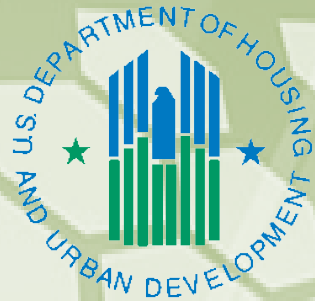




FY 2016-2017 ACTION PLAN

Palm Beach County
Department of Economic Sustainability
100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
www.pbcgov.org/des
July 2016



**PALM BEACH COUNTY
FY 2016-2017 ACTION PLAN**

**Palm Beach County
Board of County Commissioners**

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July 2016



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PALM BEACH COUNTY ACTION PLAN

TABLE OF CONTENTS

Executive Summary		
AP-05	Executive Summary.....	i
The Process		
PR-05	Lead & Responsible Agencies.....	1
AP-10	Consultation.....	2
AP-12	Citizen Participation.....	10
FY 2016-2017 Action Plan		
AD-25	SF-424s – Applications for Federal Assistance.....	15
AP-15	Expected Resources.....	33
AP-20	Annual Goals and Objectives.....	38
AP-35	Projects.....	41
AP-38	Projects Summary	43
AP-50	Geographic Distribution.....	59
AP-55	Affordable Housing.....	75
AP-60	Public Housing.....	77
AP-65	Homeless and Other Special Needs Activities.....	81
AP-75	Barriers to Affordable Housing.....	86
AP-85	Other Actions.....	88
	a. Actions planned to address obstacles to meeting underserved needs.....	88
	b. Actions planned to foster and maintain affordable housing.....	89
	c. Actions planned to reduce lead-based paint hazards.....	90
	d. Actions planned to reduce the number of poverty level families.....	91
	e. Action planned to develop institutional structures.....	92
	f. Actions planned to enhance coordination between public and private housing and social service agencies.....	93
AP-90	Program Specific Requirements.....	96
	Community Development Block Grant.....	96
	HOME Investment Partnership Program.....	97
	Emergency Solutions Grant	99
APPENDICES		
I	Certifications.....	103
II	Citizen Participation Comments.....	117
III	HOME Program Description	133
IV	Summary of Analysis of Impediments to Fair Housing Choice.....	139
V	Homeless and Housing Alliance ESG Standards	147

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AP-05 Executive Summary - 91.200(c), 91.220(b)

(if applicable, add maps, data, pictures, text and/or tables after each section)

1. Introduction

Per HUD regulations governing Consolidated Submissions for Community Planning and Development Programs (24 CFR Part 91.15 (a)(2)), entitlement jurisdictions whose fiscal year commences in October must submit an Action Plan to HUD by August 16 of each year. For FY 2016-2017, Palm Beach County reasonably expects to receive formula allocations in the following amounts from HUD: Community Development Block Grant (CDBG) - \$5,765,423; HOME Investment Partnership (HOME) - \$1,646,340; and Emergency Solutions Grant Program (ESGP) - \$517,694. The Action Plan outlines how these funds will be used to address the goals and objectives which are outlined in the County's Consolidated Plan and serves as the County's application to HUD receive these funds. The Palm Beach County Urban County Program Jurisdiction comprises all areas of unincorporated Palm Beach County as well as 29 municipalities that have signed inter-local agreements with the County. The Department of Economic Sustainability (DES) is the lead agency responsible for the consolidated planning process. The development of the Action Plan involves DES collaborating with the 29 municipalities, other county departments, non-profit agencies providing public services to low- and moderate-income persons, and with the general public and interested citizens. These collaborative efforts shaped the various housing, community development, economic development and public services projects and strategies which are outlined in the Action Plan.

2. Summarize the objectives and outcomes identified in the Plan

The objectives and outcomes identified in the FY 2016 – 2017 Action Plan are identified on the chart below.

Goal Name	Objective	Needs Addressed	Goal Outcome Indicator
Affordable Rental Housing	Decent, Affordable Housing	Rental Housing	Construction of 6 affordable rental units
Affordable Homeownership	Decent, Affordable Housing	Homeownership	Construction of 2 affordable housing units for homeownership
Public Services	Suitable Living Environment	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit available to 638 Persons
Special Needs Services	Suitable Living Environment	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit available to 219 Persons.
Homeless Prevention	Decent, Affordable Housing	Homeless Assistance	Tenant-based rental assistance / Rapid Re-housing made affordable to 102 Households.

Goal Name	Objective	Needs Addressed	Goal Outcome Indicator
Homeless Services	Suitable Living Environment	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit made available to 5,039 persons.
Fair Housing Activities	Suitable Living Environment	Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit to be available to 28 households.
Public Facilities	Suitable Living Environment	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit to be accessible to 22,485 persons
Public Infrastructure	Suitable Living Environment	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit to be accessible/ available to 21,004 persons.
Code Enforcement	Suitable Living Environment	Non-Housing Community Development	Other: contribute to sustaining communities with over 25,982 persons.
Economic Development Services	Economic Opportunities	Economic Development	Jobs created/retained: 223 Jobs
Economic Development Assistance	Economic Opportunities	Economic Development	Jobs created/retained: 15 Jobs Businesses assisted: 40 businesses

3. Evaluation of past performance

The projects/activities recommended for funding under this FY 2016 – 2017 Action Plan were selected mainly as a result of public input received from members of the public, interested, partnering non-profit agencies, who participated in the County's Urban County CDBG jurisdiction and several Departments of Palm Beach County. Also addressed were several areas where the targets which were set forth in the previous year's Action Plan and Consolidated Plan were not realized. FY 2014 – 2015 constitutes the last full year where data exists to enable a comparison with a previous year (FY 2013- 2014) and the following is a summary of the extent to which the FY 2014-2015 Action Plan Goals were realized.

During FY 2014 – 2015 (the last year of the FY 2010 – 2015 Consolidated Plan), the County substantially met or surpassed its five-year targets for economic development, homelessness, housing and capital improvements. Public services' overall accomplishments were below the five-year target, however, the five year targets for services to the elderly, substance abuse services and services benefitting abused and neglected children were surpassed.

As it pertains to the goals set forth in the FY 2014-2015 Action Plan, the County surpassed the target set for homeownership (rehabilitation plus new construction) but fell short of its target for the production

of rental units (new and rehabilitation). The FY 2014-2015 targets for economic development were surpassed as were the projections for economic development assistance and activities benefiting the homeless population. The following describes to which the goals and objectives outlined in the Consolidated Plan and the FY 2014-2015 Action Plan were realized.

Economic Development

The FY 2010-2015 Consolidated Plan projected that the economic development activities undertaken by the County would generate a total of 735 full time equivalent (FTE) jobs. Over the Plan's period this target was surpassed as a total 5,277 FTE jobs were created under various economic development projects. The FY 2014-2015 Action Plan anticipated the creation of 33 FTEs, however, some 101 FTE jobs were created. The job creation outlined in both the Consolidated Plan and the Action Plan were surpassed due to the County assigning a high priority and greater than anticipated resources to these activities and this focus will remain in FY 2016- 2017.

Capital Improvements

The FY 2010-2015 Consolidated Plan projected 158,338 persons would benefit from the various capital improvement projects planned to be implemented over the period. This target was substantially realized as 154,753 (97.8%) persons have benefited from these projects. A total of 201,822 persons were to have benefited during FY 2014, however, only 48,632 (24.1%) actually received benefits from the projects which were actually completed during the year. The shortfall is attributable to delay in completion of several projects. The County will continue to use CDBG funds to upgrade its infrastructure and capital improvements. The following table depicts capital improvement activities, targets and accomplishments.

Target Areas	Consolidated Plan			FY 2014-2015		
	Target	Actual	%	Target	Actual	%
Total- Capital Improvements	158,338	154,753	97.8	201,822	48,632	24.1
Water & Sewer	76,206	81,572	107	100	29,287	292.8
Drainage	6,519	19,277	295	5,999	147	2.4
Street & Sidewalk Improvements	22,263	22,657	101.7	5,644	14,133	250.4
Parks and Recreational Facilities	53,350	31,247	58.5	190,079	5,065	2.6

Homeless

The FY 2010-2015 Consolidated Plan projected that: 5,735 persons would be assisted with emergency shelter, 4,530 persons would receive homeless prevention assistance; and, 4,755 persons would be assisted with tenant-based rental assistance/rapid re-housing. To date, 8,450 persons (147%) received emergency shelter, 2,778 (61%) received homeless prevention assistance and 2,271 persons (48%) received tenant-based rental assistance/rapid re-housing. Homeless prevention assistance and tenant based rental/rapid re-housing assistance is provided on an as needed basis, therefore, the projected five year targets may have been over estimated. During FY 2014-2015, it was anticipated that 250 persons would receive emergency shelter, 155 persons would be assisted with homeless prevention and 90 persons would receive tenant-based rental/rapid re-housing assistance. Emergency shelter was provided to 942 persons (377%), 602 persons (309%) received homeless prevention assistance and 506 individuals (562%) received assistance through tenant based rental/rapid re-housing. Based on the FY 2014-2015 outturn, the County will continue to prioritize the provision of services to the homeless and

those at risk of becoming homeless. In addition to ESG Program funds, HOME funds will be used to assist the homeless via funding of a Tenant Based Rental Assistance Program.

Public Services

The FY 2010-2015 Consolidated Plan projected 34,353 persons would be assisted through various public service activities. To date 26,704 (77.7%) persons have benefited from these projects. A total of 1,840 persons were to have benefited during FY 2014-2015. This total was surpassed as 2,561 (139.1%) persons benefited. The shortfall in realizing the Consolidated Plan target is due to the decision to allocate seventy-five percent (75%) of the available CDBG funding for public services to the County's Homeless Resource Center. This directive inherently reduced the amount of CDBG funding which is available to fund other public service providers. The following table depicts public services activities, targets and accomplishments.

Target Areas	Consolidated Plan FY 2010 - 2015			FY 2014-2015		
	Target	Actual	%	Target	Actual	%
Public Services	34,353	26,704	77.7	1,840	2,561	139.1
Housing & Fair Housing Counseling	17,500	8,180	46.7	165	534	323.6
Health Services	7,800	4,143	53	546	997	182.6
Disabled Persons	2,249	1,239	55.0	135	152	112.5
Youth Services	4,100	486	11.8	0	0	0
Child Care	1,069	440	41.1	100	71	71.0
Senior Services	635	1,934	304.5	0	0	0
Substance Abuse Services	150	5,923	3948.6	0	0	0
Abused and Neglected Children	700	962	137.4	154	241	156.4
Victims of Domestic Abuse	150	3,397	2,265	740	566	76.4

Housing

The FY 2010-2015 Consolidated Plan projected that 313 rental units and 700 home ownership units would be provided. At the end of the five year plan period, 1,649 (526.8%) rental units and 550 (71.4%) home ownership units were provided. During FY 2014-2015, 256 rental units and 25 home ownership units were planned. A total of 73 (28.6%) rental units and 56 (224%) homeownership units were realized. The availability of funding under the NSP Programs was the major catalyst in the County surpassing its housing targets.

4. Summary of citizen participation process and consultation process

Planning for the preparation of the FY 2016 – 2017 Action Plan began in March 2016, when DES hosted two public meetings to seek citizens and stakeholders input on the Plan. The meetings were held on March 15, 2016 (at DES Offices to cover the eastern portion of the County) and on March 16, 2016 (in the Belle Glade Commission Chamber to cover the western portion of the County). Both meetings were advertised in the Palm Beach Post newspaper, on DES's website and blasted, via e-mail, to DES's Community Development Partners. At the meetings, attendees were apprised of: the goals and objectives of the CDBG, ESG and HOME Programs; eligible activities which may be undertaken under each; DES's past performance under each program. Inputs/comments were solicited at the meetings and were also invited to be submitted via the website or through other forms of written communications.

Comments received were, if deemed acceptable, included of a presentation containing staff recommendations on the funding strategies which should be adopted for each of the consolidated planning programs and which activity type should be prioritized. At a Board of County Commissioners meeting, held on May 3, 2016, the BCC reviewed this presentation and ratified the recommendations with some comments. The workshop date was advertised in the Palm Beach Post on April 10, 2016 and on April 26, 2016. It was also posted on DES website and blasted to DES's community development partners. The advertisements for the meeting advised that public comments were being sought.

The availability of the draft action plan was advertised in the Palm Beach Post on June 12, 2016. The notice advised that the draft Plan could be viewed on the internet at DES's website. The notice also informed of two public meetings at which the draft plan will be presented for information and public comment and of another public hearing before the BCC where the final Plan would be presented for approval. The following table illustrates the date of the aforementioned meetings.

