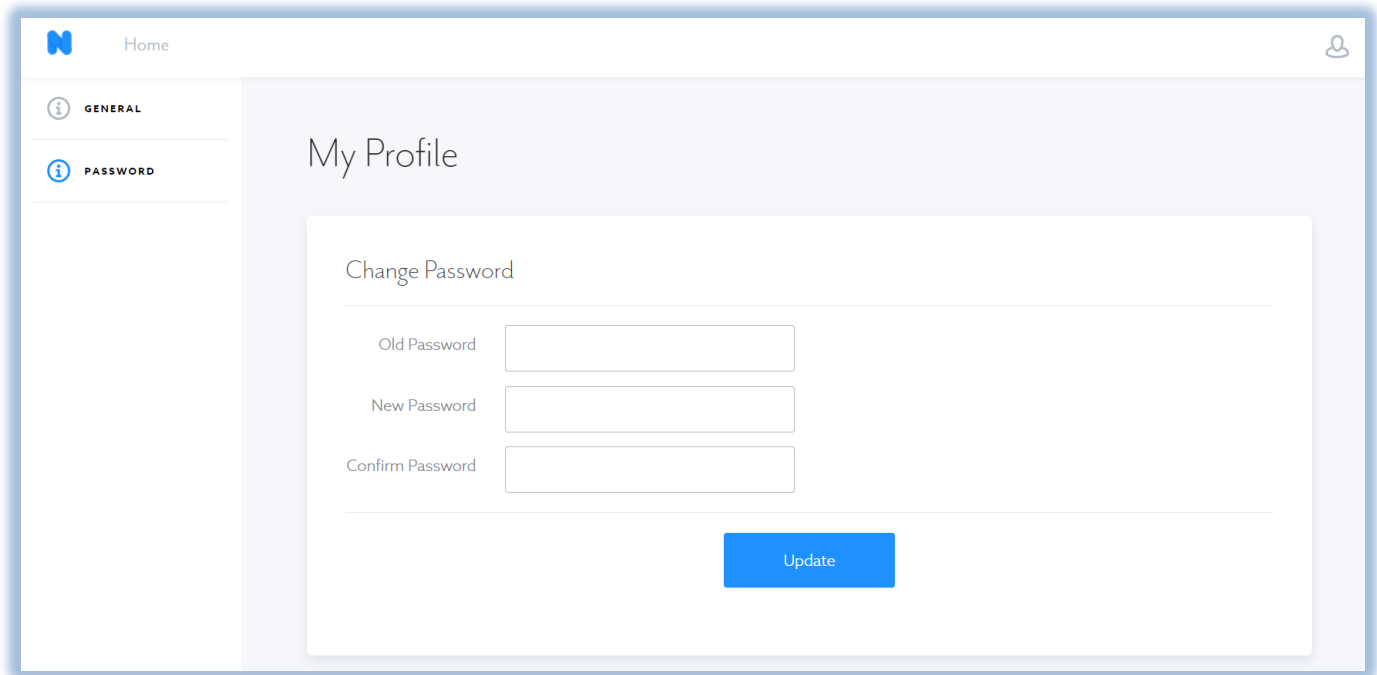
A screenshot of a web form for logging in or registering. The form has two tabs at the top: "Sign In" (which is underlined) and "Register". Below the tabs are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me?". At the bottom of the form is 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.



The screenshot shows the 'My Profile' page in the Neighborly Software interface. On the left is a sidebar with two menu items: 'GENERAL' and 'PASSWORD', each preceded by an information icon. The 'PASSWORD' item is currently selected. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Update' button.

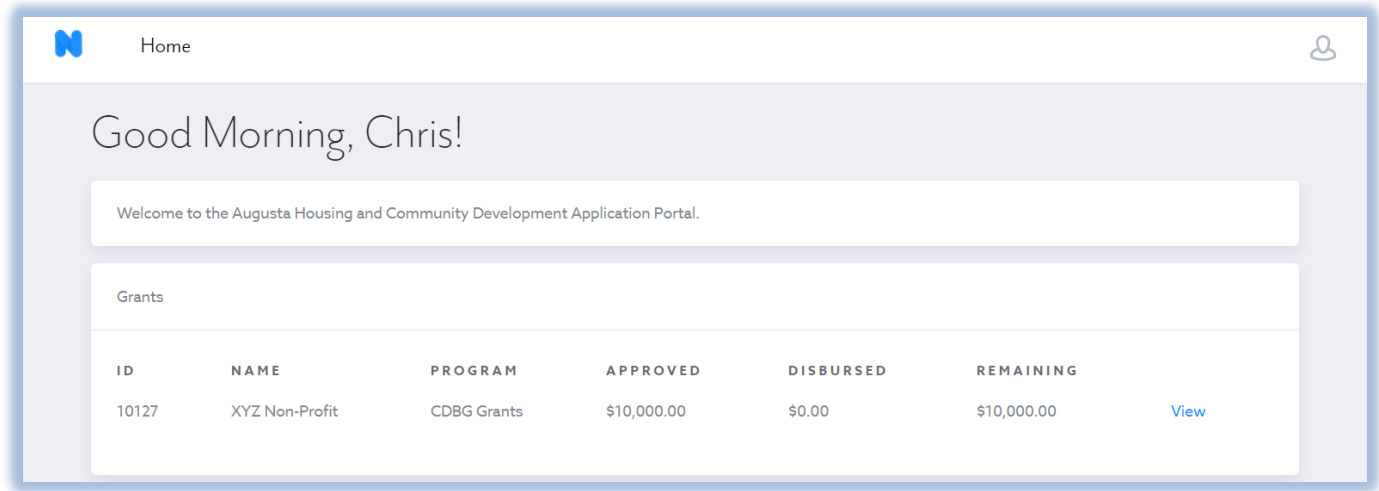
## Signing Out

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”.

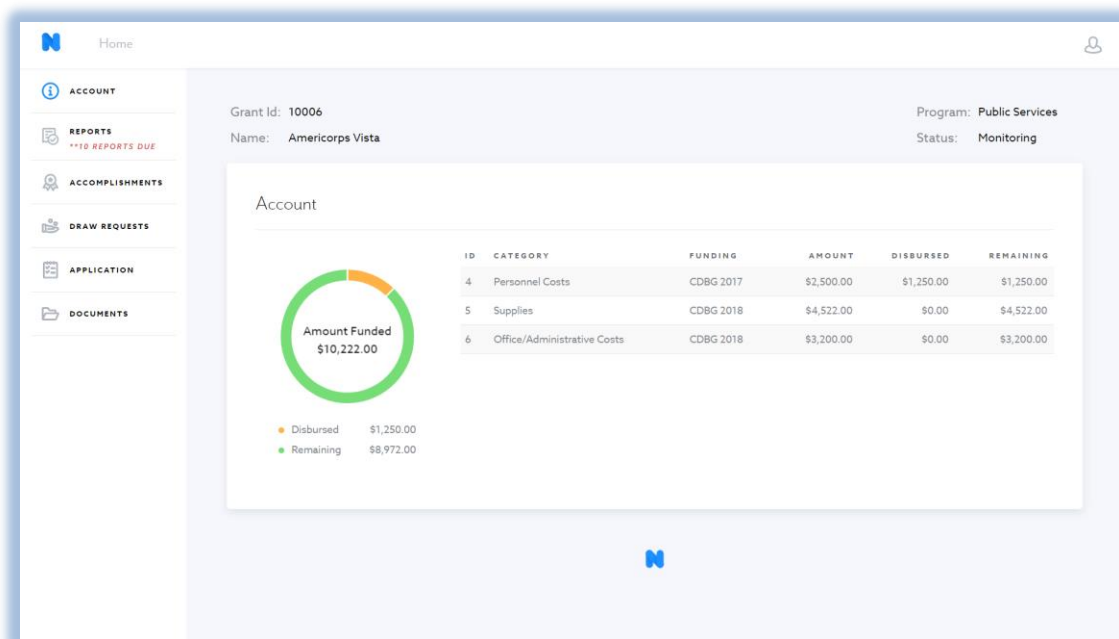


## Managing your Grant account

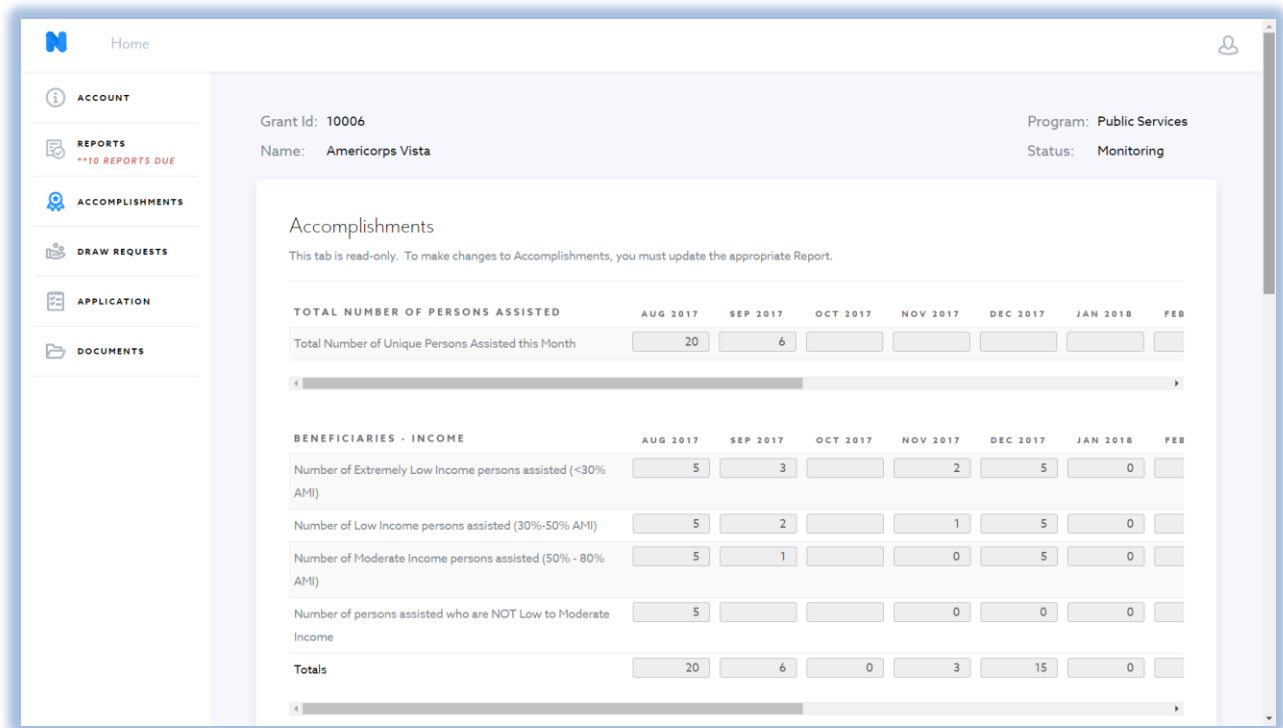
Upon logging in, you should see your grant account listed in the table of Grants. Click “View” to load the grant account screen.



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.



Grant Id: 10006  
Name: Americorps Vista  
Program: Public Services  
Status: Monitoring

### Accomplishments


This tab is read-only. To make changes to Accomplishments, you must update the appropriate Report.

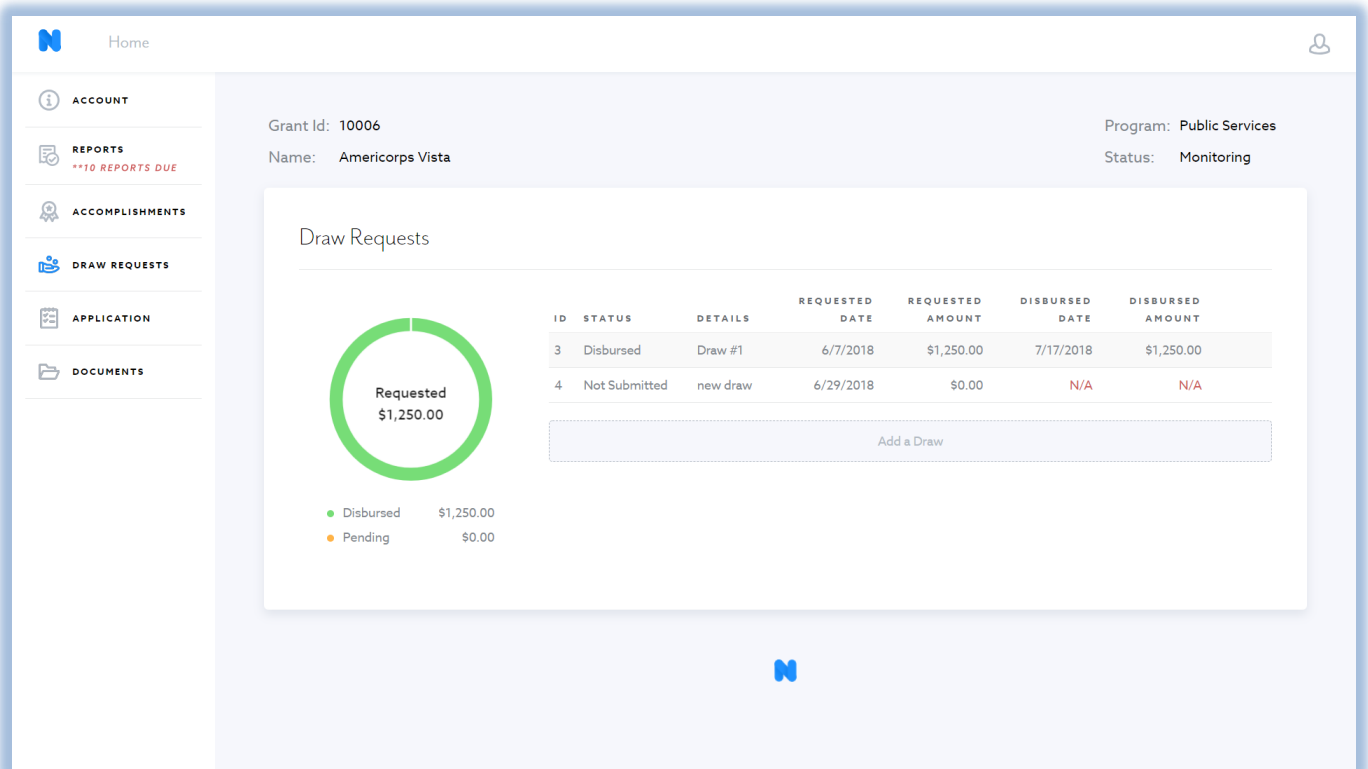
TOTAL NUMBER OF PERSONS ASSISTED	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Total Number of Unique Persons Assisted this Month	20	6					

BENEFICIARIES - INCOME	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB
Number of Extremely Low Income persons assisted (<30% AMI)	5	3		2	5	0	
Number of Low Income persons assisted (30%-50% AMI)	5	2		1	5	0	
Number of Moderate Income persons assisted (50% - 80% AMI)	5	1		0	5	0	
Number of persons assisted who are NOT Low to Moderate Income	5			0	0	0	
<b>Totals</b>	20	6	0	3	15	0	

## 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.



**Draw Requests**

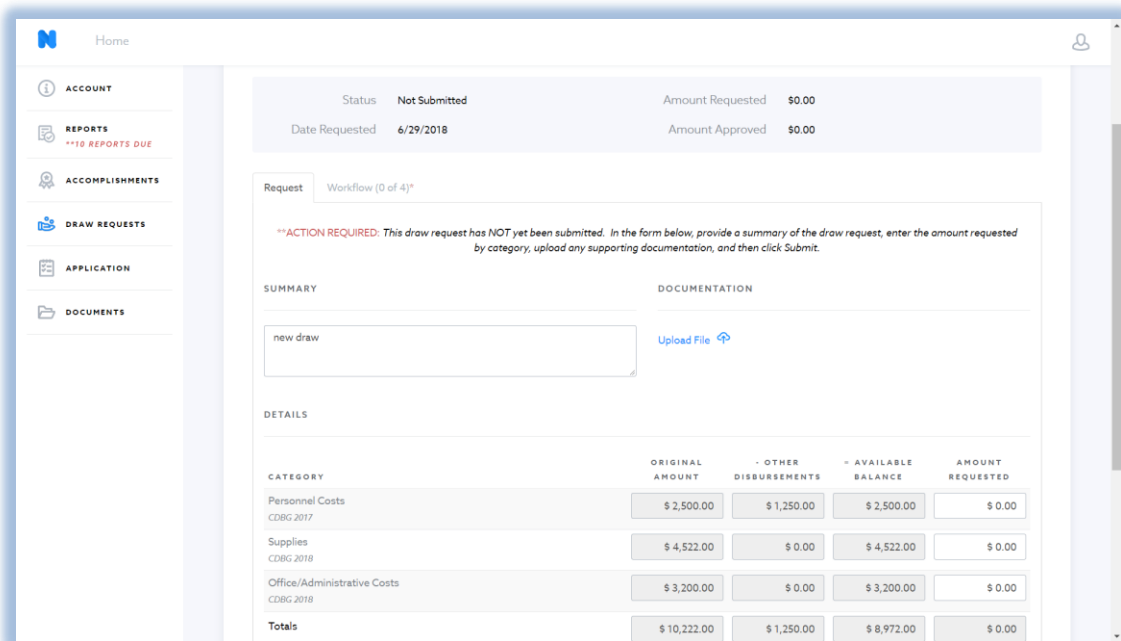
Requested: \$1,250.00

- Disbursed: \$1,250.00
- Pending: \$0.00

ID	STATUS	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
3	Disbursed	Draw #1	6/7/2018	\$1,250.00	7/17/2018	\$1,250.00
4	Not Submitted	new draw	6/29/2018	\$0.00	N/A	N/A

[Add a Draw](#)

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.