Meetings	Dates
Publish Draft AP & Notice of Public Meetings and BCC Public Hearing	June 12, 2016
Public meeting on Action Plan (Belle Glade)	June 20, 2016
Public meeting on Action Plan (West Palm Beach)	June 21, 2016
BCC Public Hearing to adopt Action Plan	July 12, 2016

5. Summary of public comments

Palm Beach County held a total of six public meetings at which members of the public were invited to provide inputs and comments on the FY 2016-2017 Action Plan. Below is a summary of all comments received either directly at the meetings or via written form (internet and mail) from the public.

Summary of Comments Received at the Public Meetings and as a Result of DES Solicitations via Newspaper and Website

Program	Summary of Public Comments
CDBG	Increase funding to domestic violence activities
	Allow currently non-funded public service agencies to participate in a RFP process.
	Reconsider the decision to allocate 75% of the CDBG grant eligible for public Services to the Lewis Center.
	Provide financial incentive (stipend) to businesses who provide job training for youth age 18

Program	Summary of Public Comments
	to 25
	Continue demolition of blighted structures
	Increase funding for Economic Development activities in the Glades.
	Provide funding for affordable housing for low income families throughout the County
	Capital improvements where possible should be tied to affordable housing projects within established target areas.
	BCC should consider going back to only providing SAOH funds to the three municipalities in the Glades.
	Award SAOH funding to municipalities based on a lottery system.
	Consider setting aside CDBG funds for the Glades, exclusive of SAOH and municipal entitlements
HOME	Make provision of HOME funds for CHDO Administration permanent
	Prioritize construction of new housing to increase inventory of affordable housing and prioritize non-profits over for-profits when awarding of funds to undertake new construction.
	Increase funding for new housing construction in the Glades.
	Increase funding to First Time Homebuyer program throughout the County
	Permanently fund a First Time Homebuyer Program as TBRA is only short term/temporary solution to problem of homelessness.
	Direct the Community Services Department to make Tenant- Based Rental Assistance available to other sub populations other than exclusively to the homeless.
	Utilize HOME funding to production of additional affordable housing
ESG	Continue to provide funding to domestic violence shelters

6. Summary of comments or views not accepted and the reasons for not accepting them.

Most of the comments received encouraged the continuation of the strategies implemented in previous years. The following is a summary of the views and comments not accepted by DES and the reasons for them not being accepted

Program	Summary of Public Comments Not Accepted	Summary of Reasons for Not Accepting Comments
CDBG	Allow currently non-funded public service agencies to participate in a RFP process.	Only 25% of the amount eligible to fund public services is assigned to non-profit public service providers. Amount is not enough to support increasing the pool of agencies funded.
	Reconsider the decision to allocate 75% of the CDBG grant eligible for public Services to the Lewis Center.	The Lewis Center is the County's only homeless intake and assessment center, and an essential component at the Continuum of Care.
	Provide financial incentive (stipend) to businesses who provide job training for youth age 18 to 25	Rather than paying directly to businesses to create jobs, PBC would rather fund a program which is managed/implemented by a non-profit agency and includes the placement of individuals at businesses for on the job training and experience.
	Capital improvements where possible should be tied to	Proposals for capital improvements usually comes from

Program	Summary of Public Comments Not Accepted	Summary of Reasons for Not Accepting Comments
	affordable housing projects within established target areas.	municipalities and County Departments and are usually linked to inadequate infrastructure capacity in areas whose residents are predominantly low- and moderate-income.
	Revert to only providing SAOH funds to the three Glades municipalities or set-aside other CDBG funds exclusively for the Glades municipalities.	The SAOH funding is rotated amongst the eleven (11) municipalities with CDBG target areas. The amount of CDBG funding received does not allow for the establishment of a program which exclusively funds the Glades municipalities.
HOME	Prioritize non-profits over for-profits when awarding of funds to undertake new construction.	DES utilizes an RFP process to award funding to developers of affordable housing units. Funds are awarded to the proposer with the best proposal and no preference is given to non-profit versus for-profit.
	Direct the Community Services Department to make Tenant-Based Rental Assistance available to other sub populations other than exclusively to the homeless.	The TBRA program funded is exclusively for homeless persons/families and is a part of a comprehensive program being embarked on by the County to combat homelessness. All program guidelines and services are geared towards the homeless. It addresses one of the County's highest priorities.
	Direct HOME funding to production of additional affordable housing	The County directs HOME funding to the production of affordable housing through its CHDO and Developer Rental strategies
ESG	No Public Comments	No Public Comments

7. Summary

The FY 2016 -2017 Action Plan will address twelve (12) of the goals identified in the FY 2015 – 2020 Five Year Consolidated Plan. The goals addressed are: Affordable Rental Housing, Affordable Homeownership, Public Services, Special Needs Services, Homeless Prevention, Homeless Services, Fair Housing Activities, Public Facilities, Public Infrastructure, Code Enforcement, Economic Development Services, and Economic Development Assistance.

The citizen participation process commenced in March 2016 and involved a series of six (6) public meetings, notices of which were published in the Palm Beach Post newspaper and posted on County websites. Notices of the meetings were also sent via e-mail to the County's community development partners. At these meetings, citizens were provided the opportunity to comment on the funding strategies envisioned for the CDBG, ESG, and HOME programs and later on the draft Action Plan. Public comments helped shape the funding strategies and activities that were ultimately included in the final Action Plan. The Plan was adopted by the BCC on July 12, 2016.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PALM BEACH COUNTY	Economic Sustainability
HOME Administrator	PALM BEACH COUNTY	Economic Sustainability
ESG Administrator	PALM BEACH COUNTY	Community Services

Table 1 – Responsible Agencies

Narrative

The Department of Economic Sustainability (DES) is the agency that is responsible for preparing the Annual Action Plan. The Department of Community Services, Division of Human and Veteran Services (DHS), administers the ESG Program and prepares those sections of the Action Plan which related to the ESG Program. DES administers federal funds provided to the County under the formula based CDBG and HOME Program. All activities related to insertion of data into IDIS is the responsibility of DES.

Consolidated Plan Public Contact Information

Edward W. Lowery, Director, Department of Economic Sustainability, 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Palm Beach County is dedicated to obtaining input from citizens, municipal officials, public and private agencies, private developers, governmental agencies, stake holders and other interested parties as part of the Consolidated and Annual Action Plan process. Citizen participation is strongly encouraged throughout the planning process. For the FY 2016-2017 Action Plan, the following consultation is undertaken prior to the preparation of the draft Plan: combination of meetings with county partners and municipalities; two community input meetings; and one meeting with the Board of County Commission (BCC) for input. Notices of these meetings as well as solicitations for public input are posted in a local newspaper and on the DES website. After the presentation of the draft Plan to the public, two public meetings to solicit comments are held. Approval of the Action Plan is sought at a second BCC Hearing held in July.

Provide a concise 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 (91.215(I))

Palm Beach County regularly coordinates with public and private housing providers and developers to foster the production and availability of affordable housing units. HOME and SHIP funding is provided by the County for the development of affordable housing. Presently DES is collaborating with other County departments, community partners, and various housing providers to revise the County's policies as they relate to the provision of affordable and workforce housing. The County hosted a "Housing Roundtable" in June 2016 to bring together public officials, funders, developers, bankers, real estate professionals, landlords, housing authorities and other housing providers to discuss housing issues and build coalitions to address affordable housing challenges.

DES coordinates with the county's public housing authorities within the Urban County Program jurisdiction to provide funding to upgrade and maintain their current housing stock. Coordination between the County and the public housing providers is also enhanced by the requirement for the Housing Authorities to obtain a determination from the County that their annual plans and strategies are consistent with the goals of the County's Consolidated Plan.

DES works closely with various county municipalities in establishing target area within the municipalities. The County also coordinates with the municipalities to identify eligible projects within the target areas based on need, available funding and the residents' desires.

The County works directly with local business incubators and with Community Development Financial Institutions (CDFIs) to spur economic development and job growth, particularly in disadvantaged areas of the County. County financial assistance to incubators and CDFIs to assists in job creation and small businesses capacity building.

The County collaborates with Florida Health Palm Beach County to reduce lead-based paint hazards within Palm Beach County. DES coordinates lead based paint inspections and abatements for residential units slated for rehabilitation that were build prior to 1978.

The County coordinates with several social service agencies as well as mental health providers to ensue activities funded under the County's Financially Assisted Agencies (FAA) program conform to program guidelines and produce the desired outcomes.

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.

Palm Beach County's Continuum of Care (CoC) is known as the Homeless and Housing Alliance (HHA). The HHA is a collaborative inclusive community-based organization whose mission is to plan for and manage homeless assistance resources and programs effectively and efficiently in order to end homeless in Palm Beach County. The current HHA membership includes interested citizens, formerly homeless persons, non-profit organizations, service providers, law enforcement, faith based agencies, governmental entities, educational organizations and various civic groups. The Alliance is comprised of several committees and networking/task groups which have various roles and responsibilities. These committees include Homeless Management Information System (HMIS) Oversight, Performance Measures, Housing Inventory/Unmet Needs, Training, and Standard Policies and Procedures. The HHA sets the priorities for ESG funding and develops policies and performance standards for program evaluation.

The HHA is governed by an Executive Committee which is comprised of an uneven number of members. Nine (9) is the minimum number that can comprise this Committee and twenty-one (21) the maximum number. Membership consist of at least two (2) funders, one (1) formerly homeless person, one (1) domestic violence service provider, one (1) faith based service provider, one (1) veterans service provider, one (1) homeless family service provider, one (1) homeless family service provider, and the Chair of the HMIS Oversight Subcommittee. The County's Division of Human and Veteran Services (DHS) serve as the Lead Agency for the HHA.

The County's CoC HUD funding supports permanent supportive housing projects. The HHA has established a goal to fund only permanent supportive housing projects that dedicate 100% of their beds

for chronically homeless individuals and families. This priority is addressed by awarding maximum points to projects that meet this priority. Under the ESG Program, the HHA prioritized emergency shelter for families with children and transitional housing for single men, to include veterans. Agencies that operate projects serving these populations can apply for ESG funding.

Funding received under the Challenge Grant and the Emergency Food and Shelter (EFS) Program is used to support the County's homeless prevention activities. The Challenge Grant is a State-funded program and the County's application is jointly prepared by the HHA and PBC Department of Community Services (DCS). The EFS program funding is provided to the County by FEMA via the United Way. DCS administers the EFS Program.

The County's Rapid Re-housing and Tenant Based Rental Assistance Programs are a result of a coordinated effort between the County, the HHA and the service providers that operate these programs. The coordination was instrumental in establishing a Rapid Re-housing Program that targets homeless victims of domestic abuse as well as enabling the allocation of HOME entitlement funds to support rapid re-housing activities under a tenant based rental assistance program.

Local public housing authorities offer a preference for homeless families when they allocate housing vouchers and housing units. As units and vouchers become available, persons with a preference already on the waiting list are processed and housed first.

Palm Beach County's Public Safety Department in coordination with the County's Criminal Justice Commission and Gulfstream Goodwill Industries has undertaken the Offenders Reentry Initiative. Services provided include case management, medical management, housing assistance, and peer support and other social services interventions. Employment services are also provided via referrals to community partners. These services include job skill development skills, resume preparation and job placement

The Palm Beach County Sheriff's Office in coordination with The Lewis Center, the County's Homeless Resource Center has developed a discharge process that allows individuals who were homeless prior to being incarcerated to voluntarily participate in the Continuum of Care's Homeless Service Programs. Prior to being released, staff of the County's Outreach Team meets with the inmate while still in jail to complete an assessment and arrange for shelter and any support services that may be required upon release from the corrections facility.

Palm Beach County has established a formal protocol for the discharge of youth aging out of foster care. This includes collaboration with the Department of Children and Families (DCF), ChildNet, and several agencies to prevent homelessness for this specific population. The intent is to facilitate a smooth transition from the foster care system to self-sufficiency for unaccompanied youth ages eighteen to

twenty-five years of age. Also, the CoC and the Lewis Center are formulating a formal protocol for the discharge of patients from health and mental institutions. It is anticipated that updated memoranda of understanding between the Lewis Center/CoC and the various health/mental health institutions will be executed in the upcoming fiscal year.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

In order to allocate the ESG Program funds, PBC Division of Human Services (DHS) requests that the HHA Executive Committee prioritize the eligible ESG components and provide directions as to how the ESG award should be allocated for the upcoming program year. The Executive Committee's recommended priorities and distribution method are brought before the entire HHA for final approval. Once the priorities and the distribution method are approved, the following actions are conducted by DHS:

- A Request for Proposals (RFP) and a scoring tool is developed and an appeal process is established.
- The RFP is issued and posted on the County's and HHA's website.
- A Technical Assistance Meeting is conducted for all interested applicants.
- A Non-Conflict Grant Review Committee with one member being either homeless or formerly homeless is established by DHS.
- Proposals are initially reviewed by DHS to insure regulation compliance, and then forwarded for review and scoring by the Grant Review Committee.
- The Grant Review Committee scores and ranks the proposals at a public meeting and makes ESG funding recommendations based on the scoring/ranking.
- The ESG funding recommendations are forwarded to the Board of County Commission (BCC) for final approval.

The HHA has established a Performance Measures Subcommittee that is charged with the task of developing CoC performance measures as related to PBC's Ten Year Plan to End Homelessness and the Federal Strategic Plan to End Homelessness. These measures will be utilized to evaluate all homeless programs within the Continuum. To date fourteen (14) performance measures have been developed and approved by the HHA. In collaboration with the HMIS, the subcommittee is now using the performance measures to generate reports on the operation of homeless programs, including ESG-funded programs.

The County's HMIS is funded by the County, various federal grants, including ESG and by user licensing fees and its subcommittee (HMIS Oversight Committee) acts as an advisory group to the HHA Executive Committee. Tasks of this subcommittee include, but are not limited to, defining criteria, standards, and

parameters for the usage and release of all data collected through HMIS, enforcing minimum data collection standards, and compiling and analyzing HMIS data. Several documents authored by this subcommittee, including HMIS Policies and Procedures and User Agreements, have been adopted by the HHA.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
Adopt-A-Family	Services-Homeless	Homeless Needs - Families with children
Aid to Victims of Domestic Abuse	Services-Victims of Domestic Violence	Homeless Victims of Domestic Abuse
Children's Home Society	Services-Homeless	Homelessness Needs - Unaccompanied youth
Children's Place at Home Safe	Services-Homeless	Homelessness Needs - Unaccompanied youth
Coalition for Independent Living Options	Services-Persons with Disabilities	Non-Homeless Special Needs
Center for Family Services	Services-Homeless	Homeless Needs - Families with children
Children's Case Management	Services-Children	Public Services
Healthy Mothers/Healthy Babies	Services-Health	Public Services
The Lord's Place	Services-Homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
Legal Aid Society of Palm Beach County, Inc.	Service-Fair Housing	Public Services - Fair Housing
Place of Hope, Inc.	Services-Homeless	Homelessness Needs - Unaccompanied youth
The Salvation Army	Services-Homeless	Homeless Needs - Chronically homeless
Redlands Christian Migrant Organization	Services-Children	Public Services
Seagull Industries for the Disabled, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs
Sickle Cell Foundation of Palm Beach	Services-Health	Public Services

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
County		
The Urban League of Palm Beach County	Housing Counseling Services	Public Services
YWCA of Palm Beach County	Services-Victims of Domestic Violence	Homeless Needs- Victims of Domestic Abuse
Vita Nova	Services-Homeless	Homelessness Needs - Unaccompanied youth
Community Land Trust of PBC	Housing	Housing Need Assessment
Habitat for Humanity of SPBC	Housing	Housing Need Assessment
Housing Finance Authority of PBC	Housing	Housing Need Assessment
Housing Leadership Council	Housing	Housing Need Assessment
Neighborhood Renaissance, Inc.	Housing	Housing Need Assessment
Riviera Beach CDC	Housing	Housing Need Assessment
Palm Beach County Housing Authority	Housing	Housing Need Assessment
Pahokee Housing Authority	Housing	Housing Need Assessment
Belle Glade Housing Authority	Housing	Housing Need Assessment
Palm Beach County Board of County Commissioners	Other government - County	Housing Need Assessment; Homelessness Strategy; Economic Development; Capital Improvements
City of Belle Glade	Other government - Local	Capital Improvements
City of Pahokee	Other government - Local	Capital Improvements
City of South Bay	Other government - Local	Capital Improvements
City of Lake Worth	Other government - Local	Capital Improvements
City of Greenacres	Other government - Local	Capital Improvements
City of Riviera Beach	Other government - Local	Capital Improvements
Town of Lake Park	Other government - Local	Capital Improvements
Town of Mangonia Park	Other government - Local	Capital Improvements
Village of Palm Springs	Other government - Local	Capital Improvements
Village of Royal Palm Beach	Other government - Local	Capital Improvements
Homeless and Housing Alliance PBC	Planning organization	Homelessness Strategy
Housing Partnership, Inc.	Housing	Homelessness Strategy
Gulfstream Goodwill	Services-Homeless	Homelessness Strategy
CARP, Inc.	Services-Health	Homelessness Strategy
Catholic Charities	Services-Homeless	Homelessness Strategy
CROS Ministries	Services-Homeless	Homelessness Strategy
Family Promise of North/Central Palm Beach County, Inc.	Services-Homeless	Homeless Needs - Families with children
Family Promise of Southern Palm Beach	Services-Homeless	Homeless Needs -

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
County, Inc.		Families with children
Farmworkers Coordinating Council	Services-Homeless	Homelessness Strategy
Jerome Golden Center for Behavioral Health	Services-Homeless	Homeless Needs - Chronically homeless
Palm Beach County Community Services	Services-Homeless	Homelessness Strategy
Palm Beach County Community Services (Ryan White Program)	Services – Persons with HIV/AIDS	HOPWA Strategy
Palm Beach County Department of Health	Services-Health	Homelessness Strategy
Palm Beach County HIV Care Council	Services-Persons with HIV/AIDS	HOPWA Strategy
Palm Beach County Homeless Coalition	Services-Homeless	Homelessness Strategy
Palm Beach County School District	Services-Education	Homelessness Strategy
Faith-Hope-Love-Charity	Services-Homeless	Homeless Needs-Veterans
The Lewis Center	Services-Homeless	Homeless Needs - Chronically homeless
Vets Place	Services-Homeless	Homeless Needs-Veterans
United Way of Palm Beach County	Regional Organization	Homelessness Strategy
VA Medical Center	Publically funded institution	Homelessness Strategy

Table 2 – Agencies, groups, organizations who participated

Agencies, municipalities, and County departments were invited to participate in the development of the Action Plan at two public meetings held on March 15 and 16, 2016. The entities also received written notification of a Board of County Commissioners May 3, 2016 meeting. Notice of these meetings was also published in the local newspaper, placed on DES's website and emailed to interested agencies, municipalities, and other County Departments. At the BCC meeting, DES staff and County Administration presented program strategies for FY 2016-2017 and it was determined that the following would be implemented: CDBG funding to be allocated to economic development, municipal projects, county-initiated capital projects, Special Area of Hope allocation and public service activities; HOME funding to be allocated for CHDO-administered activities, tenant-based rental assistance, and a developer rental loan program, and ESG funds to be allocated to emergency shelter and transitional housing activities and HMIS.

Identify any Agency Types not consulted and provide rationale for not consulting

In seeking public input on the formulation of the Action Plan, DES endeavored to include all pertinent agencies and interested parties in the consultation process and has not knowingly excluded any entity from the opportunity to be consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care (CoC)	Palm Beach County Department of Community Services/ Homeless and Housing Alliance	The CoC was designed to bring all segments of the public community together to address the needs of the homeless. CoC objectives related to the Strategic Plan are: • Quantify the need for homeless services • Streamline the dissemination of the availability of homeless services • Coordinate solicitations for funding • Assist in increasing capacity among service provider agencies.
Community Revitalization and Redevelopment (CCRT)	Palm Beach County Office of Community Revitalization (OCR)	The CCRT goals correlate with DES's Strategic Plan by: • Coordinating and facilitating community development projects in CCRT targeted areas , many of which mirror DES's established target areas • Overseeing assorted community improvement programs, such as Neighborhood Partnership Grant Program, Neighborhood Street Lighting Program, Neighborhood Home Beautification Program, and Resident Education to Action Program.
Glades Region Master Plan	Palm Beach County Department of Economic Sustainability (DES)	The Glades Region Master Plan serves to provide a framework for economic development and redevelopment in the Glades to attract future infrastructure dollars, thus furthering plan objectives.
Ten Year Plan to End Homelessness	Palm Beach County Homeless Advisory Board (HAB)	The Ten Year Plan to End Homelessness was developed to create a local homeless response system to eliminate homelessness over the course of ten years. The HAB facilitates achievement of plan objectives and goals to prevent and end homelessness in Palm Beach County.
Palm Beach County Comprehensive Plan	Palm Beach County Department of Planning, Zoning and Building	The Comprehensive Plan identifies areas where public infrastructure and other community facilities are lacking. The Action Plan seeks to provide funding to these projects after ascertaining that they are eligible to receive funds.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Palm Beach County's Citizen Participation Plan provides for citizens to participate in the development of the consolidated plan, the annual action plan, any amendments to the annual plan, and performance reports. Citizen participation is solicited via one or a combination of the following: public meetings, newspaper advertisements, website postings and direct notifications. Palm, Beach County encourages the participation of all its citizens, including minorities and non-English speaking persons as well as persons with disabilities. In the case of public meetings upon request the County will make available bilingual translators for the non-English speaking residents. All printed documentation incorporates a statement which informs interested parties that said documents can be made available in an alternate format. Furthermore, Palm Beach County complies with the Americans with Disabilities Act (ADA) requirements as it relates to public meetings and related activities. Each public notice includes language which informs the reader the County can make accommodations for persons with disabilities with a three (3) day notice.

Palm Beach County began its citizen participation and consultation process when it held regional public meetings on March 15, 2016 in West Palm Beach and March 16, 2016 in Belle Glade to discuss the CDBG, ESG, and HOME Programs. The purpose of the meetings was to solicit public involvement in the plan development process. DES informed the public of these meetings by publishing a notice in the Palm Beach Post on March 6, 2016, posted the notice on the DES website, and transmitted the notice to all local municipalities and interested agencies. A separate notice was placed in the Palm Beach Post on April 10, 2016 to advise the public about a BCC workshop to be held on April 26, 2016 (later changed to May 3, 2016) to present funding recommendations on the CDBG, ESG and HOME Programs and to receive direction from the BCC on those recommendations. The Draft Action Plan was made available to the public for review via a public notice published in the Palm Beach Post on June 12, 2016 and posted to the DES website. The notice also advised the public to meetings held on June 20 in Belle Glade and June 21 in Belle Glade to present specific funding recommendations for the FY 2016-2017 CDBG, ESG and HOME activities. The Draft Action Plan notice provided a 30 day comment period concluding prior to July 12, 2016 when the Final Action Plan was presented to the BCC for adoption at a Public Hearing.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Non-targeted/ broad community	On March 15, 2016, DES held a Regional Meeting at 100 Australian Avenue, West Palm Beach, FL. The meeting was attended by 34 representatives of non-profit agencies, municipalities, County departments and other interested parties	Questions and comments were received from attendees in regard to forthcoming actions by the County under the CDBG, HOME and ESG Programs.	All comments were acknowledged and accepted.	www.pbcgov.com/des
Public Meeting	Non-targeted/ broad community	On March 16, 2016, DES held a Regional Meeting at the Belle Glade Civic Center, 725 NW 4 th Street, Belle Glade, FL. The meeting was attended by 6 representatives of non-profit agencies, municipalities, and other interested parties	Questions and comments were received from attendees in regard to forthcoming actions by the County under the CDBG for the Glades area.	All comments were acknowledged and accepted.	www.pbcgov.com/des
Public Meeting	Non-targeted/broad community	On April 18, 2016, the Non Conflict Grant Review Committee, whose sole purpose is to review the applications for ESG funding, met in a public meeting to review and rank the five (5) applications received and to make funding recommendations. The meeting was attended by representatives of the agencies that applied for ESG funding and the County Attorney.	No comments were received at the public meeting	No comments were received at the public meeting.	www.pbcgov.com/des

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Non-targeted/ broad community	On May 3, 2016, DES sought Board direction on funding strategies outlined by DES at their BCC meeting. A representative from a non-profit agency as well as a member of the public were in attendance.	Comments were received from Housing Leadership Council expressing support of the HOME funding allocation. A member of the public stated concern for the administrative cost to the County.	Comments were acknowledged. The County's expenditures on administrative expenses remain within programmatic limits.	www.pbcgov.com/des
Public Meeting	Non-targeted /broad community	On June 20, 2016, DES held a Regional Meeting at the Belle Glade Civic Center, 725 NW 4 th Street, Belle Glade, FL to receive input on the proposed Action Plan.	Clarification as to how the entitlement amount for each municipality is calculated was sought. The amount of funding recommended for the TBRA Program is insufficient to meet the need. Homeless services are needed in the western portion of the county.	All comments were acknowledged and accepted.	www.pbcgov.com/des
Public Meeting	Non-targeted/broad community	On June 21, 2016, DES held a Regional Meeting at 100 Australian Avenue, West Palm Beach, FL to receive input on the proposed Action Plan.	A comment was made to allow currently non-funded public service agencies to participate in a RFP process. Clarification regarding the method used to calculate the municipal entitlements as well as the eligible costs associated with the HOME TBRP was asked.	All comments were acknowledged and accepted.	www.pbcgov.com/des

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 Hearing	Non-targeted/broad community	On July 12, 2016, DES presented the Action Plan to the Board of County Commissioners at the BCC Public Hearing.	No comments were received at the public meeting	No comments were received at the public meeting.	www.pbcgov.com/des

Table 4 – Citizen Participation Outreach

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AD-25 ADMINISTRATION

- **SF-424 – COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**



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R201640929

OMB Number: 4040-0004

Expiration Date: 8/31/2016

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-16-UC-12-0004

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: Palm Beach County Board of County Commissioners

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000785

* c. Organizational DUNS:

0784704810000

d. Address:

* Street1: 100 Australian Avenue

Street2: Suite 500

* City: West Palm Beach

County/Parish: Palm Beach

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 33406-1485

e. Organizational Unit:

Department Name:

Economic Sustainability

Division Name:

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

Prefix: Mr.