Status: Not Submitted | Amount Requested: \$0.00  
Date Requested: 6/29/2018 | Amount Approved: \$0.00

Request: Workflow (0 of 4)\*

**ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

**SUMMARY**

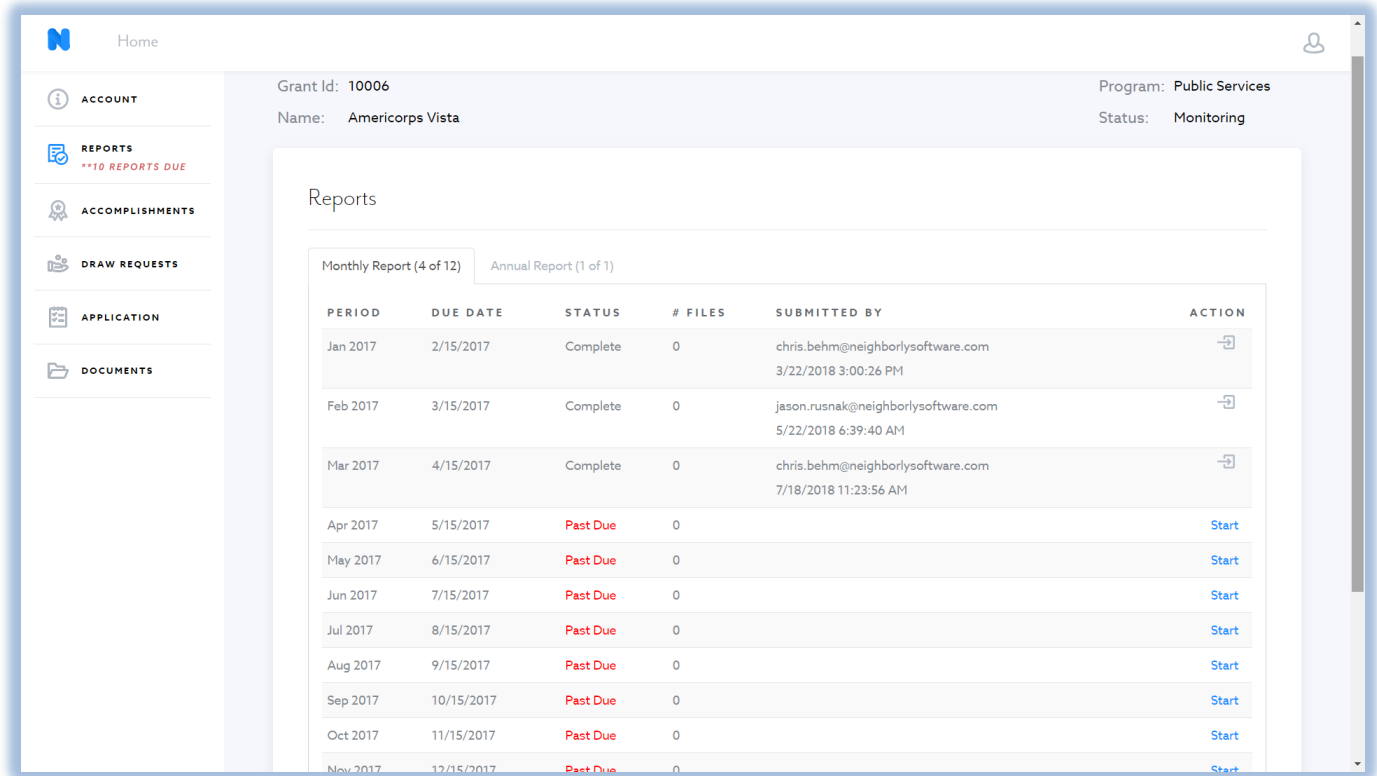
new draw [Upload File](#)

**DETAILS**


CATEGORY	ORIGINAL AMOUNT	OTHER DISBURSEMENTS	AVAILABLE BALANCE	AMOUNT REQUESTED
Personnel Costs CDBG 2017	\$ 2,500.00	\$ 1,250.00	\$ 2,500.00	\$ 0.00
Supplies CDBG 2018	\$ 4,522.00	\$ 0.00	\$ 4,522.00	\$ 0.00
Office/Administrative Costs CDBG 2018	\$ 3,200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
<b>Totals</b>	<b>\$ 10,222.00</b>	<b>\$ 1,250.00</b>	<b>\$ 8,972.00</b>	<b>\$ 0.00</b>

## 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.

<p><b>PATH</b> <b><u>P</u>eople <u>A</u>ssisting <u>T</u>he <u>H</u>omeless</b></p>
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**AGENDA – February 2021**

- I. Welcome and Introductions – Roll call for attendees on the phone.
- II. Funding Source update
- III. Florida Coalition to End Homelessness virtual conference.
  - Sponsorship opportunity
- IV. Jennifer Yost- Community Development Program Manager Manatee County
- V. Presentation – Elida Mujic- Client Relations Coordinator DCF, Circuit 12
- VI. Client Challenges & Agency announcements

Next Meeting –March 18, 2021

### Participants PATH Meeting

	<b>Name</b>	<b>Turning Points</b>
x	Kathleen Cramer	TP Executive Director
x	Andy Guyre	TP Sr. TDP Case Manager
x	Carmen Padro	TP TDP Case Manager
x	Doug Thomas	TP Food Stamps
x	Jim Bruen	TP Board of Directors
x	Liz Greene	TP Case Manager
x	Margi Dawson	TP Director of Development
x	Maria Rodriguez-Gnos	TP Director of Program Services
x	Maureen Mack	TP Special Proj. Vol. Coordinator
x	Ursula Fane	TP TDP Case Manager
	<b>Name</b>	<b>Organization</b>
x	Angela Murray	Safe Children Coalition
x	Avery Burke (LG-M327)	Centerstone
x	Brenda Rossi	Project Heart - Manatee School Board
x	Brian Wright	SPEH, Empowerment Coach
x	Carla McGill	Health Department Manatee
x	Chris Johnson	SPEH, COC
x	Cynthia Camarena	MCR Health
x	Dana LeBlanc	SCC
x	Denise Thomas	Manatee Co. Housing Finance Authority
x	Diana Hunt	
x	Donna Martin	Care Net Manasota
x	Dora A.	HOPE Family Services
x	Elida Mujic	DCF
x	Ernestine Taylor	
x	Ginger Swanson	CareerSource Suncoast
x	Haymanot Belda	DCF
x	James Clegg	Gulfcoast Legal
x	Jennifer Yost	Manatee County Government
x	Lakisha Zanders	HOPE Family Services
x	Lashawanna Randall	
x	Lauren Davis	SPEH
x	Linda Harradine	Legal Aid of Manasota
x	Lucy DelaCruz	Centerstone
x	M. Scott	
x	Maribel Garcia	Whole Child Manatee
x	Nelly Nelson	UF Health
x	Nikki Secord	Manatee County Government
x	Regina Morris	WRC
x	Shellie Legarsky	
x	Todd Markel	The Salvation Army (TSA)
x	Tricia Sadler	VOA
x	VHABAYCampoS	VA Polytrauma/TBI System of Care
x	Peer Mentor	

❄️ *Welcome* ❄️

**MANDATORY  
DOWNPAYMENT  
ASSISTANCE LENDER  
CERTIFICATION TRAINING**



**FEBRUARY 19, 2021**

1


**A Welcome From  
Redevelopment and  
Economic Opportunity  
Director**



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 survey quiz will be emailed to participants 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

**OUTREACH FOR LHAP  
AND HUD PLAN**


**LENDER INPUT FOR THE 2021-2024  
LOCAL HOUSING ASSISTANCE PLAN  
DEVELOPMENT AND HUD PLAN**

*30 MINUTE DISCUSSION*



4


***DOWNPAYMENT  
ASSISTANCE  
PROGRAM AND  
FUNDING SOURCE***



5

**DOWNPAYMENT ASSISTANCE  
PROGRAM (CDBG)**

- **Downpayment Assistance to become available once Grant Agreements received from HUD**
- **Funding source will be Community Development Block Grant funding (CDBG)**
- **Maximum household income level served is 80%**



6

Email Address		Name	Address	City	State	Zip	Phone
Rosa.Martinez@caliberhomeloans.com	Rosa Martinez	Caliber Home Loans	1819 Main St Suite 201	Sarasota	FL	34236	941-685-6505
kate.joslin@regions.com	Kate Joslin	Regions Mortgage	5455 Tara Blvd	Bradenton	FL	34203	813-517-7848
christ.skardoutos@centerstatebank.com	Christ Skardoutos	South State Bank	1819 Main St Suite 1000	Sarasota	FL	34236	941-920-1292
robyniel@synovusmortgage.com	Robyn Fiel	Synovus Mortgage	2520 Manatee Avenue W	Bradenton	FL	34205	727-824-8727
jennifer@corefinancial.us	Jennifer O'Neal	Core Financial, Inc.	950 Tamiami Trail Ste # 208	Sarasota	FL	34236	813-638-2560
lmeyers@hladm.com	Lois J. Meyers	Developer's Mortgage	901 137th Street E	Bradenton	FL	34212	941-920-3420
yvetteclermont@inlanta.com	Yvette Clermont	Inlanta Mortgage, Inc	1317 3 <sup>rd</sup> Ave W	Bradenton	FL	34205	941-201-5847
mike.tullio@myccmortgage.com	Mike Tullio	CrossCountry Mortgage	301 N. Cattlemen Rd. Suite	Sarasota	FL	34232	941-213-4428
Kerry.Koehler@Grarate.com	Kerry Koehler	Guaranteed Rate Affinity	423 St Armands Circle	Sarasota	FL	34236	810-908-0068
mhaynes2@tampabay.rr.com	Marci H. Haynes	Fidelity Mortgage Loans,	5266 Office Park Blvd Suite	Bradenton	FL	34203	941-727-9700
cathy.borgwardt@caliberhomeloans.com	Cathy Borgwardt	Caliber Home Loans	1819 Main Street, Suite 201	Sarasota	FL	34236	941-203-7610
mike.borgwardt@caliberhomeloans.com	Michael Borgwardt	Caliber Home Loans	1819 Main Street, Suite 201	Sarasota	FL	34236	941-203-7610
sboddy@manateehabitat.org	Sheryl Boddy	Manatee Habitat for	1901 Manatee Ave W	Bradenton	FL	34205	941-748-9100 ext 117
kbenitezaulet@prmg.net	Kenneth Benitez-	Paramount Residential	1819 Main St	Sarasota	FL	34236	941-264-9052
kyle@fairwayfundinggroup.com	Kyle Jacobs	Fairway Funding Group	823 Natures Way	Lakewood	FL	34202	941-894-6565
lwilson@bombaymortgage.com	Lisa Wilson	Bombay Mortgage	8 Sorrento Dr. Ste 14	Osprey	FL	34229	941-408-3474
shavonda.griffin@gmail.com;	Shavonda Griffin	XPR Realty	1945 17TH St	Sarasota	FL		941225-9778
pminarich@homebridge.com	Peter Minarich	Homebridge Financial	5260 State Road 64 East	Bradenton	FL	34208	941-782-2077
Jeanne.armour@regions.com	Jeanne Armour	Regions Mortgage	1626 Ringling Blvd, Ste 200	Sarasota	FL	34236	941-724-1583
Kwaters@sarasotahousing.org	Ken Waters	Sarasota Housing	269 S. Osprey Ave.	Sarasota	FL	34236	941-361-6210 ext. 261
avelardi@my100bank.com	Angela Velardi	Centennial Mortgage	5850 Fruitville Rd	Sarasota	FL	34232	941-342-5003
shelly.schinzal@gmail.com	Shelly Schinzel	Manatee River	1410 3RD STREET CIR E	Palmetto	FL	34221	941-812-2394
brian.hafenbrack@regions.com	Brian Hafenbrack	Regions Mortgage	1854 Trade Center Way	Naples	FL	34109	239-450-0001
N/A	Jonathan Wright	Homespire	N/A	Safety Harbor	FL		





OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

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**Special Attention of:**

All CPD Directors  
HUD Field Offices  
HUD Regional Offices  
All Continuums of Care  
All ESG Program Recipients and  
Subrecipients  
Tribes  
Tribally Designated Housing Entities

**Notice: CPD-21-08**

**Issued:** July 19, 2021

**Expires:** This notice is effective until  
amended, superseded, or rescinded. This  
notice supersedes Notice CPD-20-08.

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**TITLE: Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act**

**EFFECTIVE DATE:** July 19, 2021

**SUMMARY:** This Notice supersedes Notice CPD-20-08, published on September 1, 2020, and reestablishes the allocation formula and amounts and reestablishes and announces new requirements for the \$3.96 billion in funding provided for the Emergency Solutions Grants Program (ESG) under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). These ESG-CV funds must be used to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. Requirements at 24 CFR Part 576 will apply to the use of these funds, unless otherwise provided by the alternative requirements and flexibilities established under the CARES Act, this Notice, or subsequent waivers, amendments, or replacements to this Notice. HUD may reassess any waivers established under this Notice prior to September 30, 2022.

**OVERVIEW INFORMATION**

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of Community Planning and Development.

**B. Authority:** *Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 (2020).*

**C. Publication:** This Notice is initially being published on HUD's website.

**D. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.231 Emergency Solutions Grants Program (ESG).

**E. Obligations:** HUD executed initial grant agreements for the first allocation of \$1,000,000,000 of the available CARES Act ESG-CV funding. HUD amended these grant agreements for all recipients to add further amounts based on the formula described in Section F.1 of this Notice to distribute up to \$2,960,000,000 of the remaining funds. Recipients must follow the obligation deadlines established in Section III.B of this Notice.

**F. Additional Overview Content Information:**

1. Funding Allocations. HUD allocated \$1,000,000,000 of the funds to recipients of FY 2020 ESG funds based on the same formula HUD used under 24 CFR 576.3 to allocate the FY 2020 funds. The remaining \$2,960,000,000 in funds were allocated directly to states and units of general local government according to a formula developed by the Secretary, as required by the CARES Act:

[https://www.hud.gov/sites/dfiles/CPD/documents/ESG\\_CARES\\_Act\\_Round\\_2\\_Allocation\\_Met hodology\\_rev.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/ESG_CARES_Act_Round_2_Allocation_Met hodology_rev.pdf). The list of recipients is provided at:

[https://www.hud.gov/program\\_offices/comm\\_planning/budget/fy20/](https://www.hud.gov/program_offices/comm_planning/budget/fy20/).

2. Modified Requirements for the Consolidated Plan (Con Plan). The requirements at 24 CFR 576.200, as modified by this Notice, shall apply to the application and review process for ESG-CV funds.

a. In order to receive the ESG-CV funds described in this Notice, each eligible recipient was previously instructed to prepare and submit a Substantial Amendment to its Action Plan that was most recently approved as provided under 24 CFR part 91 to include ESG-CV amounts or include the ESG-CV amounts in their FY 2020 Annual Action Plan submission. The deadline for these submissions (whether made in the jurisdiction's FY 2020 action plan or an amendment to the jurisdiction's most recently approved plan) is August 16, 2021, consistent with the deadline the CARES Act established to supersede the deadline that would apply under 24 CFR 91.15 for the consolidated planning submissions for FY2019 and FY2020 funding for CPD formula programs.

b. The ESG-CV funds described in this Notice are not subject to the consultation and citizen participation requirements that otherwise apply to the Emergency Solutions Grants program, including the requirements under 24 CFR 91.100, 91.105, 91.110, and 91.115. However, as required by the CARES Act, each recipient must publish how it has used and will use its allocation, at a minimum, on the Internet at the appropriate government website or through other electronic media. With respect to ESG-CV funds to be awarded, each recipient must describe the activities they will fund with those ESG-CV funds and indicate whether, as of the date the notice is published, the activity has already occurred, and the recipient is reimbursing itself or the activity has yet to occur. In its notification and communication methods, recipients and subrecipients must also ensure effective communication with individuals with disabilities and take reasonable steps to ensure meaningful access to persons with limited English proficiency (LEP). See also 24 CFR 576.407(a) and (b).

c. Each Substantial Amendment submitted to HUD to receive the ESG-CV funds described in this Notice will be subject to the review process set forth in 24 CFR 91.500, except that HUD will expedite its review with respect to CARES Act funding.

d. With respect to ESG-CV funds already received, recipients that wish to make a change described in 24 CFR 576.200(b), including changing the allocation, distribution, or use of ESG-CV funds, must amend their consolidated plans as provided by 24 CFR 91.505 and 576.200(b), except that the recipient is not required to comply with any consultation or citizen participation requirements (as provided by the CARES Act), provided that the recipient publishes its planned changes, at a minimum, on the Internet at the appropriate Government web site or through other electronic media.