* First Name: Edward

Middle Name: W.

* Last Name: Lowery

Suffix:

Title: Director

Organizational Affiliation:

* Telephone Number: 561-233-3602

Fax Number:

* Email: elowery@pbcgov.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:

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

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

PALM BEACH COUNTY (COUNTYWIDE)

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Palm Beach County's CDBG Program activities include public facilities, public infrastructure, public services, fair housing, economic development and program administration.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

R2016-0929

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 18,20,21,22

* b. Program/Project 18,20,21,22

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2016

* b. End Date: 09/30/2017

18. Estimated Funding (\$):

* a. Federal	5,765,423.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	7,900.00
* g. TOTAL	5,773,323.00

* 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 [REDACTED]
- ☐ 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: Mary Lou

Middle Name:

* Last Name: Berger

Suffix:

* Title: Mayor

* Telephone Number: 561-355-2205

Fax Number:

* Email: mberger@pbcgov.org

* Signature of Authorized Representative:

* Date Signed: JUL 12 2016

COMMISSIONER'S
PALM BEACH COUNTY
Sharon R. Bock, Clerk & Comptroller
Deputy Clerk

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AD-25 ADMINISTRATION

- **SF-424 – EMERGENCY SOLUTIONS GRANT (ESG)**



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JUL 12 2016

R20160930

OMB Number: 4040-0004
Expiration Date: 8/31/2016

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: S-16-UC-12-0016			
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: Palm Beach County Board of County Commissioners					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785			* c. Organizational DUNS: 0784704810000		
d. Address:					
* Street1:		100 Australian Avenue			
Street2:		Suite 500			
* City:		West Palm Beach			
County/Parish:		Palm Beach			
* State:		FL: Florida			
Province:					
* Country:		USA: UNITED STATES			
* Zip / Postal Code:		33406-1485			
e. Organizational Unit:					
Department Name: Economic Sustainability			Division Name: 		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		* First Name:			
Middle Name:					
* Last Name:		Lowery			
Suffix:					
Title: Director					
Organizational Affiliation: 					
* Telephone Number:		Fax Number:			
* Email:		elowery@pbcbgov.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:**

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-231

CFDA Title:

Emergency Solutions Grant Program

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

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

PALM BEACH COUNTY (COUNTYWIDE)

Add Attachment

Delete Attachment

View Attachment

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

Palm Beach County's ESG Program provides services to the homeless and those at risk of becoming homeless. Activities include operation and maintenance of emergency shelters/transitional housing and rapid re-housing.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

R 2016 09 30

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 18,20,21,22

* b. Program/Project 18,20,21,22

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2016

* b. End Date: 09/30/2017

18. Estimated Funding (\$):

* a. Federal	517,694.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	517,694.00

* 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: Mary Lou

Middle Name:

* Last Name: Berger

Suffix:

* Title: Mayor

* Telephone Number: 561-355-2205 Fax Number:

* Email: mberger@pbcgov.org

* Signature of Authorized Representative:

Mary Lou Berger

* Date Signed: JUL 12 2016

Sharon R. Bock, Clerk & Comptroller
Palm Beach County
By *Sharon R. Bock*
Deputy Clerk

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AD-25 ADMINISTRATION

- **SF-424 – HOME INVESTMENT PARTNERSHIP (HOME)**



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R20160931

OMB Number: 4040-0004
Expiration Date: 8/31/2016

JUL 12 2016

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:

M-16-UC-12-0215

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: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-600785

* c. Organizational DUNS:

0784704810000

d. Address:

* Street1: 100 Australian Avenue

Street2: Suite 500

* City: West Palm Beach

County/Parish: Palm Beach

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 33406-1485

e. Organizational Unit:

Department Name:

Economic Sustainability

Division Name:

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

Prefix: Mr.

* First Name: Edward

Middle Name: W.

* Last Name: Lowery

Suffix:

Title: Director

Organizational Affiliation:

* Telephone Number: 561-233-3602

Fax Number:

* Email: elowery@pbcgov.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:**

Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-239

CFDA Title:

HOME Investment Partnership Program

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

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

PALM BEACH COUNTY (COUNTYWIDE)

Add Attachment

Delete Attachment

View Attachment

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

Palm Beach County's HOME Program activities include community housing development organization (CHDO) activities, financial assistance to developers of affordable rental housing, tenant-based rental assistance, and program administration

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

R20160931

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 18,20,21,22

* b. Program/Project 18,20,21,22

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2016

* b. End Date: 09/30/2017

18. Estimated Funding (\$):

* a. Federal	1,646,340.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,646,340.00

* 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 [REDACTED]
- ☐ 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: Mary Lou

Middle Name:

* Last Name: Berger

Suffix:

* Title: Mayor

* Telephone Number: 561-355-2205

Fax Number:

* Email: mberger@pbcgov.org

* Signature of Authorized Representative:

* Date Signed:

JUL 12 2016

Sharon R. Bock, Clerk & Controller
Palm Beach County
By [Signature]
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY

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Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

Entitlement grant resources totaling \$17,086,392 are expected to be available during Fiscal Year 2016-2017 (October 1, 2016 – September 30, 2017). The amount received will be targeted on identified priority needs to realize specific goals and objectives outlined in the Consolidated Plan. The grant resources will address obstacles that meet underserved needs, achieve decent housing, expand economic development opportunities for low and moderate income persons, develop institutional structures, and enhance coordination between public and private housing and social service agencies. The results of these activities will be reported in the Consolidated Annual Performance Evaluation Report to be published in December 2017.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Administration and Planning Economic Development Housing Public Improvements Public Services	5,765,423	7,900	6,050,902	11,824,225	29,023,668	The CDBG entitlement allocation from HUD for FY 2016-2017 totals \$5,765,423. Program income is estimated at \$7,900, for a total available amount of \$5,773,323.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Multifamily rental new construction Multifamily rental rehab Tenant Based Rental Assistance CHDO activities and administration	1,646,340	320,000	2,786,869	4,753,209	8,725,663	The HOME entitlement allocation from HUD for FY 2016-2017 totals \$1,646,340. Program income is estimated at \$320,000 for a total available amount of \$1,966,340.
ESG	public - federal	Rapid Re-housing Homeless Prevention Contract Management Information System Administration	517,694	0	0	517,694	2,096,571	The ESG Program entitlement allocation from HUD for FY 2016-2017 totals \$517,694.
Total			\$7,929,457	\$327,900	\$8,837,771	\$17,095,128	\$39,845,902	

Table 5 - Expected Resources – Priority Table

Other Funding Resources (Leveraged)

Program	Source	Uses of Funds	Expected Amount (FY 2016-2017)
Brownfields Revolving Loan Fund, Energy Loan Fund, Intermediary Relending Program (IRP) Loan and Section 108 Loan Guarantee Program	Federal	Financing provided for eligible business projects under economic development initiatives that create jobs for low- and moderate-income persons.	\$14,951,572
Continuum of Care	Federal	Homeless and special needs assistance to create community systems for combating homelessness.	\$202,190
Public Housing Authority Funding -	Federal	Develop, finance, and modernize public	

Capital Fund		housing developments and management improvements.	\$1,798,813
Public Housing Operating Subsidy	Federal	Provides operating subsidiaries to housing authorities to assist in funding operating and maintenance.	\$2,828,910
Housing Choice & Veterans Affairs Supportive Housing (VASH) Vouchers under the Section 8 Program	Federal	Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.	\$25,216,050
Rural Development Rental Assistance	Federal	Rental assistance program for rural areas.	\$396,000
Resident Opportunity and Self Sufficiency Program	Federal	Program to assist public housing residents and section 8 housing choice voucher program participants to connect to supportive services.	\$126,633
Family Self-Sufficiency Program	Federal	Program to assist public housing residents and section 8 housing choice voucher program participants to connect to supportive services.	\$39,000
Neighborhood Stabilization Program (Program Income)	Federal	Mortgage Program, Residential Redevelopment (acquisition and rehabilitation), and Neighborhood Redevelopment.	\$1,400,000
Ryan White Title I	Federal	Services provided by agencies who serve the HIV/AIDS community.	\$7,947,299
Small Business Administration 504 Program	Federal	Financing provided by agency for eligible business projects under economic development initiatives that create jobs for low- and moderate-income persons.	\$4,000,000
FEDERAL			\$117,812,934
Palm Beach County Housing Finance Authority	State	Mortgage Credit Certificate \$25M in connection with mortgage loans for first time homebuyers; Single Family Loan Program: \$5M of FHA/VA first mortgages with \$500K home buyer down payment assistance second mortgage loans; Expected Multifamily tax exempt bond issuance for 3 projects: \$41M; and Revolving construction loans for 1 project: \$3M.	\$74,500,000
SHIP	State	State Housing Initiatives Partnership program provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. Distributed on an entitlement basis, this program is	

		designed to serve very low, low and moderate income families. (Includes \$1M program income.)	\$7,630,016
STATE			\$81,130,016
Financial Assisted Agencies (FAA) (PBC Department of Community Services)	Ad Valorem	Funding for the prevention/intervention, treatment and emergency services for substance abuse and mental health services, independent living and support services for people/families with special needs or disabilities, domestic abuse, emergency and shelter services.	\$11,653,770
PBC Dept. of Economic Sustainability	Ad Valorem	Funding for economic development agencies and business incentive programs to support business development and create job opportunities for low and moderate income person.	\$4,351,620
Borrowers, Banks and other Financial Institutions	Private	Financing provided by the private sector for eligible business projects under economic development initiatives that create jobs for low- and moderate-income persons. (Amount of leverage provided by private sector and financial institutions to support projects identified for funding under Section 108/IRP loans.)	\$10,300,000
LOCAL			\$26,305,390
TOTAL			\$225,248,340

Table 6 – Other Funding Resources (Leveraged)

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Palm Beach County expects to receive \$225,248,340 from local, Federal and State funding to complement the CDBG, ESG, and HOME funds totaling \$17,095,128 which it expects to have available during FY 2016-2017. Of the funds being leveraged \$117,812,934 is to be from Federal sources, \$81,130,016 from the State and \$26,305,390 from local sources including ad valorem and private funds. These funds will be used to undertake community development activities related to providing assistance to the homeless, disabled and underserved population and those having special needs. Funds will also be used for housing purposes and for undertaking of economic development and infrastructure.

Both the HOME and ESG programs have matching fund requirements to be provided by the recipient. For the HOME Program, the match will be provided from the State Housing Initiative Program (SHIP) in the amount of 25% of the annual HOME allocation minus funds budgeted for program administration and CHDO Administration. The match may be anticipated as \$349,847. For the ESG Program, this will

be provided by the ESG subrecipients in an anticipated amount not less than \$478,867, and from Palm Beach County DES and DHS in an anticipated amount not less than \$38,827.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The County, through the Property and Real Estate Management Division, maintains an inventory of County owned surplus land. The disposition of land owned by Palm Beach County for any purpose including to address needs identified in this Action Plan is governed by Florida Statutes Section 125.35 (County Authorized to Sell Real and Personal Property and to Lease Real Property) and Section 125.38 (Sale of County Property to United States or State) and by Palm Beach County Code of Laws and Ordinances at Chapter 22, Article VI (Real Property Acquisition, Disposition and Leasing). In effecting the requirements of the statutes and code referenced above, Palm Beach County utilizes PPM-CW-L-023 (Requirements for the Acquisition, Disposition, Lease and Exchange of Real Property).

In summary, County owned land may be disposed of in various ways. It may be sold or donated to certain entities (non-profit organizations and municipalities) for public and community interest purposes if the Board of County Commissioners is satisfied with the proposed use of the property and that the land is not needed for County purposes. The property can be conveyed or leased upon application from those entities for such price (nominal or otherwise) that the Board may fix, regardless of the actual value of the property. Or, the Board may utilize a formal or informal competitive process. The Board is authorized to sell, lease and convey any property belonging to the County for the highest price, or a particular use deemed to be the highest and best, or a use that is most responsive to a request for proposals.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Rental Housing	2016	2017	Affordable Housing	Countywide	Affordable Rental Housing	HOME: \$576,219	Rental units constructed: 6 household housing units
Goal Description	Increase the supply of affordable rental housing available to very-low, low, moderate, and middle –income residents as well as veterans, elderly, disabled, and homeless persons through new construction and acquisition/rehabilitation of existing multi-family residential structures.						
Affordable Homeownership	2016	2017	Affordable Housing	Countywide	Affordable Homeownership	HOME: \$329,268	Homeowner Housing Unit Added: 2 household housing units
Goal Description	Increase the supply of affordable homeownership units by providing first and second mortgages to very-low, low and moderate income households, as well as to veterans and disabled persons to acquire homes for owner occupancy.						
Public Services	2016	2017	Non-Housing Community Development	Countywide	Provision of Public Services	CDBG: \$75,855	Public service activities other than Low/Moderate Income Housing Benefit: 638 Persons Assisted
Goal Description	Provide child care services, youth services, health services, services to abused and neglected children, and housing counseling services to persons in Palm Beach County.						
Special Needs Services	2016	2017	Non-Housing Community Development	Countywide	Provision of Public Services	CDBG: \$74,169	Public service activities other than Low/Moderate Income Housing Benefit: 219 Persons Assisted
Goal Description	Provide services to persons who are physically or developmentally disabled, ex-offenders, veterans, and victims of domestic abuse.						
Homeless Prevention	2016	2017	Homeless	Countywide	Homeless Assistance	HOME: \$576,219 ESG: \$171,547	Tenant-based rental assistance / Rapid Re-housing: 102 Households Assisted
Goal Description	Provide funds for tenant based rental assistance/rapid re-housing to assist persons and families who are at risk of homelessness.						

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Homeless Services	2016	2017	Homeless	Countywide	Provision of Public Services Homeless Assistance	CDBG: \$667,547 ESG: \$307,320	Public service activities other than Low/Moderate Income Housing Benefit: 5,039 Persons Assisted
Goal Description	Provide services to persons who are homeless or at risk of homelessness.						
Fair Housing Activities	2016	2017	Fair Housing	Countywide	Provision of Public Services	CDBG: \$47,242	Public service activities other than Low/Moderate Income Housing Benefit: 28 Persons Assisted
Goal Description	As it relates to Fair Housing Counseling, the County's commitment to honor the certification signed with HUD to Affirmatively Further Fair Housing and to, through its HUD required Assessment of Fair Housing, identify impediments and implement corrective actions to fair housing.						
Public Facilities	2016	2017	Non-Housing Community Development	Palm Springs Target Area, Mangonia Park Target Area, Lantana Target Area, Unincorporated Palm Beach County	Public Facilities and Infrastructure	CDBG: \$1,129,145	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 22,485 Persons Assisted
Goal Description	Provision of public facilities in areas where the population is predominately low- and moderate-income , or will serve a limited clientele that is predominately low/moderate income, and will be in the form of new construction or rehabilitation/upgrading of existing facilities.						
Public Infrastructure	2016	2017	Non-Housing Community Development	Greenacres Target Area, Lake Worth Target Area, Lantana Target Area, Riviera Beach Target Area, Unincorporated Palm Beach County	Public Facilities and Infrastructure	CDBG: \$1,307,043	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 21,004 Persons Assisted
Goal Description	Provision of adequate infrastructure (water, waste water, drainage improvements, street and sidewalk improvements) to ensure their operation at an efficient level of service and enhance the livability of low- and moderate-income neighborhoods.						
Code Enforcement	2016	2017	Non-Housing Community Development	Belle Glade Target Area, Pahokee Target Area, South Bay Target Area	Code Enforcement	CDBG: \$176,327	Other: 25,982 Persons Assisted

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Goal Description	Support the work of code enforcement officers to identify and take actions to cure code violations in specifically delineated target areas.						
Economic Development Services	2016	2017	Economic Development	Countywide	Economic Development	CDBG: \$495,818	Jobs created/retained: 223 Jobs
Goal Description	Funding is provided to County personnel who provide advice to businesses, and explain and organize the participation of businesses in economic development programs operated by the County, State and Federal governments (Section 108, EDI, Enterprise Zone, among others)						
Economic Development Technical Assistance	2016	2017	Economic Development	Countywide	Economic Development	CDBG: \$282,000	Jobs created/retained: 15 Jobs Businesses assisted: 40 businesses
Goal Description	Activities to be undertaken are ultimately targeted toward the creation of jobs through the provision of funding to sub-recipients (incubators and CDFI) to provide assistance to small businesses and microenterprises.						

Table 7 – Goals Summary

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that 249 eligible extremely low-income, low-income, and moderate-income families, including homeless individuals/families will be provided with affordable housing assistance during FY 2016-2017. A further discussion of this estimate is discussed under AP-55 – Affordable Housing.

AP-35 Projects – 91.220(d)

Introduction

For FY 2016-2017, the Action Plan identified a total of nine (9) project areas, within which forty-two (42) activities are to be funded under the CDBG, ESG and HOME Programs. These projects include code enforcement, public facilities, public infrastructure, public services, economic development, homeless activities, housing related activities, rapid re-housing, as well as administrative and activity delivery costs needed to undertake the activities. All activities identified in the Plan will be completed within one - three years.

#	Project Name
1	CDBG16 Code Enforcement
2	CDBG16 Public Facilities
3	CDBG16 Public Infrastructure
4	CDBG16 Public and Special Needs Services
5	CDBG16 Economic Development
6	CDBG16 DES Program Administration
7	CDBG16 DES Countywide Capital Project Implementation
8	ESG16 Emergency Solutions Grant
9	HOME16 Home Investment Partnership Program

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities addressed in this Action Plan reflect the goals and objectives which are set forth in the County's FY 2015-2020 Consolidated Plan and were reinforced by inputs received from the public as a result of two public meetings held at the onset of the 2016-2017 planning process to develop the Action Plan and by input received from the Board of County Commissioners at a workshop held to discuss the Action Plan funding strategy. The County will utilize funding from multiple sources (viz: CDBG, HOME, ESG, Section 108, SHIP, NSP program income, Ad Valorem, among others) to address identified priorities. The decision as to the type of activities and the specific activities funded annually is dependent on: applications submitted by County Departments and municipalities; directives given by the Board of County Commissioners; the amount of funding available; and how the specific activity for which funding is being requested coincides with the priorities outline in the Consolidated Plan.

For the CDBG Program the primary bases for allocation priorities are as follows:

- For infrastructure and public facilities projects, priorities were assigned to projects which are located in identified CDBG target areas in municipalities and in the unincorporated areas of the County. The specific activities funded are based on submissions by municipalities and by County departments.
- For public services, the activities prioritized were those which reflect the highest demands by low- and moderate-income persons, special needs persons and homeless persons. Some of these are homeless services, child care, health care, afterschool care, housing assistance (rent and mortgage), services for youths, youths aging out of foster care, and housing and fair housing counseling, among others.
- For economic development, priority was given to activities which are located in low- and moderate-income areas (especially in the Glades) and which will create jobs for low and moderate income persons. The focus was to provide funding for development of small businesses.

This Action Plan does not foresee the use of CDBG funds to assist with the undertaking of housing activities. Demolition and housing rehabilitation activities, which are prioritized in the Consolidated Plan, will be funded primarily via NSP Program Income.

For the HOME Program the allocation priorities were largely based on:

- The County's thrust to eliminate homelessness will result in a large percentage of these funds being used for tenant based rental assistance for persons in the homeless continuum.
- The need to address, maintain and expand the supply of affordable rental units resulted in the funding of a Developer Rental Program.
- Regulatory requirements for funding to be allocated to CHDOs.

For the ESG Program, allocation priorities are set by the County's Homeless and Housing Alliance (Continuum of Care) and are guided by regulatory requirements which establish eligible activities which may be funded as well as maximum percentages of the grant which can be used for each activity. The regulations allow for up to 60.0% of the annual ESG allocation to be used for emergency shelter activities. The priorities established by the HHA for FY 2016-2017 were: the provision of emergency shelter for families with children, and, transitional housing for single men.

In terms of the existence of obstacles to address underserved needs, the major obstacles experienced by Palm Beach County are: the inadequacy of available financial resources to meet the needs of the underserved populations and the vast geographic area which encompasses the County resulting in the eastern urbanized portion being separated from the western agricultural based portion causing an allocation of resources (personnel, equipment and funding) which does not optimize economies of scale.

Projects

AP-38 Projects Summary

Project Summary Information

Project Name		CDBG16 CODE ENFORCEMENT
1.	Activity Name	City of Belle Glade
	Target Area	Belle Glade
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$119,645
	Planned Activities	Support code enforcement activities in the City's Target Area
	Target Date	September 30, 2017
	Number of Beneficiaries	15,930 persons
	Project Location	110 Dr. Martin Luther King, Jr. Blvd., Belle Glade, FL 33430
2.	Activity Name	City of Pahokee
	Target Area	Pahokee
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$26,310
	Planned Activities	Support code enforcement activities in the City's Target Area
	Target Date	September 30, 2017
	Number of Beneficiaries	5,962 persons
	Project Location	207 Begonia Drive, Pahokee, FL 33476
3.	Activity Name	City of South Bay
	Target Area	South Bay
	Goals Supported	Code Enforcement
	Needs Addressed	Code Enforcement

	Funding	CDBG: \$30,372
	Planned Activities	Support code enforcement activities in the City's Target Area
	Target Date	September 30, 2017
	Number of Beneficiaries	4,090 persons
	Project Location	335 SW 2nd Avenue, South Bay, FL 33493
TOTAL CODE ENFORCEMENT: \$176,327		
	Project Name	CDBG16 PUBLIC FACILITIES
1.	Activity Name	PBC Parks and Recreation – Plantation CCRT Park
	Target Area	n/a
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$325,000
	Planned Activities	Acquisition of properties and development of neighborhood park
	Target Date	December 31, 2018
	Number of Beneficiaries	5,750 persons
	Project Location	1543 and 1551 Meridian Road, West Palm Beach, FL 33417
2.	Activity Name	PBC Facilities and Development Operations – Housing Resource Center
	Target Area	n/a
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Infrastructure Homeless Assistance
	Funding	CDBG: \$500,000
	Planned Activities	Construction of a 15,000 square foot building
	Target Date	December 31, 2018
	Number of Beneficiaries	480 persons
	Project Location	4759 Congress Avenue, Lake Worth, FL 33461
3.	Activity Name	Town of Lake Park – Kelsey/Lake Shore Park Improvements

	Target Area	Town of Lake Park
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$34,032
	Planned Activities	Purchase and installation of park benches and trash receptacles at Kelsey Park and Lake Shore Park
	Target Date	December 31, 2018
	Number of Beneficiaries	8,360 persons
	Project Location	601 Federal Highway and 600 Lakeshore Drive, Lake Park, FL 33403
4.	Activity Name	Town of Lantana – Construction of basketball courts
	Target Area	Town of Lantana
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$163,328
	Planned Activities	Construction of new basketball courts
	Target Date	December 31, 2018
	Number of Beneficiaries	1,000 persons
	Project Location	901 N. 8th Street, Lantana, FL 33462
5.	Activity Name	Town of Mangonia Park – Improvements to Addie Greene Park
	Target Area	Mangonia Park
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$6,885
	Planned Activities	Installation of park benches, water fountains, and playground deck system at Addie L. Greene Park
	Target Date	December 31, 2018
	Number of Beneficiaries	2,000 persons
	Project Location	1233 53rd Street, Mangonia Park, FL 33407