## **G. Applicability of Previously Published Waivers and Alternative Requirements**

Notice [CPD-21-05 – Waiver and Alternative Requirements for the Emergency Solutions Grants \(ESG\) Program Under the CARES Act](#) will continue to apply as written and without alteration by this Notice. Recipients that received particularized waivers or exceptions in response to their specific circumstances may continue to apply those waivers and exceptions subject to the conditions provided in those waivers or exceptions, although they may also use any further flexibility provided in this Notice under the conditions and alternative requirements provided in this Notice.

## **H. Highlights of Changes**

This Notice makes changes from Notice CPD-20-08, including:

1. *Emergency Shelter Activities.* The limitation in Notice CPD-20-08 that ESG-CV funds may only be used for the costs of providing emergency shelter until January 31, 2022 has been lifted. ESG-CV funds may be used to pay for emergency shelter costs, as needed, consistent with this Notice to prevent, prepare for, and respond to coronavirus.

2. *Temporary Emergency Shelter Activities.* The limitation in Notice CPD-20-08 that ESG-CV funds may only be used for the costs of providing temporary emergency shelter until January 31, 2022 has been lifted. ESG-CV funds may be used to pay for temporary emergency shelter costs, as needed, consistent with this Notice to prevent, prepare for, and respond to coronavirus. Additionally, as needed, recipients may convert temporary emergency shelter acquired or improved with ESG-CV funds into emergency shelter as defined at 24 CFR 576.2 without triggering the disposition requirements in 2 CFR 200.311(c). See Section III.E.3.a of this Notice for additional information.

3. *New Eligible Activities.* Section III.E of this Notice establishes new eligible activities to cover costs of loaning cell phones with wireless plans to program participants to conduct activities necessary for obtaining and maintaining housing, providing personal protective equipment to program participants, providing laundry services to individuals and families living in unsheltered locations, making vaccine incentive payments to people experiencing homelessness, providing furniture and household furnishings to program participants while they are receiving rapid re-housing or homelessness prevention assistance, providing essential services to households

receiving rapid re-housing and homelessness prevention assistance as well as program participants residing in hotels and motels paid for with ESG-CV funds, paying for renters insurance for households receiving rapid re-housing or homelessness prevention assistance, assuring the applicable coordinated entry system can quickly prioritize and connect people to appropriate housing and services to prevent and respond to coronavirus, and providing sponsor-based rental assistance for program participants receiving rapid re-housing or homelessness prevention assistance.

4. *Aligning Eligibility and Re-evaluation Income Limits.* The income limit of 30 percent of median family income, as determined by HUD, to be eligible for homelessness prevention and to continue to receive homelessness prevention or rapid re-housing assistance has been raised to Very Low Income as described in Section III.E.4 (eligibility) and Section III.F.13 (re-evaluation) of this Notice.

5. *New Rental Assistance Allowances.* As provided in Section III.E.4.b of this Notice, recipients or subrecipients providing project-based rental assistance may pay for rent for a maximum of 30 days from the end of the month in which the unit was vacated while the recipient or subrecipient attempts to house another eligible program participant in that unit. Additionally, if a program participant moves into a unit in the middle of the month, the Notice provides that the initial payment of a half month's rent does not count towards the program participant's total rental assistance. Further, recipients and subrecipients may allow program participants to enter into subleases when receiving rapid re-housing or homelessness prevention assistance.

6. *Helping Current ESG Program Participants Maintain Housing.* The limitation that a program participant may only receive services or rental assistance for up to 24 months in a 3-year period is waived for all program participants while receiving ESG-CV assistance. Further, if a program participant moves into a unit in the middle of the month, the Notice provides that the initial payment of a half month's rent does not count towards the program participant's total rental assistance. See Section III.E.4.g of the Notice for more information. Additionally, the limitation of medium-term rental assistance to 12-months has been lifted.

7. *Permanent Housing - Habitability and Housing Quality Standards.* As provided in Section III.F.14, recipients and subrecipients must ensure that housing meets minimum habitability standards established in 24 CFR 576.403(c) or Housing Quality Standards (HQS) established under 24 CFR 982.401 before helping a program participant remain or move into housing. Additionally, recipients may provide housing relocation and stabilization services for individuals and families receiving homelessness prevention assistance without conducting habitability or HQS inspections.

8. *Housing Stability Case Management.* Recipients and subrecipients providing housing stability case management as allowed at 24 CFR 576.105(b)(2) may pay for housing stability case management for up to 60 days while the program participant is seeking housing, instead of 30 days as currently permitted by 24 CFR 576.105(b)(2). See Section III.E.4.f of this Notice for more information.

9. *Permitting Recipients and Subrecipients to Subaward Funds to tribes and tribally-designated housing authorities.* The limitation that recipients and subrecipients may not subaward funds to Indian Tribes and Tribally Designated Housing Entities is waived. See Section III.A of this Notice for more information.

10. *Including Indian Tribes in the Definition of “Subrecipient.”* As provided in Section I.B.1.e of this Notice, the definition of “subrecipient” at 24 CFR 576.2 is waived to expressly include Indian tribes and tribally designated housing entities.

11. *Providing Additional Flexibilities for Puerto Rico and the Territories.* The definition of “State” in Section 411 of the McKinney-Vento Homeless Assistance Act and 24 CFR 576.2 is waived to include an instrumentality of the Commonwealth of Puerto Rico. Additionally, the definition of “Territory” is waived to include an instrumentality of a Territory. See Section I.B.1.d and III.A.3 for additional information.

**I. For Further Information:** Written questions may be sent to: Norm Suchar, Director, Office of Special Needs Assistance Programs, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7266, Washington, DC, 20410 or [ESG-CV@hud.gov](mailto:ESG-CV@hud.gov). Persons with hearing or speech impairments may access the above telephone number via TTY by calling the Federal Information Relay Service at 800-877-8339 (this is a toll-free number).

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- I. Funding Opportunity Description
  - A. Program Description
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  - B. Reallocation
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  - A. Means of Carrying out Grant Activities
  - B. Obligation, Expenditure, and Payment Requirements and Recapture Process
  - C. Match
  - D. Program Income
  - E. Program Components and Eligible Activities
  - F. Program Requirements
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- IV. Prior ESG Appropriations
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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

The CARES Act made \$4,000,000,000 available for the Emergency Solutions Grants Program to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

To accomplish the above, this additional funding for ESG recipients can be used to provide emergency shelter, temporary emergency shelter, or rapid re-housing, as well as other crisis response activities. Additionally, funds may be used for homelessness prevention assistance.

### B. Definitions.

1. *Definitions from 24 CFR 576.2.* For purposes of ESG-CV funds, the definitions at 24 CFR 576.2 apply, except that:

a. *At Risk of Homelessness.* The CARES Act raised the income limit in paragraph (1)(i) of the “at risk of homelessness” definition at 24 CFR 576.2 from 30 percent of area median income to the Very Low-Income limit of the area, as determined by the Secretary. The entire definition of “at risk of homelessness,” incorporating the higher income limit for ESG-CV activities, is included below for reference.

*At Risk of Homelessness* means

(i) An individual or family who:

(a) Has an annual income that does not exceed the Very Low-Income Limit of the area, as established for HUD’s Section 8 and Public Housing programs at

[www.huduser.gov/portal/datasets/il.html](http://www.huduser.gov/portal/datasets/il.html);

(b) 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 24 CFR 576.2; and

(c) Meets one of the following conditions:

(I) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(II) Is living in the home of another because of economic hardship;

(III) 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;

(IV) 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;

(V) 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;

(VI) 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

(VII) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(ii) A child or youth who does not qualify as “homeless” under 24 CFR 576.2, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(iii) A child or youth who does not qualify as “homeless” under 24 CFR 576.2, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

b. *Homeless* has the meaning established at 24 CFR 576.2 except that the limitation in paragraph (1)(iii) that 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 has been waived and the following alternative requirement established: An individual may qualify as homeless under paragraph (1)(iii) of the homeless definition in 24 CFR 576.2 so long as the individual is exiting an institution where the individual resided for 120 days or less and the individual resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. This waiver and alternative requirement is necessary because recipients are reporting that program participants are residing in institutions for longer periods of time as a result of coronavirus (e.g., longer time in jail due to postponed court dates due to court closings or courts operating at reduced capacity and longer hospital stays when infected with coronavirus). Allowing someone who was residing in an emergency shelter or place not meant for human habitation prior to entering the institution to maintain their homeless status while residing in an institution for longer than 90 days is necessary to prevent the spread of coronavirus by expanding housing options for people who were experiencing homelessness and institutionalized longer than traditionally required due to coronavirus.

c. *Local government* and *unit of general purpose local government* mean a “unit of general purpose local government,” as defined in 24 CFR 576.2 (i.e., any city, county, town, township, parish, village, or other general purpose political subdivision of a State) and, as established by section 100261(1) of the Moving Ahead for Progress in the 21st Century Act (MAP-21 Act), Public Law 112–141, includes:

(i) an instrumentality of a unit of general purpose local government, provided that the instrumentality is not a public housing agency, is established pursuant to legislation, and is designated by the chief executive of the general purpose local government to act on that government’s behalf with regard to activities funded under title IV of the McKinney-Vento Homeless Assistance Act; and

(ii) a combination of general purpose local governments, such as an association of governments that is recognized by HUD.

d. *State* means a “State” as defined in 24 CFR 576.2 (i.e., each of the several States and the Commonwealth of Puerto Rico); and, as provided by section 100261(2) of the MAP-21 Act,

includes any instrumentality of any of the several States designated by the Governor to act on behalf of the State and does not include the District of Columbia. In addition, as provided in section III.A of this Notice, “State” also includes an instrumentality of the Commonwealth of Puerto Rico as authorized by the following:

- (i) The governor’s written designation of the instrumentality to act on behalf of the state with respect to the Emergency Solutions Grants program; and
- (ii) Certification by the governor that the instrumentality meets each of the following criteria or evidence that otherwise shows the entity qualifies as an instrumentality of the state under its state law:
  - (a) The entity is used for a governmental purpose and performs a governmental function;
  - (b) The entity performs its function on behalf of the state;
  - (c) The state has the authority to appoint members of the governing body of the entity OR the control and supervision of the entity is vested in the state government;
  - (d) State statutory authority is needed to create and/or use the entity; and
  - (e) No part of the net earnings inures to the benefit of any private shareholder, member or individual.

e. *Subrecipient* means a local government, private nonprofit organization, public housing agency, local redevelopment authority, Indian tribe or tribally designated housing entity (as such terms are defined in the Native American Housing Assistance and Self-Determination Act of 1996, as amended) that receives a subaward of ESG funds as permitted under this Notice.

## 2. Definitions not in 24 CFR 576.2.

a. *The McKinney-Vento Act* means the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 *et seq.*).

b. *Coronavirus* means SARS-CoV-2 or another coronavirus with pandemic potential, as defined by section 23005 of the CARES Act.

c. *ESG* means, unless otherwise specified, the Emergency Solutions Grants Program whether funded through annual fiscal year (FY) appropriations or CARES Act funding. For example, a program participant assisted using only FY2020 ESG funding and a program participant assisted using only ESG-CV funding are both ESG program participants.

d. *ESG-CV* means the Emergency Solutions Grants Program as funded by the CARES Act and governed by requirements HUD establishes in accordance with that Act. ESG-CV funds do not include annual ESG funds (e.g., FY 2020 ESG grant funds), although annual ESG funds for FY2020 and earlier fiscal years may be used in accordance with the requirements established for purposes of ESG-CV funds as further described in Section IV of this Notice.

e. *Indian Area* means has the same meaning as that term is defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (25 U.S.C. 4103).



f. *Indian Tribe and Tribally Designated Housing Entity* have the same meaning as those terms are defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (25 U.S.C. 4103).

g. *Sponsor-based Rental Assistance* means rental assistance that is provided pursuant to a contract that (1) is between the recipient or subrecipient and a separate government agency, instrumentality, or nonprofit organization (“sponsor”) that owns or leases dwelling units; and (2) provides that rental assistance payments shall be made to sponsor and that program participants shall occupy such assisted units.

h. *Temporary Emergency Shelter* means any structure or portion of a structure, which is used during a Federal, state, or local emergency declaration, such as for a natural disaster or public health emergency, and for up to 12 months after that declaration expires, to provide shelter for individuals and families displaced from their normal place of residence or sheltered or unsheltered locations. Examples of temporary emergency shelters include:

(i) an overnight, daytime, or 24-hour shelter in which program participants are only provided a safe place to sleep, rest, bathe, and eat;

(ii) a shelter where one or more services are made available on-site, whether by shelter staff or contractors or through a memorandum of understanding with another subrecipient or service provider; and

(iii) a shelter designed to facilitate the movement of homeless individuals and families into permanent housing within a fixed period of time (e.g., within 12 months) and which employs or contracts with one or more case managers or service providers to provide services as specified under Sections III.E.3.a.(i)(e) and III.E.3.a.(ii)(d) through (g).

i. *Prevent, Prepare for, and Respond to Coronavirus*. To assist recipients in ensuring that an activity being paid for with ESG-CV funds is eligible, or determining whether annual ESG funding may follow the waivers and alternative requirements established in this Notice, recipients and subrecipients should consider the following:

(i) *Prevent...coronavirus* means an activity designed to prevent the initial or further spread of the virus to people experiencing homelessness, people at risk of homelessness, recipient or subrecipient staff, or other shelter or housing residents. This includes, for example, providing Personal Protective Equipment to emergency shelter staff and program participants, paying for non-congregate shelter options such as hotels and motels, paying for handwashing stations and portable toilets for use by people living in unsheltered situations, and providing rapid re-housing or homelessness prevention assistance to individuals and families who are homeless or at risk of homelessness (as applicable) to reduce their risk of contracting or further spreading the virus.

(ii) *Prepare for...coronavirus* means an activity carried out by a recipient or subrecipient prior to or during a coronavirus outbreak in their jurisdiction to plan to keep people healthy and reduce the risk of exposure to coronavirus and avoid or slow the spread of disease. This includes, for example, updating written standards to prioritize people at severe risk of contracting coronavirus for shelter and housing consistent with fair housing and nondiscrimination requirements, adapting coordinated entry policies and procedures to account for social distancing measures or increased demand, developing a strategy and recruiting landlords to provide housing to people

experiencing homelessness or at risk of homelessness, training homeless providers on infectious disease prevention and mitigation, and implementing a non-congregate shelter strategy to reduce the spread of coronavirus.

(iii) *Respond to coronavirus* means an activity carried out once coronavirus has spread to people experiencing homelessness or provider staff, or once individuals and families lose or are at risk of losing their housing as a result of the economic downturn caused by coronavirus. This includes, for example, transporting individuals and families experiencing homelessness to medical appointments, paying for shelter to isolate individuals who have contracted coronavirus from other program participants and people experiencing homelessness, providing rental assistance to those who are at risk of losing their housing, have already become homeless, or continue to experience homelessness due to the economic downturn caused by coronavirus, and providing hazard pay to recipient or subrecipient staff who put their own health at risk to continue to provide necessary services to individuals and families experiencing and at risk of homelessness.

## **II. ALLOCATIONS**

**A. Initial Allocations.** The ESG-CV grant funds are available through two allocations as follows:

1. *First Allocation.* \$1 billion has been allocated to recipients allocated FY 2020 ESG funding based on the same formula used under 24 CFR 576.3 for the FY 2020 ESG funding; and
2. *Second Allocation.* \$2.96 billion has been allocated to states and units of general local government based on a formula developed by the Secretary, as provided by the CARES Act.

### **B. Reallocation.**

1. *Funds Not Awarded by HUD Due to Failure of the Recipient to Submit and Obtain HUD Approval of a Substantial Amendment to its Action Plan or FY 2020 Annual Action Plan.* ESG-CV funds are provided to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and for homelessness prevention activities to mitigate the impacts created by coronavirus. In order to quickly deploy these resources, it is important that they are awarded to recipients with experience administering annual ESG funding. Therefore, HUD reserves discretion to issue a separate notice providing waivers and alternative requirements to replace the process for reallocating ESG-CV funds from states and territories under at 24 CFR 576.300, 567.302, and 576.303, which address how HUD will reallocate funds not awarded due to the states' and territories' failure to submit a Substantial Amendment to their Action Plan including the ESG-CV funds or the states' and territories' failure to submit their FY 2020 Annual Action Plan including ESG-CV funds in accordance with the requirements of 24 CFR part 91.

Funds recaptured from metropolitan cities and urban counties due to failure to submit a Substantial Amendment to its Action Plan including the ESG-CV funds or the recipient's failure to submit its FY 2020 Annual Action Plan including ESG-CV funds in accordance with the

requirements of 24 CFR part 91 will continue to be reallocated in accordance with 24 CFR 576.301.

2. *Funds Recaptured by HUD after Award.* ESG-CV funds are provided to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. It is important that resources be targeted to communities that need and can use additional funding to support these efforts. Therefore, HUD is establishing expenditure deadlines and recapture provisions (as discussed in section III.B.2 below), and HUD reserves discretion to issue a separate notice providing waivers and alternative requirements to replace the process for reallocating recaptured ESG-CV funds under section 24 CFR 576.300(2).

### **III. APPLICABLE RULES, STATUTES, WAIVERS, AND ALTERNATIVE REQUIREMENTS**

This section describes the statutes, regulations, waivers, and alternative requirements that apply to ESG-CV grants.