6.	Activity Name	Village of Palm Springs – Proposed Neighborhood Park
	Target Area	Palm Springs
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities and Improvements
	Funding	CDBG: \$99,900
	Planned Activities	Construction of a neighborhood park
	Target Date	December 31, 2018
	Number of Beneficiaries	4,895 persons
	Project Location	NE corner Park Lane and Kirk Road, Palm Springs, FL 33461
TOTAL PUBLIC FACILITIES: \$1,129,145		
Project Name		CDBG16 PUBLIC INFRASTRUCTURE
1.	Activity Name	PBC Engineering – Haverhill Road Resurfacing
	Target Area	n/a
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$568,009
	Planned Activities	Resurfacing of approximately 2.0 miles of roadway
	Target Date	December 31, 2018
	Number of Beneficiaries	13,800 persons
	Project Location	Haverhill Road from Summit Boulevard to Belvedere Road, West Palm Beach, FL
2.	Activity Name	Town of Lantana – N. 8 th Street Improvements
	Target Area	Lantana
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$200,000
	Planned Activities	Installation of sidewalks, street lights, traffic calming and landscaping along N. 8 th Street in the Town's Target Area

	Target Date	December 31, 2018
	Number of Beneficiaries	5,000 persons
	Project Location	North 8th Street between Lantana Road to 901 N. 8th Street, Lantana, FL 33462
3.	Activity Name	City of Greenacres – 1st Street Storm water Drainage Improvements
	Target Area	Greenacres
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$126,019
	Planned Activities	Installation of storm water drainage system – Phase 3
	Target Date	December 31, 2018
	Number of Beneficiaries	240 persons
	Project Location	1st Street between Swain Boulevard and Jackson Avenue, Greenacres, FL 33463
4.	Activity Name	City of Riviera Beach – Street Improvements
	Target Area	Riviera Beach
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$154,897
	Planned Activities	Reconstruction and resurfacing of Avenue S, W. 15th – 18th Street including sidewalks driveways, striping and signage improvements
	Target Date	December 31, 2018
	Number of Beneficiaries	634 persons
	Project Location	Avenue S from Blue Heron Blvd to West 15, 16th, and 17th Streets, Riviera Beach, FL, 33404
5.	Activity Name	City of Lake Worth – Improvements to 2nd Avenue South
	Target Area	Lake Worth
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$258,118

	Planned Activities	Roadway improvements on 2 nd Avenue South
	Target Date	December 31, 2018
	Number of Beneficiaries	1,330 persons
	Project Location	2 nd Avenue South between Dixie Highway and Federal Highway, Lake Worth, FL, 33460
TOTAL PUBLIC INFRASTRUCTURE: \$1,307,043		
	Project Name	CDBG16 PUBLIC AND SPECIAL NEEDS SERVICES
1.	Activity Name	Aid to Victims of Domestic Abuse
	Target Area	Countywide
	Goals Supported	Special Needs Services (Victims of Domestic Abuse)
	Needs Addressed	Special Needs Housing and Services
	Funding	CDBG: \$20,441
	Planned Activities	Provide transitional housing to homeless victims of domestic abuse and their children
	Target Date	September 30, 2017
	Number of beneficiaries	32 persons
	Project Location	Confidential location
2.	Activity Name	Children's Home Society
	Target Area	Countywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless Assistance
	Funding	CDBG: \$18,937
	Planned Activities	Operation of a transitional housing facility for teen mothers ages 13-19 who are pregnant or with a child
	Target Date	September 30, 2017
	Number of Beneficiaries	15 persons
	Project Location	3333 Forest Hill Boulevard, West Palm Beach, FL 33406
3.	Activity Name	Children's Place at Home Safe
	Target Area	Countywide

	Goals Supported	Public Services (Abused and Neglected Children)
	Needs Addressed	Public Services
	Funding	CDBG: \$14,384
	Planned Activities	Provide therapeutic care to children/teens who have been removed from their homes due to abuse and/or homelessness
	Target Date	September 30, 2017
	Number of beneficiaries	32 persons
	Project Location	4854 N. Haverhill Road, West Palm Beach, FL 33417
4.	Activity Name	Coalition for Independent Living Options
	Target Area	Countywide
	Goals Supported	Special Needs Services
	Needs Addressed	Special Needs Housing and Services
	Funding	CDBG: \$18,270
	Planned Activities	Purchase and deliver prepared meals for a 2 month period to persons with disabilities and their families through the agency's DINE Program.
	Target Date	September 30, 2017
	Number of Beneficiaries	40 persons
	Project Location	6800 Forest Hill Boulevard, West Palm Beach, FL 33413
5.	Activity Name	Healthy Mothers, Healthy Babies Coalition of Palm Beach County, Inc.
	Target Area	Countywide
	Goals Supported	Public Services (Health Services)
	Needs Addressed	Public Services
	Funding	CDBG: \$7,884
	Planned Activities	Provide assistance to pregnant women and/or their immediate family to access health care and secure other services that the family may be eligible to receive.
	Target Date	September 30, 2017
	Number of Beneficiaries	250 persons
	Project Location	901 Northpoint Parkway, Suite 403, West Palm Beach, FL 33407

6.	Activity Name	Legal Aid Society of Palm Beach County, Inc.
	Target Area	Countywide
	Goals Supported	Fair Housing Activities
	Needs Addressed	Public Services
	Funding	CDBG: \$47,242
	Planned Activities:	Through the Fair Housing Project, provide fair housing enforcement and educational outreach services to low and moderate income clients.
	Target Date	September 30, 2017
	Number of beneficiaries	28 persons
	Project Location:	423 Fern Street, West Palm Beach, FL 33401
7.	Activity Name	Place of Hope
	Target Area	Countywide
	Goals Supported	Public Services (Abused and Neglected Children)
	Needs Addressed	Public Services
	Funding	CDBG: \$12,647
	Planned Activities	Provide services to abused and neglected children through the agency's Comprehensive Care Management System
	Target Date	September 30, 2017
	Number of Beneficiaries	60 persons
	Project Location	9078 Isaiah Lane, Palm Beach Gardens, FL 33418
8.	Activity Name	Redlands Christian Migrant Association
	Target Area	Countywide
	Goals Supported	Public Services (Child Care Services)
	Needs Addressed	Public Services
	Funding	CDBG: \$11,351
	Planned Activities	Provide comprehensive child development services for low and moderate income children
	Target Date	September 30, 2017
	Number of beneficiaries	100 persons

	Project Location	20 Carver Street, Belle Glade, FL 33430
9.	Activity Name	Seagull Industries for the Disabled, Inc.
	Target Area	Countywide
	Goals Supported	Special Needs Services
	Needs Addressed	Special Needs Housing and Services
	Funding	CDBG: \$24,541
	Planned Activities	Provide educational and vocational training to adults with developmental disabilities at the Seagull Achievement Center
	Target Date	September 30, 2017
	Number of beneficiaries	130 persons
	Project Location	3879 Byron Drive, West Palm Beach, FL 33404
10.	Activity Name	Sickle Cell Foundation
	Target Area	Countywide
	Goals Supported	Public Services (Health Services)
	Needs Addressed	Public Services
	Funding	CDBG: \$14,378
	Planned Activities:	Provide comprehensive case management to persons living in the Glades area of Palm Beach County with sickle cell disease or sickle cell trait.
	Target Date	September 30, 2017
	Number of beneficiaries	46 persons
	Project Location:	19 Everglades Street, Belle Glade, FL 33430
11.	Activity Name	Urban League of Palm Beach County, Inc.
	Target Area	Countywide
	Goals Supported	Public Services (Housing Counseling Services)
	Needs Addressed	Public Services
	Funding	CDBG: \$15,211
	Planned Activities	Through the Comprehensive Housing Counseling Program, will provide homebuyer education to clients looking to purchase a home.
	Target Date	September 30, 2017

	Number of Beneficiaries	150 persons
	Project Location	1700 N. Australian Avenue, West Palm Beach, FL 33407
12.	Activity Name	Vita Nova, Inc.
	Target Area	Countywide
	Goals Supported	Special Needs Services (Youths aging out of foster care)
	Needs Addressed	Special Needs Housing and Services
	Funding	CDBG: \$10,917
	Planned Activities	Provide life skills training to young adults, aged 18 to 25 years of age, who have aged out of the foster care system.
	Target Date	September 30, 2017
	Number of beneficiaries	17 persons
	Project Location	120 Alpha Street, West Palm Beach, FL 33401
13.	Project Name	Senator Philip D. Lewis Center – Homeless Resource Center
	Target Area	Countywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless Assistance
	Funding	CDBG: \$648,610
	Planned Activities	Operational costs of the center. Services to help homeless individuals to be provided through Gulfstream Goodwill, Adopt A Family of Palm Beach County, and the Lord's Place, Inc. Palm Beach County Department of Community Services is the implementing agency.
	Target Date	September 30, 2017
	Number of Beneficiaries	3,800 persons
	Project Location	1000 45 th Street, West Palm Beach, FL 33407
TOTAL PUBLIC SERVICES: \$864,813		
Project Name		CDBG16 ECONOMIC DEVELOPMENT
1.	Activity Name	Center for Technology, Enterprise and Development (TED Center)
	Target Area	Countywide

	Goals Supported	Economic Development Technical Assistance
	Needs Addressed	Economic Development
	Funding	CDBG: \$151,000
	Planned Activities	A business incubator that will provide technical assistance and services to micro-enterprises and established small businesses
	Target Date	September 30, 2017
	Number of Beneficiaries	11 full time equivalent jobs
	Project Location	401 W. Atlantic Avenue, Delray Beach, FL 33444
2.	Activity Name	Enterprise Development Corporation
	Target Area	Countywide
	Goals Supported	Economic Development Technical Assistance
	Needs Addressed	Economic Development
	Funding	CDBG: \$51,000
	Planned Activities	A high tech countywide business incubator will provide technical assistance and services to high tech microenterprises and established small businesses. Most EDC clients are located within the walls of the incubator
	Target Date	September 30, 2017
	Number of Beneficiaries	4 full time equivalent jobs
	Project Location	751 Park of Commerce Drive, Boca Raton, FL 33487
3.	Activity Name	Center for Enterprise Opportunity
	Target Area	Countywide
	Goals Supported	Economic Development Technical Assistance
	Needs Addressed	Economic Development
	Funding	CDBG: \$80,000
	Planned Activities	A community development financial institution (CDFI) that provides microloans, counseling services and business training to micro-enterprises and small businesses.
	Target Date	September 30, 2017
	Number of Beneficiaries	40 businesses

	Project Location	2200 N. Florida Mango Road, West Palm Beach, FL 33409
4.	Activity Name	DES Economic Development Services
	Target Area	Countywide
	Goals Supported	Economic Development Services
	Needs Addressed	Economic Development
	Funding	CDBG: \$495,818
	Planned Activities	Provide economic development services to businesses in Palm Beach County in order to help them create or retain full time equivalent jobs.
	Target Date	September 30, 2017
	Number of Beneficiaries	223 full time equivalent jobs
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
TOTAL ECONOMIC DEVELOPMENT: \$777,818		
Project Name		CDBG16 DES PROGRAM ADMINISTRATION
1.	Activity Name	Program Administration
	Funding	CDBG: \$1,153,085
	Planned Activities	General, fiscal, and planning administrative expenses incurred by DES in performing planning, coordinating, and monitoring of CDBG Programs.
	Target Date	December 31, 2018
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
TOTAL PROGRAM ADMINISTRATION: \$1,153,085		
Project Name		CDBG16 DES COUNTYWIDE CAPITAL PROJECT IMPLEMENTATION
1.	Activity Name	Countywide Capital Project Implementation
	Funding	CDBG: \$357,192
	Planned Activities	Includes activity delivery costs in implementing DES's capital improvement activities. Accomplishments under this project will be reported under CDBG capital improvement activities.
	Target Date	December 31, 2018
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
TOTAL COUNTYWIDE CAPITAL PROJECT IMPLEMENTATION: \$357,192		

TOTAL CDBG PROGRAM : \$5,765,423		
Project Name		
ESG16 EMERGENCY SOLUTIONS GRANT		
1.	Activity Name	ESG Program Administration
	Target Area	Countywide
	Needs Addressed	Planning/Administration
	Funding	ESG: \$38,827
	Planned Activities	7.5% of the ESG program is set-aside for eligible planning and administration. Administration of the program will be undertaken by the Palm Beach County Department of Community Services, Division of Human and Veteran Services, and the Palm Beach County Department of Economic Sustainability.
	Target Date	September 30, 2017
	Project Location	810 Datura Street, West Palm Beach, FL 33401 and 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
2.	Activity Name	ESG Emergency Shelter
	Target Area	Countywide
	Goals Supported	Homeless Services Special Needs Services
	Needs Addressed	Homeless Assistance Special Needs Housing and Services
	Funding	ESG: \$257,320
	Planned Activities	Costs for four agencies (Aid to Victims of Domestic Abuse, Center for Family Services, the Salvation Army, and Young Women's Christian Association) to operate emergency shelters in Palm Beach County.
	Target Date	September 30, 2017
	Number of Beneficiaries	1,224 persons
	Project Location	810 Datura Street, West Palm Beach, FL 33401
3.	Activity Name	ESG Rapid Re-Housing
	Target Area	Countywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homeless Assistance
	Funding	ESG: \$171,547
	Planned Activities	Provide rapid re-housing to homeless families in support of homeless intervention activities. Activity will be implemented by Adopt-A-Family.

	Target Date	September 30, 2017
	Number of Beneficiaries	20 persons
	Project Location	1712 2 nd Avenue N, Lake Worth, FL 33460
4.	Activity Name	Client Management Information System (CMIS)
	Target Area	Countywide
	Goals Supported	Homeless Services
	Needs Addressed	Homeless Assistance
	Funding	ESG: \$50,000
	Planned Activities	Funding to support the administration of the HUD required Homeless Management Information System to assist homeless individuals and families with services
	Target Date	September 30, 2017
	Number of Beneficiaries	n/a
	Project Location	810 Datura Street, West Palm Beach, FL 33401
TOTAL ESG PROGRAM: \$517,694		
	Project Name	HOME16 HOME INVESTMENT PARTNERSHIP PROGRAM
1.	Activity Name	HOME Program Administration and Planning
	Funding	HOME: \$164,634
	Planned Activities	10% of the total HOME Program allocation is set-aside for eligible administrative costs incurred during the implementation of the HOME Program.
	Target Date	September 30, 2017
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
2.	Activity Name	HOME CHDO Set-Aside Program
	Target Area	Countywide
	Goals Supported	Affordable Homeownership
	Needs Addressed	Affordable Homeownership
	Funding	HOME: \$246,951

	Planned Activities	Provides funding to a CHDO to undertake housing activities to benefit families with incomes at or below 80% of the AMI for Palm Beach County. CHDO selection will be via a competitive selection process or through designation by Palm Beach County. Notice of the availability of funding and application requirements will be posted on the DES website.
	Target Date	September 30, 2018
	Number of Beneficiaries	2 housing units
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
3.	Activity Name	HOME CHDO Operating Expenses
	Funding	HOME: \$82,317
	Planned Activities	5% of the total HOME Program allocation is set-aside for operating expenses of CHDOs, which will be used to administer HOME funded activities.
	Target Date	September 30, 2018
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
4.	Activity Name	HOME Developer Rental Program
	Target Area	Countywide
	Goals Supported	Affordable Rental Housing
	Needs Addressed	Affordable Rental Housing
	Funding	\$576,219
	Planned Activities	Funding will be provided as loan assistance to create permanent rental housing through new construction, demolition of existing vacant buildings and acquisition/rehabilitation of existing residential properties.
	Target Date	September 30, 2018
	Number of Beneficiaries	6 housing units
	Project Location	100 Australian Avenue, Suite 500, West Palm Beach, FL 33406
5.	Activity Name	HOME Tenant Based Rental Assistance
	Target Area	Countywide
	Goals Supported	Homeless Prevention
	Needs Addressed	Homeless Assistance
	Funding	HOME: \$576,219

	Planned Activities	Funding will be allocated for homeless prevention/intervention and will be administered by Palm Beach County's Community Services Department, Division of Human and Veteran's Services
	Target Date	September 30, 2018
	Number of Beneficiaries	82 households
	Project Location	810 Datura Street, West Palm Beach, FL 33401
TOTAL HOME PROGRAM: \$1,646,340		

Table 9 – Projects Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For FY 2016-2017, Palm Beach County plans to utilize approximately 15.0% of the CDBG allocation in ten (10) of the CDBG Target Areas that were identified in the FY 2015-2020 Consolidated Plan. These areas are located throughout the jurisdiction within municipal boundaries as shown below. The identified target areas are characterized by concentrations of low and moderate income persons, concentrations of housing problems, and a need for capital improvements. Additionally, CDBG funds (approximately 1.3% of the total CDBG allocation) will be used to provide assistance to persons/businesses located within the County's Community Development Financial Institutions (CDFI) Investment Area. This area was approved by the US Department of the Treasury to allow a CDFI to provide services exclusively to businesses and persons residing in the qualified census tracts.

CDBG Target Area CDFI Investment Area	Low/Mod Income %*	Minority Concentration %**
City of Belle Glade	88	86
City of Greenacres	61	19
Town of Lake Park	70	60
City of Lake Worth	81	36
Town of Lantana	70	38
Town of Mangonia Park	84	76
City of Pahokee	75	58
Village of Palm Springs	68	20
City of Riviera Beach	78	93
City of South Bay	87	62
CDFI Investment	75	50

Table 10 – CDBG and CDFI Target Areas

* Source: 2006-2010 American Community Survey

** Source: 2009-2013 American Community Survey

Geographic Distribution

Target Area	Percentage of Funds%
City of Belle Glade	2.0
City of Greenacres	2.1
Town of Lake Park	0.5
City of Lake Worth	0.4
Town of Lantana	6.0
Town of Mangonia Park	0.1
City of Pahokee	0.1
Village of Palm Springs	1.0
City of Riviera Beach	2.0
City of South Bay	0.5
CDFI Investment	1.3
TOTAL	16.0

Table 11 - Geographic Distribution

Following this section are: a map identifying the locations of proposed CDBG Program activities in Palm Beach County; a map showing the low/moderate income and minority concentration of persons in Palm Beach County; a map showing the CDFI Investment Area; and maps illustrating identified CDBG Target Areas.

Rationale for the priorities for allocating investments geographically

The County's rationale for the priorities for allocating investments geographically remains the same as stated in the Strategic Plan section of the FY 2015-2020 Consolidated Plan. It is the County's intent to ensure that the allocation of its community development resources be done in a manner that provides the most benefits to its low- and moderate-income residents and that this investment take place in geographic areas with high levels of community development issues. Investment of resources for public facilities and capital improvement projects are often guided by their planned location in defined CDBG target areas. The County's Strategic Plan identifies twenty-one (21) target areas and the intent is to focus funding in these areas to promote their revitalization. Ten (10) of the identified target areas are located within the boundaries of municipalities, and eleven (11) are in the Unincorporated County. All target areas must meet the following requirements:

- At least 51% of the residents must be of low and moderate incomes;
- For eastern municipalities, the area must be contiguous area, no less than 0.1 square mile and no more than 1.0 square mile in size. For Glades area municipalities, the area constitutes all land within the legal boundaries of the municipality. For unincorporated Palm Beach County, the area must be a contiguous area.

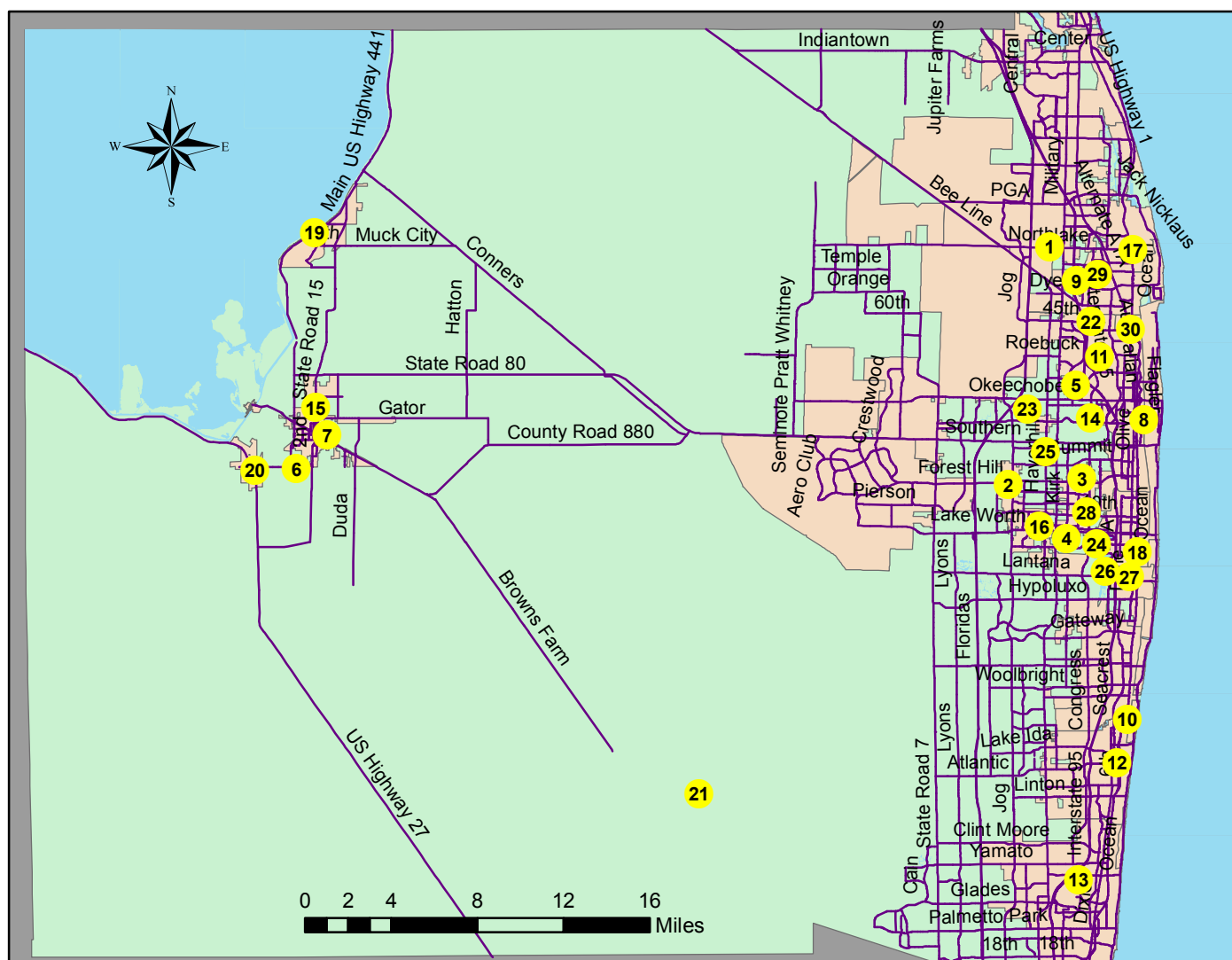
- Existing land use is more than 50% residential;
- Infrastructure conditions in the area demonstrate the need for improvements; and
- Structural conditions in the area demonstrate a need for rehabilitation, demolition, and/or code enforcement.

Since FY 2001-2002, the County has implemented a Special Area of Hope Strategy (SAOH) which initially provided funding to the three Glades Region municipalities (Belle Glade, Pahokee and South Bay) to undertake capital improvement activities. Since FY 2013-2014, the Board of County Commissioners (BCC) directed that these funds be made available to all municipalities that have a CDBG Target Area, and were to be rotated between the eleven (11) municipalities that contain a CDBG Target Area, and that the annual disbursement of these funds is made in alphabetical order. For FY 2016-2017, the Town of Lantana is expected to receive the SAOH funds in the amount of \$316,371.

Allocation of resources to facilitate public services and economic development activities are assigned to agencies who operates on a countywide basis but whose clientele are predominantly low- and moderate-income.