The CARES Act authorizes the Secretary to waive, or specify alternative requirements for, any provision of any statute or regulation that the Secretary administers in connection with the obligation by the Secretary or the use by the recipient of these amounts, except for requirements related to fair housing, nondiscrimination, labor standards, and the environment. The Notice describes when temporary emergency shelter is exempt from environmental review and outlines standards for temporary emergency shelter. Regulatory waiver authority is also provided by 24 CFR 5.110 and 91.600. For the reasons stated with each waiver or alternative requirement established in this Notice, HUD has determined that good cause exists for each waiver or alternative requirement and that the waiver or alternative requirement is necessary to prevent, prepare for, and respond to coronavirus.

Except as otherwise stated in this Notice, waivers and alternative requirements shall be deemed to be effective as of the date a State or unit of local government began preparing for coronavirus, which HUD shall presume to be January 21, 2020 – the date the first confirmed case was reported in the United States. However, each recipient must maintain adequate documentation to assure these waivers and alternative requirements are used only with respect to ESG- or ESG-CV-eligible activities the recipient or its subrecipients implemented to prevent, prepare for, and respond to coronavirus, including documentation demonstrating when their particular state or local government began preparing for coronavirus, such as notes on formal planning meetings or calls.

**A. Means of Carrying Out Grant Activities.** In general, the requirements at 24 CFR 576.202 apply, except as provided by the Housing Opportunity Through Modernization Act of 2016 (HOTMA) and MAP-21 Act changes clarified in [HUD Notice CPD-17-10](#) and as provided by the CARES Act waivers and alternative requirements below.

1. *For states other than territories, but including the Commonwealth of Puerto Rico.* The subgrant requirements and subrecipient limitations under section 414(a) and (c) of the McKinney-Vento Act, 24 CFR 576.2, and 24 CFR 576.202(a), which together require States to subgrant all of their funds except those used to carry out Homeless Management Information System (HMIS) activities and administrative activities to units of general purpose local government and private nonprofit organizations, are waived to the extent necessary to add the follow alternative requirements:

a. *States may use up to 100 percent of grant funds awarded to carry out activities directly.* This flexibility is needed to ensure that enough entities with capacity are available to administer ESG-CV funds and to provide additional administrative efficiency to States. However, before a State can use this flexibility to carry out ESG activities directly, the State's Consolidated Plan/Action Plan must specify the activities the State will carry out and the amount allocated for those activities, whether in the State's initial FY 2020 Action Plan submission or an amendment to its most recently approved Action Plan, and the State must submit the new certifications that HUD is providing in the Appendices to this Notice, as further explained in section VI, to account for this new program flexibility.

b. *States may subaward funds to public housing agencies, as defined under section 3(b)(6) of the United States Housing Act of 1937, and local redevelopment authorities, as defined under state law.* This flexibility is needed to ensure that there are enough entities with capacity available to administer ESG-CV funds.

c. *States may subaward funds to Indian tribes and tribally designated housing entities.* This flexibility is needed to ensure that States can effectively distribute their ESG-CV funds to prevent, prepare for, and respond to coronavirus among all populations who are homeless, at risk of homelessness, or receiving homeless assistance, including in Indian Areas, provided the Indian Tribe with jurisdiction over the Indian Area consents to receiving such assistance and the recipient coordinates such assistance with the Indian tribe.

d. *The Commonwealth may subaward funds to an instrumentality of the Commonwealth, provided that the instrumentality has legal authority and capacity to carry out ESG activities.* This flexibility is needed to assure there is sufficient capacity in the Commonwealth to administer the funds efficiently to prevent, prepare for, and respond to coronavirus.

2. *For local governments and territories.*

a. *Local governments may subaward funds to Indian tribes and tribally designated housing entities.* The limitations on eligible subrecipients of local governments under Section 414(c) of the McKinney-Vento Act and limitations on eligible subrecipients under 24 CFR 576.2 and 24 CFR 576.202(b) are waived to the extent necessary to allow a local government to subaward ESG-CV funds to Indian Tribes and Tribally Designated Housing Entities. This flexibility is needed to ensure local governments can effectively distribute their ESG-CV funds to prevent, prepare for, and respond to coronavirus among all populations who are homeless, at risk of homelessness, or receiving homeless assistance, including in Indian Areas, provided the Indian

tribe with jurisdiction over the Indian Area consents to receiving such assistance and the recipient coordinates such assistance with the Indian tribe.

b. *Territories may subaward funds to an instrumentality or municipality.* The limitations on eligible subrecipients under Section 414 of the McKinney-Vento Act and limitations on eligible subrecipients under 24 CFR 576.2 and 24 CFR 576.202(b) are waived to the extent necessary to allow a territory (i.e., the Virgin Islands, Guam, American Samoa, or the Northern Mariana Islands) to subaward funds to an instrumentality or municipality, provided that the instrumentality or municipality has sufficient capacity and legal authority to carry out ESG activities. This flexibility is necessary to assure there is sufficient capacity in the territories to administer the funds efficiently to prevent, prepare for and respond to coronavirus.

### *3. Additional flexibility for Puerto Rico and the Territories.*

The following flexibilities are provided in addition to the flexibilities established above in order to assure Puerto Rico and the territories have sufficient capacity to effectively and efficiently administer their ESG-CV funds to prevent, prepare for and respond to coronavirus. However, an instrumentality that is acting as the recipient may not also subaward funds to an instrumentality of the same government.

a. The definition of “State” in section 411 of the McKinney-Vento Homeless Assistance Act and 24 CFR 576.2 is waived to the extent necessary to allow a “State” to include an instrumentality of the Commonwealth of Puerto Rico that is authorized by:

- (i) The governor’s written designation of the instrumentality to act on behalf of the Commonwealth with respect to the ESG Program; and
- (ii) Certification by the governor of the Commonwealth that the instrumentality meets each of the following criteria or evidence that otherwise shows the entity qualifies as an instrumentality of the Commonwealth under its local laws:
  - (a) The entity is used for a governmental purpose and performs a governmental function;
  - (b) The entity performs its function on behalf of the Commonwealth;
  - (c) The Commonwealth has the authority to appoint members of the governing body of the entity OR the control and supervision of the entity is vested in the Commonwealth’s government;
  - (d) the Commonwealth’s statutory authority is needed to create and/or use the entity; and
  - (e) No part of the net earnings inures to the benefit of any private shareholder, member or individual.

b. The definition of “State” in section 411 of the McKinney-Vento Homeless Assistance Act and the definition of “Territory” in 24 CFR 576.2 are waived to the extent necessary to allow these terms to include an instrumentality of a territory (i.e., the Virgin Islands, Guam, American Samoa, or the Northern Mariana Islands) that is authorized by:

- (i) The Chief Executive of the territory’s written designation of the instrumentality to act on behalf of the territory with respect to the ESG Program; and
- (ii) Certification by the Chief Executive of the territory that the instrumentality meets each of the following criteria or evidence that otherwise shows the entity qualifies as an instrumentality of the territory under its local laws:
  - (a) The entity is used for a governmental purpose and performs a governmental function;
  - (b) The entity performs its function on behalf of the territory;

- (c) The territory has the authority to appoint members of the governing body of the entity OR the control and supervision of the entity is vested in the Territory's government;
- (d) the territory's statutory authority is needed to create and/or use the entity; and
- (e) No part of the net earnings inures to the benefit of any private shareholder, member or individual.

## **B. Obligation, Expenditure, and Payment Requirements and Recapture Process.**

1. *Obligation Deadlines.* To assure that all funding and flexibilities provided by the CARES Act and HUD under this Notice can be used as necessary to prevent, prepare for, and respond to coronavirus, HUD is waiving the regulatory obligation deadlines and standards for meeting those deadlines and establishing alternative requirements as follows. ESG-CV funds must be obligated by the recipient in accordance with 24 CFR 576.203(a)(1) and (2), except as provided below. The applicable period for obligating the recipient's total allocation of ESG-CV funds begins on the date HUD signed the recipient's grant agreement for the first allocation of ESG-CV funds. The obligation deadlines below apply to the both the first and second allocation of ESG-CV funds. HUD is also providing further flexibility for recipients (including States and non-States) to provide additional time to identify entities that have capacity and expertise to mitigate the impacts of coronavirus, including those who have not previously or recently received ESG funding.

a. Recipients that are states have:

- (i) 180 days from the date HUD signs the grant agreement to obligate funds for activities it will carry out directly, as permitted in Section III.A.1.a. This obligation may be evidenced by a written designation of a department within the government to carry out an eligible activity directly; and
- (ii) up to 240 days from the date HUD signs the grant agreement to obligate ESG-CV funds to subrecipients.

b. Recipients that are metropolitan cities, urban counties, or territories have up to 240 days from the date HUD signs the grant agreement to obligate ESG-CV funds.

2. *Expenditures.* The requirements at 24 CFR 576.203(b) generally apply, except that the provision that all of the recipient's grant must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient is waived and the following alternative requirements are established:

a. *Documentation in the Integrated Disbursement and Information System (IDIS).* Before drawing down funds for an activity, the recipient must enter complete, up-to-date information on that activity in the IDIS, including the total funding allocated to that activity and a description of how the activity prevents, prepares for, and responds to coronavirus. This requirement is necessary to assure the use of funds for eligible activities to prevent, prepare for, and respond to coronavirus and facilitate compliance with the CARES Act's reporting requirement, which is described in Section III.G.2 of this Notice.

b. *Overall Deadline for Expending First and Second Allocations.* All funds awarded to a recipient through the first and second allocations of ESG-CV funds must be expended for eligible activity costs by September 30, 2022. Establishing this standardized expenditure deadline for all recipients discourages recipients from delaying their expenditure deadline by delaying the execution of their grant agreements, thus making funds more quickly available to prevent, prepare for, and respond to coronavirus.

c. *Progressive Expenditure Deadlines and Recapture Provisions.* To ensure ESG-CV funds are spent quickly on eligible activities to address the public health and economic crises caused by coronavirus, the following alternative requirements are established:

(i) HUD may recapture up to 20 percent of a recipient's total award, including first and second allocation amounts, if the recipient has not expended at least 20 percent of that award by September 30, 2021.

(ii) HUD may recapture up to 80 percent of a recipient's total award, including first and second allocation amounts, if the recipient has not expended at least 80 percent of that award by March 31, 2022.

(iii) Prior to recapturing funds as described above, HUD will follow the enforcement process described in 24 CFR 576.501 and provide the recipient with an opportunity to provide a spending plan demonstrating to HUD's satisfaction that all of the recipient's ESG-CV funds from the first and second allocations will be expended by September 30, 2022.

d. *Reallocation Process.* HUD reserves its discretion to make subsequent waivers and alternative requirements to assure recaptured funds are reallocated in a manner consistent with the statutory purposes and conditions for ESG-CV funds.

**C. Match.** As provided by the CARES Act, ESG-CV funds are not subject to the match requirements that otherwise apply to the ESG Program.

**D. Program Income.** Because ESG-CV program income cannot be used as match without the ESG matching requirement, HUD is waiving the ESG provisions for program income under 24 CFR 576.2 and 576.407(c)(1) and establishing alternative requirements, as follows:

1. Program income is defined as provided by 2 CFR 200.1, except that:

a. Program income includes any amount of a security or utility deposit returned to the recipient or subrecipient, as provided by 24 CFR 576.2; and

b. Costs that are incidental to generating program income and not charged to the ESG-CV grant or subgrant may be deducted from gross income to determine program income, as allowed under 2 CFR 200.307(b).

2. As allowed under 2 CFR 200.307(e), program income may be treated as an addition to the recipient's grant (or the subrecipient's subgrant, if the income is generated by the subrecipient's activities), provided that the program income is used in accordance with the purposes and conditions of that grant or subgrant. Program income otherwise must be deducted from allowable costs as provided by 2 CFR 200.307(e)(1).

These changes to the otherwise applicable program income requirements are necessary to maximize the capacity and efficiency of ESG-CV recipients and subrecipients to prevent, prepare for, and respond to coronavirus.

**E. Program Components and Eligible Activities.** The requirements of 24 CFR Part 576 – Subpart B apply, except that:

1. *Emergency Shelter and Street Outreach Cap.* As provided by the CARES Act, the cap established for street outreach and emergency shelter activities in section 576.100(b) does not apply. Recipients may expend as much of their funding on street outreach and emergency shelter activities as needed to prevent, prepare for, and respond to coronavirus among people experiencing homelessness including mitigating the impacts caused by coronavirus. HUD strongly encourages recipients to coordinate housing and services for those individuals with the Continuum of Care in their geographical region.

2. *Pre-Award Costs.* To account for the urgent activities and costs ESG recipients and subrecipients have undertaken to prevent, prepare for, and respond to coronavirus, the recipient is authorized to use ESG-CV funds to cover or reimburse costs incurred before the period of performance provided that the cost to be covered or reimbursed would be otherwise allowable under the flexibilities and requirements established for ESG-CV funds and was incurred by a recipient or subrecipient on or after January 21, 2020 to prevent, prepare for, and respond to coronavirus.

An environmental review, as applicable, must be completed and a Request for Release of Funds must be approved in accordance with 24 CFR Part 58 and Section III.F.8 of this Notice, prior to a commitment to cover or reimburse with ESG funds.

3. *Additional Eligible Activities.* In addition to the eligible activities listed in 24 CFR 576 – Subpart B, funds may be used for the following activities:

a. *Temporary Emergency Shelters.* As permitted by the CARES Act, ESG-CV funds may be used to pay for temporary emergency shelters for individuals and families experiencing homelessness in order to prevent, prepare for, and respond to coronavirus.

(i) Eligible costs include:

(a) Leasing existing real property or temporary structures to be used as temporary emergency shelters;

(b) Acquisition of real property (e.g. hotels, ancillary structures, parking lots). The total amount of ESG-CV funds used for acquisition must not exceed \$2.5 million per real property;

(c) Renovation (including major rehabilitation and conversion) of real property (e.g., hotels) into temporary emergency shelters. Eligible costs include labor, tools, and other costs for renovation;

(d) Shelter operations costs including the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the temporary emergency shelter;

(e) Services, including essential services under 24 CFR 576.102(a)(1), housing search and placement services under 24 CFR 576.105(b)(1), and housing search and counseling services as



provided under 24 CFR 578.53(e)(8); except as otherwise stated in this Notice or 24 CFR part 576.408; and

(f) Other shelter costs HUD pre-approves in writing.

(ii) Requirements:

(a) As permitted by the CARES Act, the use of funds for these shelters will not be subject to the habitability standards under section 417(c) of the McKinney-Vento Act, shelter standards at 24 CFR 576.403(b), or the environmental review requirements that otherwise apply to the use of ESG funds if the shelters have been determined by state or local health officials to be necessary to prevent, prepare for, and respond to coronavirus. The CARES Act exemption of ESG habitability standards and environmental review requirements do not exempt recipients and subrecipients from complying with state and local laws (such as safety or sanitation codes) that apply on their own terms to the recipient or subrecipient's activities and do not conflict with Federal law. Additionally, recipients and subrecipients must still comply with nondiscrimination and applicable accessibility requirements, including requirements under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Fair Housing Act, and their implementing regulations. See also 24 CFR 576.407(a);

(b) These temporary emergency shelters shall not be subject to the minimum periods of use required by section 416(c)(1) of the McKinney-Vento Act and 24 CFR 576.102(c) and shall be considered as excluded by law from any certifications recipients submit pursuant to 24 CFR 91.225(c)(1) through (c)(4) or 91.325(c)(4)(i) through (c)(4)(iv); however, if funds were used for acquisition or renovation (including conversion or major rehabilitation), the property's use and disposition will be subject to the requirements provided in section III.E.3.a(iii) of this Notice.

(c) In addition to the records required at 24 CFR 576.500, the recipient must retain documentation that the property or structure or portion of a structure used as temporary emergency shelter met the definition of temporary emergency shelter during the time it was so used. For example, a recipient could document that the property is typically a hotel and is only being used as an emergency shelter for the period of time that public health officials determine special measures are needed to prevent the spread of coronavirus;

(d) Whether or not services are provided as part of temporary emergency shelter, the recipient or subrecipient must assure that for each program participant receiving shelter, the individual or family's service needs are evaluated as required by 24 CFR 576.401(a) and appropriate services are made available as needed in accordance with 24 CFR 576.401(d)), and a program participant in temporary emergency shelter shall be eligible to receive essential services from the recipient or subrecipients other than the program participant's shelter provider;

(e) A temporary emergency shelter may provide space for program participants to receive services consistent with 24 CFR 576.401(d) even if the services are not ESG-funded or not funded as part of the shelter project;

(f) Program participants cannot be required to sign leases or occupancy agreements, receive treatment, or perform any other prerequisite activities as a condition for staying in any shelter or receiving services; and

(g) In all other respects, the funding and operation of temporary emergency shelters must comply with the ESG-CV requirements for emergency shelters under this Notice and 24 CFR part 576.

(iii) Additional requirements for property acquired or improved with ESG-CV funds. When the property is determined no longer necessary or appropriate for use as a temporary emergency shelter, as defined in this Notice, the property may be converted for use as an emergency shelter as described below without triggering the disposition requirements in 24 CFR 200.311(c).

However, when it becomes unnecessary or impracticable to use the property either as temporary emergency shelter or emergency shelter, as described in this Notice, the owner of the property must obtain disposition instructions from HUD as provided by 24 CFR 200.311(c).

(a) Before conversion to use as a normal emergency shelter under 24 CFR part 576, the property must undergo a satisfactory environmental review pursuant to 24 CFR part 58 and must be inspected and determined to meet the minimum shelter standards in 24 CFR 576.403.

(b) The recipient must notify HUD when it begins using the property as an emergency shelter as defined in 24 CFR 576.2 and must report the status of the property to HUD either on an annual basis or at a lesser frequency that HUD may specify as provided by 24 CFR 200.330.

(c) The recipient must maintain up-to-date documentation showing the property is being used as an emergency shelter as defined in 24 CFR 576.2 and operated in accordance with all requirements that apply to emergency shelters under 24 CFR part 576, subpart E;

(d) If the property was renovated with ESG-CV funds (including major rehabilitation or conversion), the property must be used as an emergency shelter under these requirements for at least the period specified in 24 CFR 576.102(c)(1), beginning on the date the building is first occupied by a homeless individual or family after the renovation.

(e) On or before the conversion of the property to an emergency shelter as defined in 24 CFR 576.2, the recipient must record a lien or other appropriate notice of record to indicate that the property has been acquired or improved with a Federal award and that the use and disposition conditions above apply to the property.

b. *Training.* As permitted by the CARES Act, ESG-CV funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness and the use of funding shall not be considered administrative costs for purposes of the 10 percent cap. In addition, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used for training on infectious disease prevention and mitigation for homeless assistance providers, including those who do not receive funding through the CARES Act, to help them best prevent,

prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. These training costs are eligible as a standalone activity and are not to be charged to an activity under 24 CFR 576.101 to 24 CFR 576.109.

c. *Hazard Pay*. As permitted by the CARES Act, funds may be used to pay hazard pay for recipient- or subrecipient-staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. Examples of recipient or subrecipient staff working directly in support of coronavirus response include emergency shelter intake staff, street outreach teams, emergency shelter maintenance staff, emergency shelter security staff, staff providing essential services (e.g., outpatient health or mental health, housing navigators), and staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus.

d. *Handwashing Stations and Portable Bathrooms*. The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a) for installing and maintaining handwashing stations and bathrooms (e.g., porta potties) in outdoor locations for people experiencing unsheltered homelessness. Allowing ESG-CV funds to pay for the costs of handwashing stations and bathroom facilities will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to bathrooms and the ability to wash their hands.

e. *Landlord Incentives*. The limitations on eligible activities under section 415(a) of the McKinney-Vento Act and 24 CFR 576.105 are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.105 to add the eligible cost of paying for landlord incentives as reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. However, a recipient may not use ESG-CV funds to pay the landlord incentives set forth below in an amount that exceeds three times the rent charged for the unit. Waiving the limitation on eligible costs under housing relocation and stabilization services to pay for the costs of landlord incentives will increase the number of housing units available for quickly re-housing people experiencing homelessness or at risk of homelessness, especially in tight rental markets, which is critical to preventing the spread of coronavirus and helping mitigate the economic impact of the crisis. The limitation to three times the rent charged for each unit ensures enough ESG-CV funds remain available to provide other eligible activities necessary to prevent the spread of coronavirus. Eligible landlord incentive costs include:

- (i) Signing bonuses equal to up to 2 months of rent;
- (ii) Security deposits equal to up to 3 months of rent (these are separate from the costs of security deposits under 24 CFR 576.105(a) and, therefore, does not factor into the cap established in that section);
- (iii) Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
- (iv) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

To support these costs, the recipient must determine and document that each of these costs is reasonable under the program participant's particular circumstances, and not more than is necessary to house the program participant.

f. *Volunteer Incentives.* The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a), 24 CFR 576.102(a)(1), and 24 CFR 576.105(b) for the cost of providing reasonable incentives to volunteers (e.g., cash or gift cards) who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak. Waiving this requirement to allow the payment of reasonable costs of volunteer incentives will increase the number of people available to provide the needed services and connections to housing to individuals and families experiencing homelessness to prevent the spread of coronavirus.

g. *Cell Phones and Internet.* The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.101(a), 24 CFR 576.102(a)(1), and 24 CFR 576.105(b) for the costs of providing temporary cell phones for individuals and families experiencing homelessness, receiving rapid re-housing assistance under the Continuum of Care (CoC) Program, Youth Homelessness Demonstration Program (YHDP), and ESG Program, receiving homelessness prevention assistance under the ESG Program, or residing in permanent supportive housing funded under the CoC and YHDP Programs. To qualify as an eligible cost, the cell phone must be owned by the recipient/subrecipient, and the wireless service plan must be the recipient/subrecipient's, but the phone may be loaned to program participants and the wireless service cost may be paid as needed to enable program participants to participate in activities necessary to obtain or maintain housing (e.g., to interview for jobs, to receive health and mental health services, or to continue education). The phone and phone service may be loaned to the participant while stay-at-home or social distancing orders are in effect in the community in which the program participant resides, or while they continue to need it to participate in activities necessary to obtain and maintain housing that remain virtual even after social distancing measures are relaxed and must be returned to the recipient/subrecipient when no longer necessary for these purposes. Waiving the limitations on eligible costs under street outreach, emergency shelter, and housing relocation and stabilization services and allowing ESG-CV funds to pay for these costs will allow individuals and families experiencing homelessness, or receiving rapid re-housing or homelessness prevention assistance, or residing in permanent supportive housing to participate in important activities. Such activities include interviewing for jobs and receiving services necessary to obtain and maintain housing during the period that stay-at-home and social distancing measures are in effect to avoid exposure to and prevent the spread of coronavirus, as well as to continue participating in these activities to the extent that they remain virtual even after social distancing measures are relaxed (e.g., continued virtual employment and education) in order to obtain and maintain housing during the economic downturn caused by coronavirus.

h. *Personal Protective Equipment (PPE) for Program Participants.* While ESG-CV funds can currently be used to purchase PPE for program participants as an essential service under emergency shelter and street outreach and as necessary to participate in eligible activities under rapid re-housing and homelessness prevention assistance, the limitations on eligible activities provided in section 415(a) and 24 CFR 576.105(b) are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used to buy PPE (such as masks, disposable gloves, and hand sanitizer) for program participants receiving homelessness prevention and rapid re-housing assistance to the extent the program participant needs the PPE to avoid exposure to and prevent the spread of coronavirus (e.g., to go out in public or enter common areas of housing).

i. *Furniture and Household Furnishings.* The limitations on eligible activities provided in 24 CFR 576.105(b) are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used to buy furniture and household furnishings for use by program participants while they are receiving homelessness prevention and rapid re-housing assistance. Furniture and other household furnishings can help establish program participants in housing, which can contribute to housing stability. Therefore, this waiver and alternative requirement are necessary to help program participants obtain and maintain housing, which is critical to preventing the spread of coronavirus during the period that stay-at-home and social distancing measures are required or recommended. This waiver and alternative requirement are also needed in order to respond to coronavirus by assuring program participants can still obtain and maintain housing during the economic downturn caused by coronavirus when their incomes and resources are not enough to obtain the furniture necessary to contribute to housing stability. Additionally, recipients are reminded that if ESG-CV funds are used to purchase household furnishings, they will be subject to the requirements for equipment at 2 CFR 200.313, including the disposition requirements included in paragraph (e) of that section.

j. *Essential Services for Individuals and Families Receiving Rapid Re-housing and Homelessness Prevention Assistance.* The limitation on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR 576.102(a)(1), 24 CFR 576.103, and 24 CFR 576.104 are waived to the extent necessary to allow ESG-CV funds to be used for the costs of providing essential services established at 24 CFR 576.102(a)(1) to program participants receiving rapid re-housing and homelessness prevention assistance as necessary to assist them to obtain and maintain housing. Recipients are reporting that program participants receiving rapid re-housing and homelessness prevention assistance require services beyond those allowed at 24 CFR 576.105(b) – such as mental health services, outpatient health services, transportation, substance abuse services – to help them obtain and maintain housing. Therefore, this waiver and alternative requirement are necessary to help program participants obtain and maintain housing, which is critical to preventing the spread of coronavirus and mitigating its impact on program participants during the economic downturn caused by coronavirus.

k. *Centralized or Coordinated Assessment.* The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR Part 576, subpart B are waived to the extent necessary to authorize ESG-CV funds to be used to pay for the additional costs needed to update, enhance, and operate the applicable centralized or coordinated

assessment system under 24 CFR 576.400(d) to prevent, prepare for, and respond to coronavirus, subject to the following alternative requirements:

- (i) The cost documentation must show that the use of ESG-CV funds is limited to the increase in system costs due to coronavirus; and
- (ii) The recipient's use of funds for this activity must be coordinated with the applicable Continuum of Care to ensure ESG-CV funding is used for the most critical centralized or coordinated assessment needs to allow the CoC to quickly prioritize and refer to assistance individuals and families experiencing homelessness and at risk of homelessness. Assuring the centralized or coordinated assessment system remains capable of quickly prioritizing and connecting individuals and families to appropriate housing and services is necessary to prevent the spread of coronavirus and to mitigate the economic impact by providing stability in housing to eligible individuals and families.

l. *Renters Insurance.* The limitations on eligible activities provided in 24 CFR 576.105(a) are waived to the extent necessary to authorize ESG-CV funds to pay for renters insurance for program participants receiving rapid re-housing or homelessness prevention assistance. In order to pay for renters insurance for program participants, the recipient or subrecipient must:

- (i) demonstrate that the payment of renters insurance is necessary to obtain or maintain housing (e.g., the landlord requires renters to have renters insurance to reside in the unit); and
- (ii) pay the renters insurance directly to the insurance company on behalf of the program participant.

Recipients and subrecipients report that some landlords require their renters to carry renters insurance and many program participants do not have the funds available to pay for renters assistance. Therefore, in these cases when renters insurance is required by a landlord, this waiver and alternative requirement is necessary to help program participants obtain and maintain housing, which is necessary to both prevent the spread of coronavirus and help program participants obtain and maintain housing in tight rental markets during the economic downturn caused by coronavirus.

m. *Vaccine Incentives.* The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR Part 576, Subpart B are waived to the extent necessary to authorize recipients and subrecipients to make direct, cash payments of up to \$50 per dose to people experiencing homelessness as an incentive for receiving a coronavirus vaccine. ESG-CV funds may only be used for vaccine incentives to the extent that other vaccine incentives are inaccessible or unavailable to people experiencing homelessness within the community. Receiving the vaccine is critical to preventing the spread of coronavirus. However, getting vaccinated, including following up with the second dose required by some of the available vaccines, can be particularly challenging for people who do not have a stable place to call home. Research has demonstrated that providing incentives to people, including those experiencing homelessness, to receive vaccines increases the uptake of vaccination. Therefore, this waiver and alternative requirement is necessary to assure people experiencing homelessness receive vaccination and prevent the spread of coronavirus.

n. *Laundry*. The limitations on eligible activities provided in Section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR.576.101(a) for the costs of providing laundry services to prevent the spread of coronavirus among individuals and families experiencing unsheltered homelessness, including by paying for laundry trucks to outdoor locations where people are residing. Allowing ESG-CV funds to pay for the costs of laundry services will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to laundry which cleans and disinfects clothing.

o. *Sponsor-based Rental Assistance*. As an alternative to tenant-based rental assistance and project-based rental assistance, sponsor-based rental assistance may be funded as provided below when necessary to use rapid re-housing and homelessness prevention assistance to re-house program participants quickly in permanent housing where landlords might not otherwise be willing to rent to them. Adding this flexibility is critical to limiting the spread of coronavirus among individuals and families experienced or at risk of homelessness and helping them obtain housing in tight rental markets during the economic downturn caused by coronavirus. Accordingly, the following waivers and alternative requirements are established for the provision of sponsor-based rental assistance with ESG-CV funds:

(i) The limitation of rental assistance to tenant-based rental assistance and project-based rental assistance in 24 CFR 576.106(a)(4) is waived, and 24 CFR 576.106(h) and (i) will not apply.

(ii) The recipient or subrecipient must execute a sponsor-based rental assistance agreement with a separate government agency, instrumentality, or nonprofit organization (“sponsor”) to subsidize the rent of program participants who are referred to be housed in units owned or leased by the sponsor. The rental assistance agreement may cover one or more permanent housing units owned or leased by the sponsor. Each unit covered by the rental assistance agreement (“sponsored unit”) may only be occupied by program participants, except as provided under paragraph (iii) below. Under no circumstances may the rental assistance agreement commit ESG funding to be expended or provide assistance beyond the applicable period of performance for the funding.

(iii) The recipient or subrecipient may pay up to 100 percent of the rent for the first month that the sponsored unit becomes available for rent to a new program participant, provided that a program participant signs a lease and moves into the unit before the end of the month for which that first month's rent is paid. This payment must not exceed the rent to be charged under the new program participant's lease, and unless the program participant moves in during the last half of the month that is paid, this payment must be included when determining that program participant's total rental assistance. This payment may be at the beginning of the agreement or after the payment permitted under paragraph (iv) below, as long as payments are made for different months.

(iv) The recipient or subrecipient may make monthly rental assistance payments only for each whole or partial month a sponsored unit is leased to a program participant, except that if a program participant moves out of a sponsored unit before expiration of the rental assistance agreement, the recipient or subrecipient may use ESG-CV funds to cover up to 100 percent of

the rent for the unit for up to 30 days from the end of the month in which the unit was vacated, while recipient or subrecipient work together with the sponsor to house another eligible program participant in that unit. This payment will not count toward the total rental assistance provided to the next program participant housed in the unit, unless the program participant moves in during the first half of the month that is paid using this flexibility. The limitations on eligible activities in section 415(a) of the McKinney-Vento Act are waived to the extent they would prohibit these payments.

(v) The initial requirement in 24 CFR 576.404(a), which prohibits conditioning any type or amount of ESG assistance on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient, is waived to the extent necessary to require that the program participant rent a unit owned by the sponsor to benefit from this form of rental assistance. However, in no case may a recipient or subrecipient execute a sponsor-based rental assistance agreement with itself or its parent or subsidiary organization.

(vi) In all other respects, sponsor-based rental assistance must be administered in accordance with the same requirements that apply to tenant-based and project-based rental assistance under 24 CFR part 576, the waivers and alternative requirements in this Notice, and other applicable ESG waivers; except that the references to “owner” and “housing owner” will be understood to refer to the “sponsor,” when those terms appear in 24 CFR 576.105, 576.106, 576.409, and 576.500(h); the references to “lease” in 24 CFR 576.105, 576.106, 576.409, and 576.500(h) will be understood to refer to the lease or sublease (as applicable) between the program participant and the sponsor for the “sponsored unit” in which the program participant will reside; and the references to “project-based rental assistance” in 24 CFR 576.409 will be understood to refer to “sponsor-based rental assistance.”

#### *4. Waivers, Alternative Requirements and Statutory Flexibilities for Existing Eligible Activities.*

*a. Eligibility for Homelessness Prevention Assistance.* The requirements at 24 CFR 576.103 that provide that individuals or families who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD, are eligible for homelessness prevention assistance is waived and an alternative requirement is established where individuals and families who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition and have an annual income that does not exceed the Very Low Income Limit for the area as established by HUD for HUD’s Section 8 and Public Housing Programs at [www.huduser.gov/portal/datasets/il.html](http://www.huduser.gov/portal/datasets/il.html), are eligible for homelessness prevention assistance. This alternative requirement will ease administrative burden for recipients and subrecipients by establishing a single income limit for households qualifying for homelessness prevention assistance and assist more households maintain housing and prevent homelessness which is necessary to prevent the spread of coronavirus.

#### *b. Short-Term and Medium-Term Rental Assistance.*

*(i) Providing rental assistance in units with rents above Fair Market Rent (FMR).* The requirement at 24 CFR 576.106(d) that prohibits rental assistance where the rent for the unit



exceeds the FMR established by HUD, as provided under 24 CFR Part 888, is waived so long as the rent complies with HUD's standards of rent reasonableness, as established under 24 CFR 982.507. Waiving this requirement will allow recipients to help program participants move quickly into housing or retain their existing housing, which is especially critical to reducing the spread of coronavirus and responding to coronavirus. This waiver provides additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by permitting ESG recipients to provide rental assistance for program participants, whose current rent exceeds the FMR and by allowing recipients to use this waiver as needed throughout the period they are providing rental assistance to prevent, prepare for, and respond to coronavirus.

(ii) The limitations in section 415(a)(4) of the McKinney-Vento Act and 24 CFR 576.106(i)(3) are waived to the extent necessary to establish the following alternative requirement for project-based rental assistance provided under 24 CFR 576.106(i): The recipient or subrecipient may make monthly rental assistance payments only for each whole or partial month an assisted unit is leased to a program participant, except that if a program participant moves out of an assisted unit before expiration of the agreement, the recipient or subrecipient may use ESG-CV funds to cover up to 100 percent of the rent for the unit for up to 30 days from the end of the month in which the unit was vacated, while the recipient or subrecipient attempts to house another eligible program participant in that unit. This payment will not count toward the total rental assistance provided to the next program participant housed in the unit, unless the program participant moves in during the first half of the month that is paid using this flexibility. This payment will not prevent paying up to 100 percent of the first month's rent for the new program participant as provided under 24 CFR 576.106(i)(2), as long as the payments are made for different months. This flexibility is necessary to assure recipients and subrecipients can maintain the availability of assisted units in which individuals and families experiencing or at risk of homelessness can be quickly re-housed, which is critical to preventing the spread of coronavirus and helping individuals and families experiencing and at risk of homelessness obtain housing in tight rental markets during the economic downturn caused by coronavirus.

c. *Administrative Costs.* As permitted by the CARES Act, a recipient may use up to 10 percent of its total ESG-CV grant for administrative costs specified in 24 CFR 576.108.

d. *No Cap for Emergency Shelter and Street Outreach Activities.* As permitted in the CARES Act, ESG-CV funds may be used for emergency shelter and street outreach activities without regard to the spending cap established by section 415(b) of the McKinney-Vento Act and 24 CFR Part 576.100(b). The same flexibility applies to using ESG-CV funds to establish and operate temporary emergency shelters.

e. *Hotel/Motel Costs.* As permitted under 24 CFR 576.102(a)(3), eligible costs include a hotel or motel voucher for homeless individuals and families where no appropriate emergency shelter is available. Additionally, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used for the following hotel or motel costs for individuals and families experiencing homelessness, receiving rapid re-housing assistance under the CoC or ESG Programs, receiving homelessness prevention

assistance under the ESG Program, or residing in permanent supportive housing. The recipient or subrecipient may pay for a hotel or motel room directly or through a hotel or motel voucher. Additionally, funds can be used to pay for cleaning of hotel and motel rooms used by program participants as well as to repair damages caused by program participants above normal wear and tear of the room. Further, funds can be used to provide essential services as established at 24 CFR 576.102(a)(1) to program participants residing in these hotels. These flexibilities are provided to allow recipients to secure hotel and motel rooms more quickly to be available when needed to prevent the spread of coronavirus (for example, when a program participant needs to isolate to keep from spreading the virus to other shelter occupants or household members) and to meet the service needs of program participants while they are residing there.

*f. Housing Stability Case Management.* Providing housing stability case management is necessary to help program participants maintain housing; however, recipients are reporting that the limitation of 30 days for providing housing stability case management while the program participant is seeking housing does not often provide enough time to help a program participant obtain new housing, particularly in tight rental markets and where landlords are reluctant to rent to households with limited income. Therefore, HUD is waiving the 30-day limit established in 24 CFR 576.105(b)(2) to the extent necessary to allow recipients or subrecipients to provide up to 60 days of housing stability case management while the program participant is seeking housing. This waiver and alternative requirement is necessary to help recipients and subrecipients continue to assist program participants in obtaining new housing, which is crucial to preventing the spread of coronavirus, and will continue to be necessary after social distancing measures are no longer in effect but rental markets remain tight due to the economic downturn caused by coronavirus.

*g. Helping Current ESG Program Participants Maintain Housing.* In order to ensure current program participants receiving homelessness prevention and rapid re-housing assistance do not lose their housing during the coronavirus public health crisis and the subsequent economic downturn caused by the crisis, the requirements in 24 CFR 576.105(c) and 576.106(a) are waived as follows:

(i) The requirement at 24 CFR 576.105(c) limiting the total period of time for which any program participant may receive the services under paragraph (b) to 24 months during any 3-year period is waived; and

(ii) The requirement at 24 CFR 576.106(a) limiting the total number of months a program participant can receive rental assistance to 24 months in a 3-year period is waived.

*h. HMIS Lead Activities.* The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR Part 576, subpart B are waived to the extent necessary to authorize ESG funds to be used under 24 CFR 576.107 to pay for HMIS costs beyond where they are related to collecting data on ESG program participants and ESG Program activities to the extent they are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. Additionally, 24 CFR 576.107 that limits recipients to paying for the costs at 24 CFR 576.107(b) is waived to allow recipients that are not the HMIS Lead, as designated by the Continuum of Care, to pay for costs at 24 CFR 576.107(b), either directly or by sub-granting to

the HMIS Lead if the HMIS Lead is an eligible subrecipient to the extent that the HMIS costs are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. This waiver and these alternative requirements provide additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by permitting ESG recipients who are not also HMIS Leads to pay for the costs eligible at 24 CFR 576.107(b) and lifting the 6-month limit on the waiver so that this flexibility applies throughout the period the recipient or subrecipient uses funds to prevent, prepare for, and respond to coronavirus. Additionally, this waiver provides additional flexibility for ESG funds to be used on HMIS costs even when they are not related to ESG program participants or ESG activities when necessary to collect and report better data about the impact of coronavirus across the community. These flexibilities will allow communities to collect data that is necessary to coordinate and report on activities to prevent, prepare for, and respond to coronavirus among individuals and families experiencing homelessness, at risk of homelessness, and receiving homeless assistance.

i. *Legal Services.* Legal services established in 24 CFR 576.102(a)(1)(vi) and 24 CFR 576.105(b)(4) are limited to those services necessary to help program participants obtain housing or keep a program participant from losing housing where they currently reside.

j. *Assisting Program Participants with Subleases.* To the extent that the references to “owner” and “lease” in 24 CFR 576.105 and 576.106 restrict program participants from receiving assistance in units they sublease from the primary leaseholder, that restriction is waived and the following alternative requirement is established: When a program participant chooses to rent a unit through a legally valid sublease with the primary leaseholder for the unit, the terms “owner” and “housing owner” are waived and replaced with “primary leaseholder,” and the term “lease” will be understood to refer to the sublease, when those terms appear in 24 CFR 576.105, 576.106, 576.409, and 576.500(h). This additional flexibility will expand the permanent housing options for individuals and families experiencing and at risk of homelessness, which is critical to preventing the spread of coronavirus and helping individuals and families experiencing and at risk of homelessness obtain housing in tight rental markets during the economic downturn caused by coronavirus.

**F. Program Requirements.** The requirements at 24 CFR part 576, subpart E apply, except as otherwise established in this Notice.

1. *Activities Carried out in Indian Areas.* ESG recipients may carry out activities in Indian Areas. Recipients carrying out projects in Indian Areas through employees, contractors, or subrecipients must obtain the consent of the Indian tribe with jurisdiction over the Indian Area.

2. *Consultation with the Continuum of Care.* As provided under the CARES Act, ESG-CV funds are not subject to the CoC consultation requirements at 24 CFR 576.400(a).

3. *Coordination with Other Targeted Homeless Services.* To ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(b) are waived.

4. *System and Program Coordination with Mainstream Resources.* To ensure funds are deployed quickly to address the immediate public health crisis and prevent the spread of coronavirus, the coordination requirements at 24 CFR 576.400(c) are waived.

5. *Centralized or Coordinated Assessment, Written Standards for Administering Assistance, and HMIS.* With respect to costs incurred between January 21, 2020 and June 30, 2020 that are allowable under this Notice but not under 24 CFR Part 576, the requirements to use the CoC's centralized or coordinated assessment under 24 CFR 576.400(d), administer the assistance in accordance with written standards as provided under 24 CFR 576.400(e), and participate in HMIS under Section 416(f) of the McKinney-Vento Act and 24 CFR 576.400(f) are waived for the first 60 days of the project's operation. HUD has determined this waiver is necessary to allow jurisdictions to quickly implement activities necessary to prevent the spread of coronavirus and account for the time needed to integrate these activities into centralized or coordinated assessment and HMIS, and revise the written standards for administering assistance to account for the new program flexibilities.

6. *Housing Stability Case Management.* As required by 24 CFR 576.401(a) and (c), the recipient and its subrecipient must determine the available services and assistance that each ESG-CV program participant will need to achieve independent living and avoid further housing instability or homelessness, and the recipient and its subrecipient must assist each ESG-CV program participant, as needed, to obtain those services and assistance. However, HUD is making an across-the-board waiver of the ESG requirement in 24 CFR 576.401(e)(1) that housing stability case managers meet not less than once per month with each program participant receiving homelessness prevention or rapid re-housing assistance. HUD is waiving this requirement for all program participants receiving this assistance after qualifying as homeless, in order to be consistent with the CARES Act prohibition stated in Section III.F.12. Additionally, HUD is waiving the requirement for all program participants receiving assistance after qualifying as at risk of homelessness, in order to prevent the spread of coronavirus and reduce the barriers to providing the homelessness prevention that is necessary to respond to coronavirus. This waiver provides additional regulatory relief beyond the waiver HUD made available on March 31, 2020 for annual ESG funds and extended on May 22, 2020 for annual ESG funds and ESG-CV funds, by lifting the 3-month limitation established May 22, 2020, and making the waiver of 24 CFR 576.401(e)(1) apply throughout the period the recipient or subrecipient uses funds to prevent, prepare for, and respond to coronavirus.

7. *Shelter and Housing Standards.* The requirements at 24 CFR 576.403 apply to all emergency shelter and housing supported with ESG funds except as provided below:

a. *Lead-Based Paint Remediation and Disclosure Requirements.* The lead-based paint remediation and disclosure requirements of 24 CFR 576.403(a) apply to all shelters for which ESG-CV funds are used and all housing occupied by program participants.

b. *Temporary Emergency Shelter.* The habitability requirements at 24 CFR 576.403(b) do not apply to temporary emergency shelters that have been determined by state or local health officials to be necessary to prevent, prepare for, and respond to coronavirus. However, recipients and subrecipients must still comply with nondiscrimination and applicable accessibility

requirements, including requirements under Section 504 of the Rehabilitation Act, the Fair Housing Act, the Americans with Disabilities Act, and their implementing regulations. See also 24 CFR 576.407(a).

*c. Habitability Inspections when Providing Housing Relocation and Stabilization Services – Homelessness Prevention.* The requirement at 24 CFR 576.403(c) that recipients and subrecipients may not use ESG funds to help a program participant remain in housing that does not meet minimum habitability standards outlined in that section is waived to the extent necessary to allow the recipient or subrecipient to provide housing relocation and stabilization services under 24 CFR 576.105(b) to help individuals and families remain in their existing housing or move into new housing. During the coronavirus pandemic the best way to help prevent the spread of coronavirus is to help individuals and families at risk of homelessness maintain their current housing or remain in their existing housing until a different housing unit can be identified. Additionally, the coronavirus pandemic created an economic downturn that put many at risk of losing their housing, including housing they rent or share with others. Providing housing relocation and stabilization services can help these households maintain their current housing by avoiding eviction records or additional economic insecurity caused by having to pay security deposits and other costs related to renting a new unit. Therefore, allowing recipients and subrecipients to provide housing relocation and stabilization services under the homelessness prevention component is necessary to prevent, prepare for, and respond to coronavirus. This alternative requirement does not waive the requirements at 24 CFR 576.403(c) with respect to other activities under the homelessness prevention component or with respect to any activity under the rapid re-housing component.

*8. Environmental Review Requirements.* Except as otherwise provided in this notice for temporary emergency shelters that have been determined by State or local health officials to be necessary to prevent, prepare for, and respond to coronavirus, “responsible entities” (as defined in 24 CFR 58.2) must assume all of the responsibilities with respect to environmental review, decision making, and action required under 24 CFR Part 58. Also, as required by 24 CFR 58.4(a), when a State distributes funds to a responsible entity, the State must provide for appropriate procedures by which these responsible entities will evidence their assumption of environmental responsibilities. In accordance with these requirements and section 100261(3) of the MAP-21 Act, 24 CFR 576.407(d) does not apply.

Environmental regulations at 24 CFR 58.22 prohibit ESG recipients and any other participant in the development process from committing HUD or non-HUD funds to a project until the environmental compliance review process has been successfully completed or until receipt of the Authority to Use Grant Funds, if applicable. In addition, until the environmental compliance review process has been successfully completed or until receipt of the Authority to Use Grant Funds, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

Emergency Environmental Review Procedures: HUD’s environmental review regulations in 24 CFR Part 58 include two provisions that may be relevant to environmental review procedures for activities to prevent, prepare for, or respond to coronavirus. The first is 24 CFR § 58.34(a)(10),

which provides an exemption for certain activities undertaken in response to a national or locally declared public health emergency. The second is a streamlined public notice and comment period in the regulation at 24 CFR 58.33, which may apply in some cases for emergency activities undertaken to prevent, prepare for, or respond to coronavirus. The application of these two provisions following a presidentially-declared or locally-declared public health emergency are discussed in the Notice, *Guidance on conducting environmental review pursuant to 24 Part 58 for activities undertaken in response to the public health emergency as a result of COVID-19* (available at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/2020-07cpdn.pdf>).

9. *Procurement.* As provided by the CARES Act, the recipient may deviate from the applicable procurement standards (e.g., 24 CFR 576.407(c) and (f) and 2 CFR 200.317-200.326) when procuring goods and services to prevent, prepare for, and respond to coronavirus. If the recipient deviates from its procurement standards then the recipient must establish alternative written procurement standards, and maintain documentation on the alternative procurement standards used to safeguard against fraud, waste, and abuse in the procurement of goods and services to prevent, prepare for, and respond to coronavirus. This alternative requirement is necessary to ensure the funds are used efficiently and effectively to prevent, prepare for, and respond to coronavirus. Notwithstanding this flexibility, the debarment and suspension regulations at 2 CFR part 180 and 2 CFR part 2424 apply as written.

10. *Prohibition Against Duplication of Benefits.* Section 312 (42 U.S.C. 5155) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq.) prohibits duplication of benefits for programs that provide financial assistance to people or entities suffering losses because of a major disaster or emergency. “Duplication of benefits” occurs when Federal financial assistance is provided to a person or entity through a program to address losses resulting from a Federally-declared emergency or disaster, and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs. Recipients must establish and maintain adequate procedures to prevent any duplication of benefits with ESG-CV funds. HUD will issue additional guidance to facilitate compliance with this requirement.

11. *Prohibitions on Internet and Telecommunications Equipment.* The use of ESG-CV funds to maintain or establish any computer network is subject to the prohibition in section 417 of the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2020 (Pub. L. 116-94, Div. H, §417), which section 23003 of the CARES Act applies to all CARES Act funding. Recipients and subrecipients must comply with the prohibition on certain telecommunications and video surveillance services or equipment under 2 CFR 200.216. Recipients and subrecipients must take reasonable steps to prevent payment of ESG funds for use of internet and telecommunications equipment for unauthorized purposes and activities prohibited by Federal, state, or local law.

12. *Provision of Supportive Services.* Although HUD strongly encourages the use of supportive services when necessary, as required by the CARES Act, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, rental assistance, or other services provided with ESG-CV funds.

### 13. *Re-evaluations.*

a. As required by 24 CFR 576.401(b), the recipient or subrecipient must re-evaluate a program participants eligibility and the types and amounts of assistance the program participant needs in accordance with the requirements of that section. However, HUD is waiving 24 CFR 576.401(b)(i), which requires that the re-evaluation must verify the program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD, and establishing the alternative requirement that the re-evaluation must verify the program participant does not have an annual income that exceeds the Very Low-Income limit for the area, as established for HUD's Section 8 and Public Housing programs at [www.huduser.gov/portal/datasets/il.html](http://www.huduser.gov/portal/datasets/il.html). HUD has determined that increasing the annual income allowance for program participants receiving rapid re-housing and homelessness prevention assistance will help program participants maintain housing, thus preventing the spread of coronavirus.

b. 24 CFR 576.401(b), which requires recipients or subrecipients providing homelessness prevention assistance to re-evaluate a program participant's eligibility, and the types and amounts of assistance the program participant needs not less than once every three months is waived so long as recipients and subrecipients providing homelessness prevention assistance re-evaluate a program participant's eligibility, and the types and amounts of assistance the program participant needs, not less than once every six months. HUD has determined this waiver and alternative requirement is necessary to help program participants remain stable in housing during the economic uncertainty caused by coronavirus. This waiver and alternative requirement provide additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by lifting the two-year limit on the waiver so that this flexibility applies throughout the period the recipient uses funds to prevent, prepare for, and respond to coronavirus.

14. As required by 24 CFR 576.403(c), the recipient or subrecipient cannot use ESG-CV funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in that section. However, HUD is waiving this requirement for recipients or subrecipients who apply the applicable Housing Quality Standards (HQS) under 24 CFR 982.401, except 24 CFR 982.401(j) need only be applied to housing occupied by program participants receiving tenant-based rental assistance. HUD has determined waiving the requirement at 24 CFR 576.403(c) is necessary to allow recipients and subrecipients to use the housing inspection process with which they are most familiar, easing administrative burden, while continuing to ensure housing meets minimum quality standards and quickly housing or helping program participants maintain housing thus preventing the spread of coronavirus.

**G. Reporting Requirements.** The requirements at 24 CFR 576.500 apply except as otherwise established in this Notice

1. *Reporting Requirement.* Recipients will be required to report on uses of the ESG-CV funds through submission of project data to the Sage HMIS Repository. In addition to the Consolidated Annual Performance and Evaluation Report (CAPER), recipients are required to submit quarterly reports to HUD regarding their ESG-CV grants 30 days after the close of each

quarter. Recipients will submit data on program participants served, report on expenditures, and provide narratives on unique CARES Act activities.

2. *Additional CARES Act Reporting.* Section 15011 of the CARES Act requires that recipients of \$150,000 or more of CARES Act funding submit, not later than 10 days after the end of each calendar quarter, a report containing information regarding the amount of funds received; the amount of funds obligated or expended for each project or activity; a detailed list of all such projects or activities, including a description of the project or activity; and detailed information on any subcontracts or subgrants awarded by the recipient. As outlined in the Office of Management and Budget (OMB) memorandum, M-20-21, existing reporting requirements are anticipated to meet the requirements of section 15011, but the content and format for this reporting is still under development and will need to be reviewed against current program practices. HUD will work in coordination with OMB to ensure that this requirement can be fulfilled by recipients of CARES Act funding in a manner that utilizes to the greatest extent possible existing reporting streams, providing the necessary transparency and accountability with minimal additional burden. If additional reporting is necessary, HUD will release further guidance in the near future.

#### **IV. PRIOR ESG APPROPRIATIONS**

**A. Applicability of this Notice to Annual ESG Funds.** In accordance with the authority provided by the CARES Act, the same flexibilities (including statutory exemptions, waivers, and additional eligible activities) established for ESG-CV funds in the CARES Act and this Notice apply to FY2020 and prior fiscal year ESG funds (“annual ESG funds”) a recipient uses to prevent, prepare for, and respond to coronavirus until September 30, 2022, subject to the following conditions:

1. If the recipient has not already done so, it must identify the specific activities and funding allocated to prevent, prepare for, or respond to coronavirus in the IDIS activity description before drawing down funds in accordance with the flexibilities provided in this Notice;
2. The recipient must report the amount of annual ESG funds expended to prevent, prepare for, and respond to coronavirus in the CAPER by component type for each annual grant;
3. The recipient must amend its consolidated plan in accordance with 24 CFR 576.200(b) and 24 CFR 91.550, subject to any applicable HUD waivers and the conditional ESG-CV exemption from consultation and citizen participation requirements;
4. The recipient must develop and implement policies and procedures to assure and document that:
  - a. the ESG-CV flexibilities are used only for activities and costs that are to prevent, prepare for, and respond to coronavirus; and



b. the use of annual ESG funds under the ESG-CV flexibilities meets the same conditions that apply to the use of ESG-CV funds under those flexibilities (including the prohibition against conditioning homeless assistance as provided in Section III.F.12 of this Notice), except that –

- (i) The prohibition against conditioning homeless assistance as provided in Section III.F.12 of this notice only applies as a condition for using ESG-CV flexibilities with respect to expenditures made with annual ESG funds after the date that is 30 days from the date of this Notice; and
- (ii) The waivers and alternative requirements with respect to the expenditure and recapture requirements in section III.B.2 of this Notice and the reporting requirements in section III.G of this notice do not apply to annual ESG funds.

5. Before using any annual ESG funds to carry out eligible activities directly as permitted by section III.A.1 of this Notice, a recipient that is a State must amend their annual action plan as discussed in that section and submit the new certifications that HUD is providing in the Appendices to this Notice, as further explained in Section VI.

**B. Clarification of Changes from CPD Notice 20-08.** The key differences between these conditions and the conditions provided in the corresponding section of CPD Notice 20-08 are as follows:

1. The extension of ESG-CV flexibilities (including statutory exemptions, waivers, and additional eligible activities) to annual ESG funds used to prevent, prepare for, and respond to coronavirus now includes the CARES Act's exemption from consultation and citizen participation to annual ESG funds, provided that the recipient publishes its planned use of annual ESG funds under these flexibilities, at a minimum, on the Internet at the appropriate government web site or through other electronic media (as provided above for ESG-CV funds);
2. Although the CARES Act prohibition described in Section III.F.12 of this Notice did not apply to the use of annual ESG funds prior to this notice, HUD is adding that prohibition to the conditions for applying ESG-CV flexibilities to expenditures of annual ESG funds after the date that is 30 days from the date of this Notice;
3. The conditions for extending the waivers and alternative requirements to annual ESG funds no longer exclude alternative requirements that are more limiting than 24 CFR part 576, because HUD has removed the alternative requirements in CPD Notice 20-08 that were more limiting on medium-term rental assistance and emergency shelter costs;
4. The conditions have been revised to clarify that annual ESG grants are not subject to the enhanced CARES Act reporting requirements and the expenditure timeframes provided for the ESG-CV grants.

## **V. PROCESS FOR REQUESTING ADDITIONAL FLEXIBILITY**

The CARES Act provides the Secretary the authority to waive, or specify alternative requirements, for any provision of any statute or regulation that the Secretary administers in connection with ESG-CV funds (except for requirements related to fair housing,

nondiscrimination, labor standards, and the environment), if the Secretary finds that good cause exists for the waiver or alternative requirement and such waiver or alternative requirement is necessary to prevent, prepare for, and respond to coronavirus. The CARES Act also permits the Secretary to apply these waivers and alternative requirements to annual ESG funds (including FY 2020 and prior fiscal year ESG grant funds) to the extent recipients use those funds to prevent, prepare for, and respond to coronavirus.

If a recipient or subrecipient needs more flexibility than is provided in this Notice, the recipient may request a waiver by submitting a request addressed to the Secretary of HUD. The request must include the following: a description of the project; the citation to the statutory and regulatory requirements that the recipient is requesting to waive; an explanation of the reasons why the Secretary should determine that good cause exists for the waiver and how the waiver is necessary to prevent, prepare for, and respond to coronavirus.

HUD may find that additional information is needed to make a determination regarding a submitted waiver request. In these cases, HUD may contact the recipient at any time to request additional information to support a previous request.

## **VI. CERTIFICATIONS**

For purposes of all ESG funds, recipients must submit certifications as required by the McKinney-Vento Act. However, the program flexibilities provided under the CARES Act and this Notice make the following exceptions and clarifications necessary.

A. As provided by the CARES Act HUD cannot require ESG-CV funds to be matched and under this Notice, HUD is extending this match exemption to annual ESG grant funds used to prevent, prepare for, and respond to coronavirus. Accordingly, any match certification submitted is not valid with respect to those funds.

B. As provided by the CARES Act, period of use certifications required by Section 416(c)(1) of the McKinney Vento Act do not apply to temporary emergency shelters funded in accordance with that Act. Accordingly, any period of use certification is not valid with respect to the use of those funds for temporary emergency shelters.

C. HUD provided Interim ESG-CV Certifications that reflect program flexibilities under the CARES Act. If a recipient submitted interim certifications for the first or second allocation of ESG-CV funding, then it does not need to resubmit certifications in Appendix I for that allocation unless the recipient is a State that is exercising the flexibility to carry out activities directly as provided in Section III.A.I. States electing to exercise the flexibility to carry out activities directly must submit the new ESG-CV certifications in Appendix I.

D. Except as otherwise provided in paragraph 3 above, the ESG-CV certifications in Appendix I must be submitted by all States and non-States applying to receive Emergency Solutions Grants Program funding under the CARES Act for each allocation of ESG-CV funding. These certifications are the same standard ESG certifications HUD requires from non-States, except that the match certification is removed and the CARES Act's exemption of temporary

emergency shelters is expressly stated in the “Major rehabilitation/conversion/renovation” and “Essential Services and Operating Costs.”

#### E. Annual ESG funds

1. *States.* The ESG certifications in Appendix II are required to be submitted for each annual ESG grant under which the State will exercise HUD’s waiver allowing the State to carry out ESG activities directly in order to prevent, prepare for, or respond to coronavirus and are allowed but required to be submitted for each annual ESG grant under which the State will otherwise use its available funds to prevent, prepare for, or respond to coronavirus in accordance with the flexibilities and requirements established for ESG-CV funds. These certifications reflect the same standard ESG certifications HUD requires from non-States, except that the match certification is removed and the CARES Act’s exemption of temporary emergency shelters is expressly stated in the “Major Rehabilitation/Conversion/Renovation” and “Essential Services and Operating Costs sections” For purposes of annual ESG funds that are not used to prevent, prepare for, or respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds, however, these certifications cannot be used in place of the standard ESG certifications the recipient must submit for its annual ESG grants.

2.. *Non-States.* The ESG certifications in Appendix III are allowed, but not required to be submitted for each annual ESG grant under which an ESG recipient, other than a State, intends to use its available funds to prevent, prepare for, and respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds. These certifications are the same standard ESG certifications HUD requires from non-States, except that the match certification is removed and the CARES Act’s exemption of temporary emergency shelters is expressly stated in the “Major Rehabilitation/Conversion/Renovation” and “Essential Services and Operating Costs” sections. For purposes of annual ESG funds that are not used to prevent, prepare for, and respond to coronavirus in accordance with flexibilities and requirements established for ESG-CV funds, these certifications cannot be used in place of the standard ESG certifications the recipient must submit for its annual ESG grants.

## VII. POLICY PRIORITIES

This section, which includes policy priorities and reminders of existing program requirements, provides additional context regarding the waivers and alternative requirements granted above:

#### A. Policy Priorities.

1. *Selecting Subrecipients.* ESG-CV funding will substantially increase many jurisdictions’ ESG allocation. While necessary to shelter and house individuals and families experiencing and at risk of homelessness, this influx of funding may stress the capacity of existing ESG subrecipients. Therefore, recipients should consider funding organizations that have not traditionally received ESG funding. This may involve using already established criteria for selecting subrecipients. However, if a recipient changes its criteria for selecting subrecipients, it should consider criteria related to:

a. The organization’s demonstrable history and familiarity with operating the type of activity for which it will receive funding (e.g., street outreach, emergency shelter);

- b. The organization's experience serving the population experiencing homelessness and at severest risk of complications from coronavirus (e.g., individuals experiencing homelessness over age 50, having particular health issues, minority and indigenous populations).
- c. Previous performance of the organization in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness (e.g., the length of time individuals and families remain homeless before they are housed, overall reduction in the number of homeless individuals and families, success at reducing the number of individuals and families who become homeless, etc.).

Recipients are encouraged to subgrant funds to community-based non-profit organizations, including faith-based organizations. HUD will publish technical assistance materials to assist recipients in expanding their subrecipients.

*2. Prioritize Households Based on Need.* HUD encourages recipients to prioritize households that are most in need of this assistance, and encourages recipients to use this opportunity to develop strategies within the community's public health response that respond to the immediate crisis needs of individuals and families experiencing homelessness and at risk of homelessness as well as to develop a plan to respond to the economic effects of coronavirus for individuals and families experiencing homelessness and at risk of homelessness.

*3. Use ESG-CV Funds to Prevent the Spread of Coronavirus.* To ensure ESG-CV funds are used effectively and efficiently to prevent, prepare for, and respond to coronavirus, recipients should carefully evaluate the appropriateness and cost effectiveness of interventions needed to immediately respond to the public health emergency (e.g., establishing temporary emergency shelters or using funds for hotel and motel vouchers).

*4. Use ESG-CV Funds to Quickly Provide Needed Connections to Housing.* People experiencing homelessness are at risk for infection during community spread of coronavirus and lack of housing contributes to poor physical and mental health outcomes. HUD encourages recipients to quickly obligate and expend their ESG-CV funds to ensure housing and services are available to people experiencing homelessness and at risk of homelessness.

## **VIII. Finding of No Significant Impact**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funding Opportunities web page at:  
<https://www.hud.gov/coronavirus/grantees>.

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James A. Jemison II  
Principal Deputy Assistant Secretary  
for Community Planning and Development



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

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**Special Attention of:**

All CPD Directors  
HUD Field Offices  
HUD Regional Offices  
All Continuums of Care  
All ESG Program Recipients and Subrecipients

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**Notice: CPD-21-05**

**Issued: April 14, 2021**

**Expires:** This notice is effective until  
amended, superseded, or rescinded

**TITLE: Waiver and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act**

**SUMMARY:** This Notice announces additional flexibility for recipients and subrecipients administering rapid re-housing (RRH) assistance with Emergency Solutions Grants Program funds provided under the CARES Act (ESG-CV funds). Specifically, this notice establishes new waiver and alternative requirements to allow ESG-CV funds to be used for short- and medium-term rental assistance and housing relocation and stabilization services for individuals and families who are residing in housing and receiving time limited subsidies funded by another source and who met the definition of “homeless” prior to entering that housing and whose subsidy is within 30 days of expiring. Additionally, it allows recipients and subrecipients to accept inspections conducted by other providers indicating that the housing is safe and sanitary instead of having to conduct their own habitability inspections prior to providing RRH assistance funded by ESG-CV, as set forth below. This Notice does not add, remove, or change any existing flexibility or requirements other than as specifically stated in this Notice.

**OVERVIEW INFORMATION**

**A. Federal Agency Name:** Department of Housing and Urban Development, Office of Community Planning and Development.

**B. Authority:** *Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 (2020) and McKinney-Vento Homeless Assistance Act, Title IV, Subtitle B, as amended, 42 U.S.C. 11371-78.*

**C. Publication.** This Notice is initially being published on HUD’s website.

**D. Assistance Listing Number:** 14.231 Emergency Solutions Grants Program (ESG).

**E. For Further Information:** Written questions may be sent to: Norm Suchar, Director, Office of Special Needs Assistance Programs, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7266, Washington, DC, 20410 or [ESG-CV@hud.gov](mailto:ESG-CV@hud.gov). Additionally, persons with hearing or speech disabilities may access further information via TTY by calling the Federal Information Relay Service at 800-877-8339 (this is a toll-free number).

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## **I. BACKGROUND**

On March 27, 2020, the president signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) into law. The CARES Act provided \$4 billion for the Emergency Solutions Grants (ESG) Program to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. HUD allocated the first \$1,000,000,000 of this ESG-CV funding on April 2, 2020 and allocated the remaining \$2.96 billion of this ESG-CV funding on June 9, 2020. HUD issued its primary notice establishing ESG-CV funding requirements and flexibilities (HUD Notice CPD-20-08) on September 1, 2020. Other ESG-CV flexibilities were made available as announced on May 22, 2020 and September 30, 2020 (although some of these flexibilities have since expired by their own terms). This notice adds to the ESG-CV flexibilities that are currently available.

## **II. WAIVER AUTHORITY**

As provided by the CARES Act, HUD may waive, or specify alternative requirements for, any provision of any statute or regulation that the Secretary administers in connection with the obligation by the Secretary or the use by the recipient of ESG-CV funds, except for requirements related to fair housing, nondiscrimination, labor standards, and the environment.

## **III. WAIVER AVAILABILITY**

Based on the reasons stated in the justification for each waiver and alternative requirement below, HUD has determined that good cause exists for each waiver and alternative requirement and that each waiver and alternative requirement is necessary to prevent, prepare for, and respond to coronavirus. Accordingly, HUD is adding these waivers and alternative requirements for all ESG-CV funds. Subject to the respective conditions in sections IV and V below, these waivers and alternative requirements have the same retroactive effect as the waivers and alternative requirements in Notice CPD-20-08 and are extended to cover annual ESG grant funds used to prevent, prepare for, and respond to coronavirus. This Notice does not add, remove, or change any existing flexibility or requirements other than as specifically stated in this Notice.

## 1. Eligibility for Rapid Re-housing (RRH) Assistance

- Requirement:** An individual or family must meet the criteria under paragraph (1) of the definition of “homeless” at 24 CFR 576.2 or meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition to be eligible for rapid re-housing assistance.
- Citation:** Section 415(a)(4) and (5) of the McKinney-Vento Homeless Assistance Act and 24 CFR 576.104
- Explanation:** Section 415(a)(4) of the McKinney-Vento Homeless Assistance Act makes eligible short- or medium-term rental assistance to individuals and families experiencing homelessness or at risk of homelessness while Section 415(a)(5) makes eligible housing relocation and stabilization services for individuals and families experiencing homelessness or at risk of homelessness. 24 CFR 576.104 establishes the RRH component and makes eligible housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals and families who meet the criteria under paragraph (1) of the “homeless” definition at 24 CFR 576.2 or under paragraph (4) of the “homeless” definition who live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.
- Applicability:** HUD is establishing alternative requirements and waiving section 415(a)(4) and (5) of the McKinney-Vento Homeless Assistance Act and 24 CFR 576.104 to the extent necessary to provide that:
- a. In addition to individuals and families who meet the existing requirements in 24 CFR 576.104, a recipient may expand the scope of eligible RRH beneficiaries to include individuals and families who meet ALL of the following criteria:
    - i. Qualified as “homeless” as defined in 24 CFR 576.2 immediately before moving into their current housing;
    - ii. Have been residing in housing with time-limited rental assistance provided under a homeless assistance program (which means assistance limited to or reserved, either federally or locally, for people who are “homeless” as defined in 24 CFR 576.2) other than the ESG program (e.g., time-limited rental assistance that was funded under the Supportive Services for Veteran Families Program or the Coronavirus Relief Fund and provided only to people who qualified as “homeless” as defined in 24 CFR 576.2);
    - iii. Would not have any overlap in rental assistance between the non-ESG program and the ESG program, due to

- exhaustion or expiration of the non-ESG assistance or program funds;
  - iv. Would not have a gap of more than one month (or equivalent amount of days) between the end of the non-ESG rental assistance and the beginning of their ESG RRH rental assistance; and
  - v. Do not have the resources or support networks (beyond an eviction moratorium) (e.g., family, friends or other social networks) needed to retain their existing housing without ESG assistance;
- b. Recipients that expand the scope of RRH beneficiaries as provided above must amend their consolidated plans as provided by 24 CFR 91.505 and 576.200(b), except that the recipient is not required to comply with any consultation or citizen participation requirements (as provided by the CARES Act), provided that the recipient publishes its plan to include these newly eligible RRH beneficiaries, at a minimum, on the Internet at the appropriate Government web site or through other electronic media.
  - c. If individual or family meets the new RRH criteria above but is already an ESG RRH program participant (because they have been receiving services under 24 CFR 576.105), the individual or family may be provided ESG-funded rental assistance without being treated as a new applicant or program participant for purposes of HUD's coordinated assessment, written standards, HMIS, initial evaluation, re-evaluation, housing stability plan, and recordkeeping and reporting requirements (24 CFR 576.400(d), (e), (f); 576.401(a), (b), (e)(1)(ii), and 576.500). However, with respect to any other individuals and families for which the recipient exercises the new flexibilities provided in this notice, the recipient must account for the new RRH beneficiaries by making corresponding changes as appropriate to the applicable written standards for administering RRH assistance (including beneficiary eligibility and prioritization criteria), HMIS, and procedures for centralized or coordinated assessment, initial evaluation, re-evaluation, and recordkeeping and reporting.

**Justification:**

Many individuals and families experiencing homelessness are able to be housed with time-limited rental assistance funded by homelessness assistance resources other than ESG. In some cases, despite the efforts of local service providers, some households continue to be unable to afford housing at the end of the assistance period and would lose their housing without continued assistance. Waiving the eligibility criteria for ESG funded RRH as discussed above will ensure individuals and families currently receiving time-limited rental assistance funded through other sources will not lose their housing during the coronavirus public health crisis and the



subsequent economic downturn. This will reduce the spread and harm of coronavirus by enabling households receiving homelessness assistance who had previously experienced homelessness to continue to practice social distancing, isolate, or quarantine in their housing.

## **2. Minimum Standards for Permanent Housing**

**Requirement:** Recipients or subrecipients cannot use ESG funds to help program participants remain in or move into housing that does not meet minimum habitability standards provided at 24 CFR 576.403(c).

**Citation:** 24 CFR 576.403(c)

**Explanation:** 24 CFR 576.403(c) requires recipients and subrecipients to ensure housing meets minimum habitability standards related to structure and materials, space and security, interior air quality, water supply, sanitary facilities, thermal environment, illumination and electricity, food preparation, sanitary conditions, and fire safety before ESG funds can be used to help a program participant move into or remain in that housing.

**Applicability:** For recipients who choose to serve individuals and families made eligible for RRH assistance in Section III.1 of this Notice, the requirements at 24 CFR 576.403(c) are waived and the ESG recipient or subrecipient can provide rental assistance and housing relocation and stabilization services without first inspecting the unit so long as:

- a. The recipient or subrecipient maintains documentation showing the prior rental assistance provider determined that the housing meets:
  - i. The habitability standards established at 24 CFR 576.403(c); or
  - ii. Housing Quality Standards (HQS) established at 24 CFR 982.401; or
- b. The recipient or subrecipient provides no more than 90 days of RRH assistance to the program participant; or
- c. The recipient or subrecipient conducts an inspection within the first 90 days and determines the housing meets the habitability standards established at 24 CFR 576.403(c) or the HQS established at 24 CFR 982.401.

**Justification:** The habitability standards established at 24 CFR 576.403(c) are meant to ensure that program participants are residing in housing that is safe and sanitary. Accepting the housing inspection reports of previous rental assistance providers as evidence and allowing up to 90 days to conduct initial inspections to determine the housing is safe and sanitary will allow recipients and subrecipients to provide rental assistance and housing relocation and stabilization services to households that qualify for RRH

assistance in Section III.1 of this Notice without a gap between their prior assistance and ESG funded RRH assistance while still ensuring their housing is safe and sanitary. This will help maintain positive relationships with landlords while helping program participants maintain housing during the public health crisis and subsequent economic downturn. This will reduce the spread and harm of COVID-19 by enabling affected households to continue to socially distance, isolate, or quarantine in their housing.

#### **IV. RETROACTIVE EFFECT**

As authorized by the CARES Act, the additional ESG-CV flexibilities provided in this Notice shall be deemed to be effective as of the date a State or unit of local government began preparing for coronavirus, which HUD shall presume to be January 21, 2020 – the date the first confirmed case was reported in the United States. However, each recipient must maintain adequate documentation to assure these waivers and alternative requirements are used only with respect to ESG- or ESG-CV eligible activities the recipient or its subrecipients implemented to prevent, prepare for, and respond to coronavirus, including documentation demonstrating when their particular state or local government began preparing for coronavirus, such as notes on formal planning meetings or calls.

#### **V. PRIOR ESG APPROPRIATIONS**

**A. General.** The waivers and alternative requirements in this Notice (“new ESG-CV RRH flexibilities”) apply to FY 2020 and prior fiscal year ESG grant funds a recipient uses to prevent, prepare for, and respond to coronavirus, as defined in Section I.B.2.f of HUD Notice CPD-20-08, subject to the following conditions:

1. If the recipient has not already done so, it must identify the specific activities and funding allocated to prevent, prepare for, and respond to coronavirus in the Integrated Disbursement and Information System (IDIS) activity description before drawing down funds in accordance with these new ESG-CV RRH flexibilities;
2. The recipient reports the amount of annual ESG funding expended to prevent, prepare for, and respond to coronavirus in the CAPER by component type for each annual grant;
3. Alternative requirements that limit activities in comparison with the requirements at 24 CFR Part 576 do not apply to the use of annual ESG funds that are used to prevent, prepare for, and respond to coronavirus; and
4. The recipient must develop and implement policies and procedures to assure and document that:
  - a. The ESG-CV flexibilities are used only for activities and costs that are to prevent, prepare for, and respond to coronavirus, as defined in Section I.B.2.f of HUD Notice CPD-20-08; and
  - b. The annual ESG funds specifically designated in IDIS for use in preventing, preparing for, and responding to coronavirus meet the same waiver conditions and alternative requirements that apply for ESG-CV funds, except for the requirements that limit activities in comparison with the requirements at 24 CFR Part 576.

**B. Consultation and citizen participation requirements.** To allow for effective use of the flexibilities provided in this notice, HUD is extending the CARES Act’s exemption from

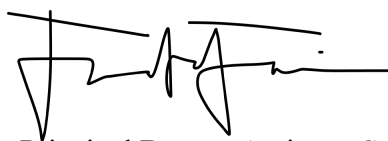
consultation and citizen participants to FY2020 or prior year funds only to the extent necessary to amend recipients' plans to include the newly eligible RRH beneficiaries as provided by this notice and make corresponding changes with respect to the applicable written standards for ESG assistance and only if the recipient publishes its plan to include the newly eligible RRH beneficiaries, at a minimum, on the Internet at the appropriate Government web site or through other electronic media (as provided above for ESG-CV funds). For all other purposes (including changing the amounts allocated to ESG activities to account for the newly eligible RRH beneficiaries), FY2020 and prior year funds remain subject to the consultation and citizen participation requirements that otherwise apply.

## **VI. Finding of No Significant Impact**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made in accordance with HUD regulations at 24 CFR part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funding Opportunities web page at:

<https://www.hud.gov/coronavirus/grantees>.

James A. Jemison II

A handwritten signature in black ink, appearing to read 'James A. Jemison II', with a stylized, cursive script.

Principal Deputy Assistant Secretary  
for Community Planning and Development



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-21-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. Organizational DUNS:**

0775948100000

**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:**

Redevelopment and Economic Opp

**Division Name:**

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms

**\* First Name:**

Geraldine

**Middle Name:**

**\* Last Name:**

Lopez

**Suffix:**

**Title:** Director of Redevelopment and Economic Oppor

**Organizational Affiliation:**

**\* Telephone Number:** 941-749-3029

**Fax Number:** 941-742-5848

**\* Email:** geri.lopez@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

### 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.):

2020\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Community Development Block Grant (CDBG) Entitlement 2020-2021, Activity Submission (for Manatee County, Florida). Community development, affordable housing, and economic development projects 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

13

\* b. Program/Project

13

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2021

\* b. End Date:

09/30/2022

**18. Estimated Funding (\$):**

\* a. Federal

1,904,294.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

1,904,294.00

**\* 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

Add Attachment

Delete Attachment

View Attachment

**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:

Ms.

\* First Name:

Vanessa

Middle Name:

\* Last Name:

Baugh

Suffix:

\* Title:

Chair of the Board of County Commissioners

\* Telephone Number:

(941) 745-3705

Fax Number:

(941) 745-3790

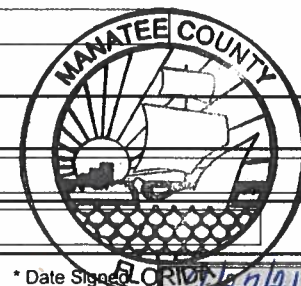
\* Email:

vanessa.baugh@mymanatee.org

\* Signature of Authorized Representative:

\* Date Signed:

10/27/21



ATTEST, MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: Rita G. Hark  
DEPUTY CLERK

Vanessa Baugh  
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

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
	Chairman
APPLICANT ORGANIZATION <i>Chairman</i> <i>7/31/21</i> Manatee County Board of County Commissioners	DATE SUBMITTED

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY:   
DEPUTY CLERK



SF-424D (Rev. 7-97) Back

### 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-21-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. Organizational DUNS:**

0775948100000

**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:**

Redevelopment and Economic Opp

**Division Name:**

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms

**\* First Name:**

Geraldine

**Middle Name:**

**\* Last Name:**

Lopez

**Suffix:**

**Title:** Director of Redevelopment and Economic Opport

**Organizational Affiliation:**

**\* Telephone Number:** 941-749-3029

**Fax Number:** 941-742-5848

**\* Email:** geri.lopez@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

### 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.):

2020\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Emergency Solutions Grant (ESG) Program for 2020-2021

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

13

\* b. Program/Project

13

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2021

\* b. End Date:

09/30/2022

**18. Estimated Funding (\$):**

\* a. Federal

162,291.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

162,291.00

**\* 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

Add Attachment

Delete Attachment

View Attachment

**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:

Ms.

\* First Name:

Vanessa

Middle Name:

\* Last Name:

Baugh

Suffix:

\* Title:

Chair of the Board of County Commissioners

\* Telephone Number:

(941) 745-3705

Fax Number:

(941) 745-3790

\* Email:

vanessa.baugh@mymanatee.org

\* Signature of Authorized Representative:

\* Date Signed

7/27/21

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER

BY:

DEPUTY CLERK



*Vanessa Baugh*  
Chairman, Board of County Commissioners  
MANATEE County

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

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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.
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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

Chairman

APPLICANT ORGANIZATION

DATE SUBMITTED

Manatee County Board of County Commissioners

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: Debra A. Hark  
DEPUTY CLERK



SF-424D (Rev. 7-97) Back

### 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-21-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. Organizational DUNS:**

0775948100000

**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:**

Redevelopment and Economic Opp

**Division Name:**

Community Development

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms

**\* First Name:**

Geraldine

**Middle Name:**

**\* Last Name:**

Lopez

**Suffix:**

**Title:**

Director of Redevelopment and Economic Opport

**Organizational Affiliation:**

**\* Telephone Number:**

941-749-3029

**Fax Number:**

941-742-5848

**\* Email:**

geri.lopez@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

### 11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

Home Investment Partnerships Program

### \* 12. Funding Opportunity Number:

\* Title:

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

2020\_LowModMap.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Home Investment Partnerships Program 2020-2021

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

13

\* b. Program/Project

13

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2021

\* b. End Date:

09/30/2022

**18. Estimated Funding (\$):**

\* a. Federal

651,923.00

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

651,923.00

**\* 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

Add Attachment

Delete Attachment

View Attachment

**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:

Ms.

\* First Name:

Vanessa

Middle Name:

\* Last Name:

Baugh

Suffix:

\* Title:

Chair of the Board of County Commissioners

\* Telephone Number:

(941) 745-3705

\* Fax Number:

(941) 745-3790

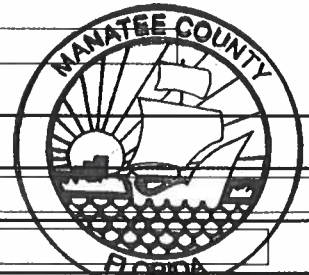
\* Email:

vanessa.baugh@mymanatee.org

\* Signature of Authorized Representative:

\* Date Signed:

7/27/21



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *[Signature]*

*Chairman, Board of County Commissioners  
Manatee County*

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

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

Chairman

APPLICANT ORGANIZATION

DATE SUBMITTED

Manatee County Board of County Commissioners

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: Debra A. H. K.  
DEPUTY CLERK



SF-424D (Rev. 7-97) Back

# 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.

Signature of Authorized Official

Date

7/27/21

Title

VANESSA BAUGH  
Chairman, Board of County Commissioners  
MANATEE County



ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: [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) \_\_\_\_\_ [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.

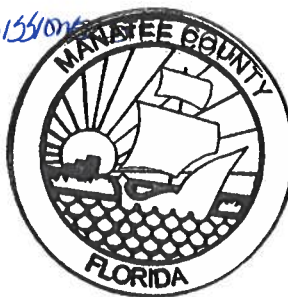
Signature of Authorized Official

Date

*Vanessa Bugh*  
Chairman, Board of County Commissioners  
Manatee County

Title

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER  
BY: *Karen Pithers*  
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.

Signature of Authorized Official

*VANESSA BAUGH*

Date

*7/29/21*

Title

*CHAIRMAN, Board of County Commissioners  
MANATEE County*

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER

BY:

*Rita [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;

Signature of Authorized Official

Date

7/27/21

Title

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER

BY: [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.

  
\_\_\_\_\_  
Signature of Authorized Official

7/27/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

*Vanessa Bayh*  
*Chairman, Board of County Commissioners*  
*MANATEE County*

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER

BY: \_\_\_\_\_

*Karen Hodge*  
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>	<b>High Priority</b>
<b>Contributing Factors</b>	<ul style="list-style-type: none"> <li>-Deteriorated and abandoned properties</li> <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>
<b>Fair Housing Issues</b>	<b>R/ECAPs</b>
<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>	<b>2017-2019 (3 years)</b>
<b>Responsible Program Participants</b>	<b>Manatee County Redevelopment and Economic Opportunity Department (1.1 and 1.2)</b>
<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>	
<b>Goal Priority Level</b>	High Priority
<b>Contributing Factors</b>	<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>
<b>Fair Housing Issues</b>	<u>Segregation</u>
<b>Metrics &amp; Milestones</b>	<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>
<b>Timeframe for Achievement</b>	2017-2021 (5 years)
<b>Responsible Program Participants</b>	Manatee County Redevelopment and Economic Opportunity Department (2.1 only); Manatee County Housing Authority (2.2 only)
<b>Discussion</b>	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>	
<b>Goal Priority Level</b>	High Priority
<b>Contributing Factors</b>	<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>
<b>Fair Housing Issues</b>	<u>Disproportionate Housing Needs; Disability and Access Issues</u>
<b>Metrics &amp; Milestones</b>	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	<ul style="list-style-type: none"> <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>-Location and type of affordable housing</li> </ul>
Fair Housing Issues	<u>Disproportionate Housing Needs; Segregation; R/ECAPs</u>
Metrics & Milestones	<p>4.1 Partner with a non-profit or for-profit affordable housing developer to develop affordable housing by September 30, 2018.</p> <p>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.</p> <p>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.</p>
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>	
<b>Goal Priority Level</b>	Medium Priority
<b>Contributing Factors</b>	-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
<b>Fair Housing Issues</b>	<u>Fair Housing Enforcement, Outreach Capacity, and Resources</u>
<b>Metrics &amp; Milestones</b>	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.
<b>Timeframe for Achievement</b>	2017-2021 (5 years)
<b>Responsible Program Participants</b>	Manatee County Redevelopment and Economic Opportunity Department (5.2 and 5.3 only); Manatee County Housing Authority (5.1 only)
<b>Discussion</b>	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>	
<b>Goal Priority Level</b>	Medium Priority
<b>Contributing Factors</b>	-Access to financial services -Lack of private investments in specific neighborhoods

	<ul style="list-style-type: none"> <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>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	<p>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.</p>
<b>Goal 7: Improve the Enforcement of Fair Housing Laws and Ordinances.</b>	
Goal Priority Level	Medium Priority
Contributing Factors	<ul style="list-style-type: none"> <li>-Lack of local private fair housing outreach and enforcement</li> <li>-Lack of local public fair housing enforcement</li> <li>-Lack of resources for fair housing agencies and organizations</li> </ul>
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

	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.
<b>Goal 8: Provide Better Access to Opportunity for Protected Classes through Public Services.</b>	
<b>Goal Priority Level</b>	Medium Priority
<b>Contributing Factors</b>	<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>
<b>Fair Housing Issues</b>	<u>Disability and Access Issues; Publicly Supported Housing Location and Occupancy;</u>
<b>Metrics &amp; Milestones</b>	<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>
<b>Timeframe for Achievement</b>	2017-2021 (5 years)
<b>Responsible Program Participants</b>	Manatee County Redevelopment and Economic Opportunity Department (8.1 only); Non-Profit Agencies (8.1 only); Manatee County Housing Authority (8.2 only)
<b>Discussion</b>	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

	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.
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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.