PALM BEACH COUNTY

FY 2016-2017 GEOGRAPHIC DISTRIBUTION OF CDBG ACTIVITIES



FY 2016-2017 CDBG Activities

1. Place of Hope
2. Coalition for Independent Living Options
3. Children's Home Society
4. Children's Place at HomeSafe
5. Vita Nova, Inc.
6. Redlands Christian Migrant Assoc.
7. Sickle Cell Foundation
8. Legal Aid Society
9. Seagull Industries
10. Healthy Mothers/Healthy Babies
11. Urban League of Palm Beach County
12. Center for Technology, Enterprise, and Development
13. Enterprise Development Corp.
14. Center for Enterprise Opportunity
15. City of Belle Glade - Code Enforcement
16. City of Greenacres - 1st Street Stormwater Drainage Improvements
17. Town of Lake Park - Kelsey and Lakeshore Park Improvements
18. City of Lake Worth - 2nd Avenue Improvements
19. City of Pahokee - Code Enforcement
20. City of South Bay - Code Enforcement
21. Aid to Victims of Domestic Abuse (Confidential location)
22. Town of Mangonia Park - Addie L. Greene Park Improvements
23. PBC Parks - Plantation Park Development
24. PBC Facilities - Housing Resource Center
25. PBC Engineering - Haverhill Road Resurfacing
26. Town of Lantana - N. 8th Street Road Improvements
27. Town of Lantana - Basketball Court Construction
28. Village of Palm Springs - Neighborhood Park Development
29. City of Riviera Beach - Ave S and South 15th - 18th Streets Improvements
30. Senator Philip D. Lewis Center



CDBG Activities



Major Roads



Municipal Boundaries



Water Bodies



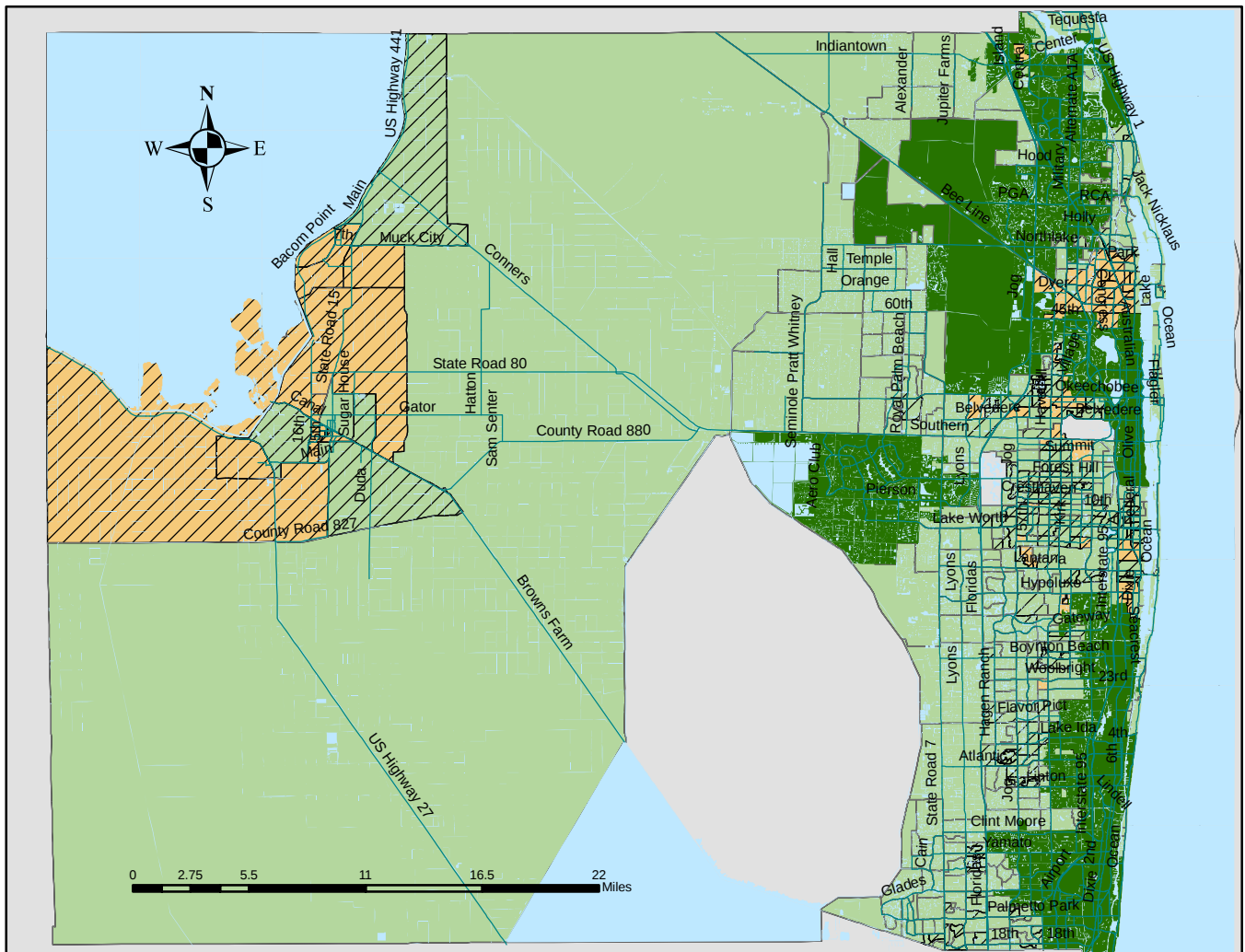
Unincorporated Palm Beach County





PALM BEACH COUNTY JURISDICTION

Low/Moderate Income and Ethnic/Minority Concentrations



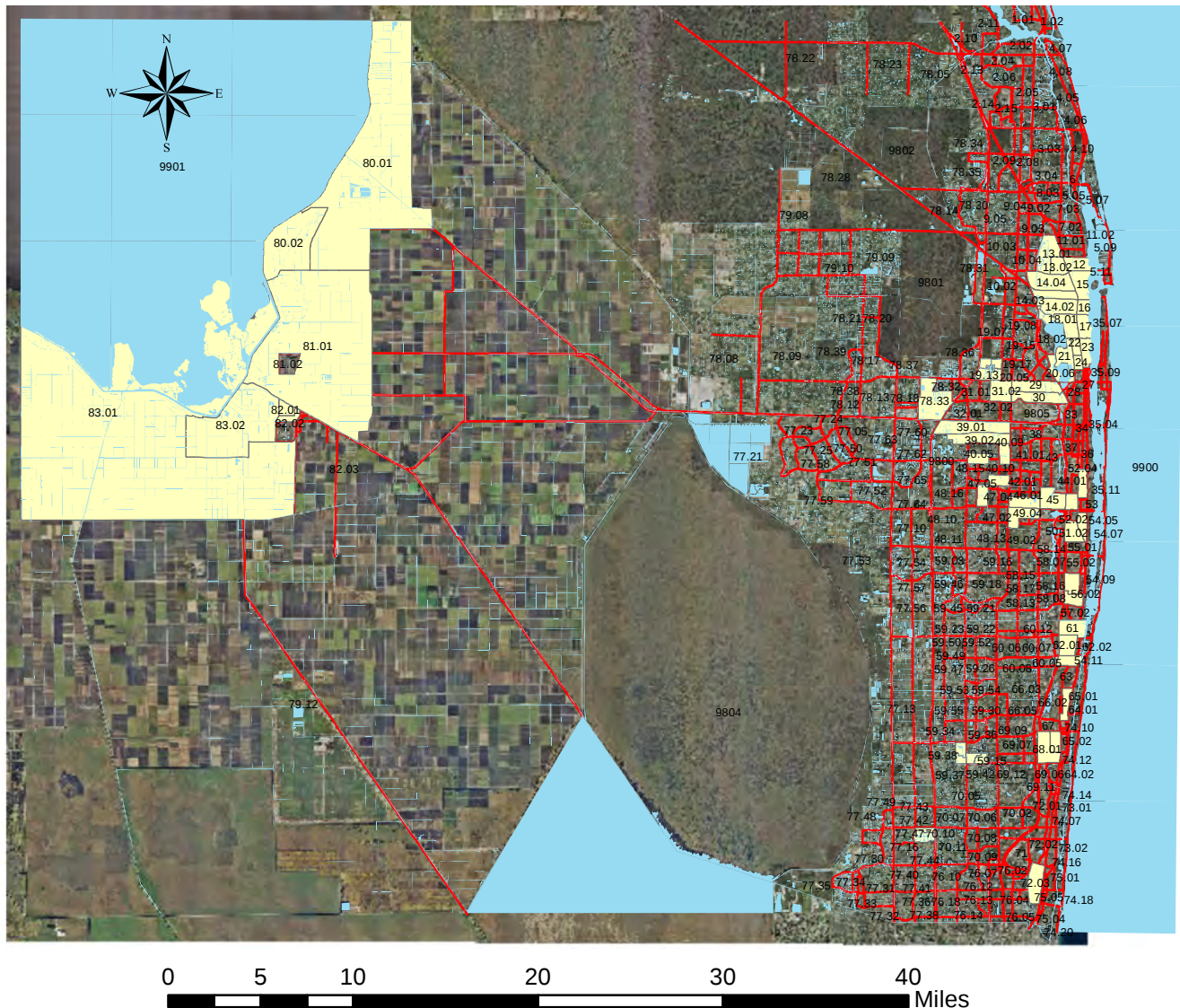
- >51% Low/Mod Income
- <51% Minority Concentration
- >51% Minority Concentration
- Entitlement Municipalities
- Water Bodies
- N/A

Source: 2006-2010 American Community Survey (Low/Mod Income)
2009-2013 American Community Survey (Minority Conc.)

PBC Department of Economic Sustainability - April 2015



PALM BEACH COUNTY CDFI INVESTMENT AREA - QUALIFIED CENSUS TRACTS



Qualified Census Tracts Major Roads Water Bodies

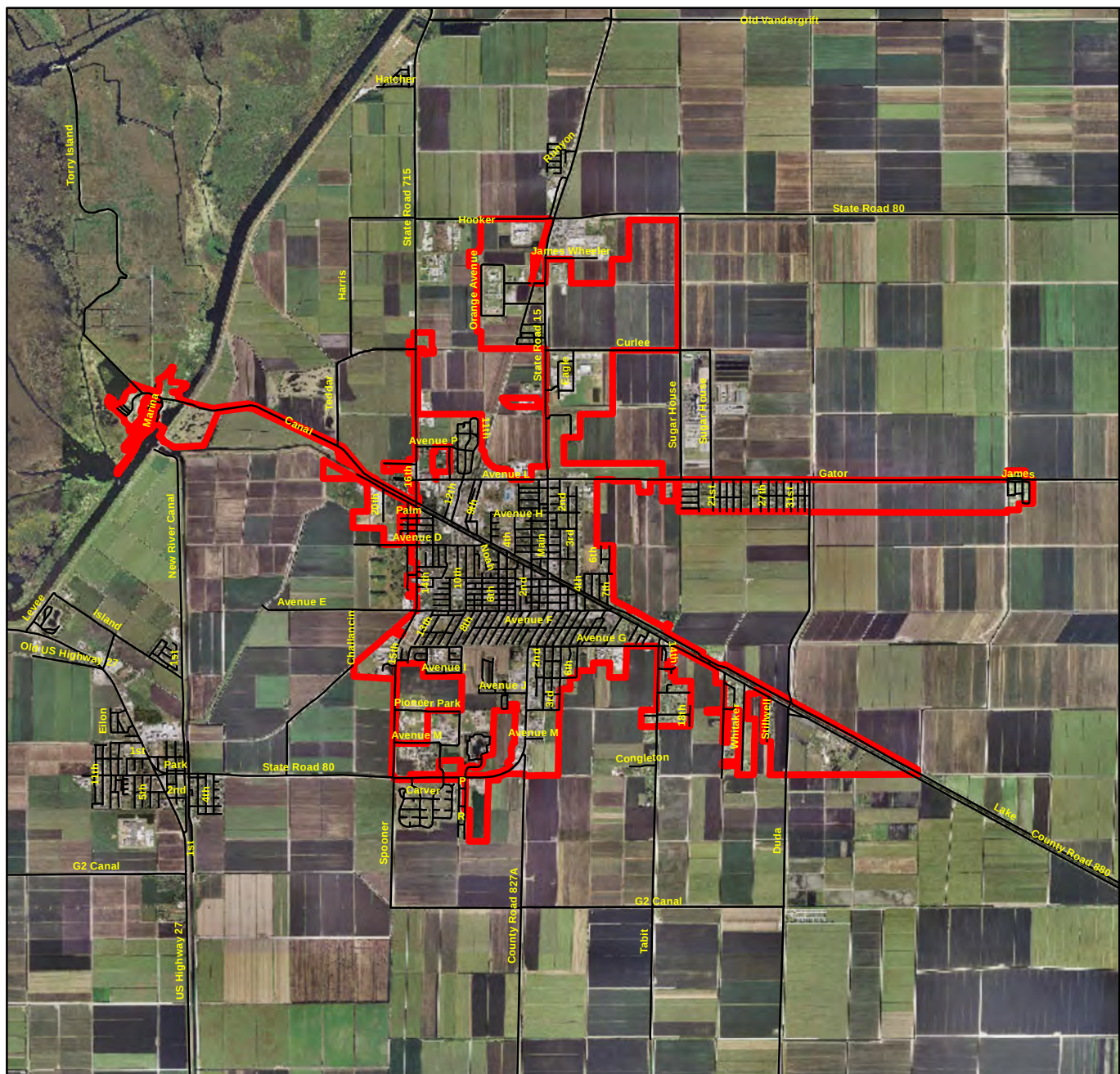
Qualified Census Tracts

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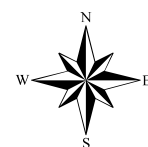
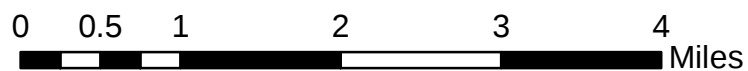
PBC Department of Economic Sustainability - May 2016



CITY OF BELLE GLADE TARGET AREA

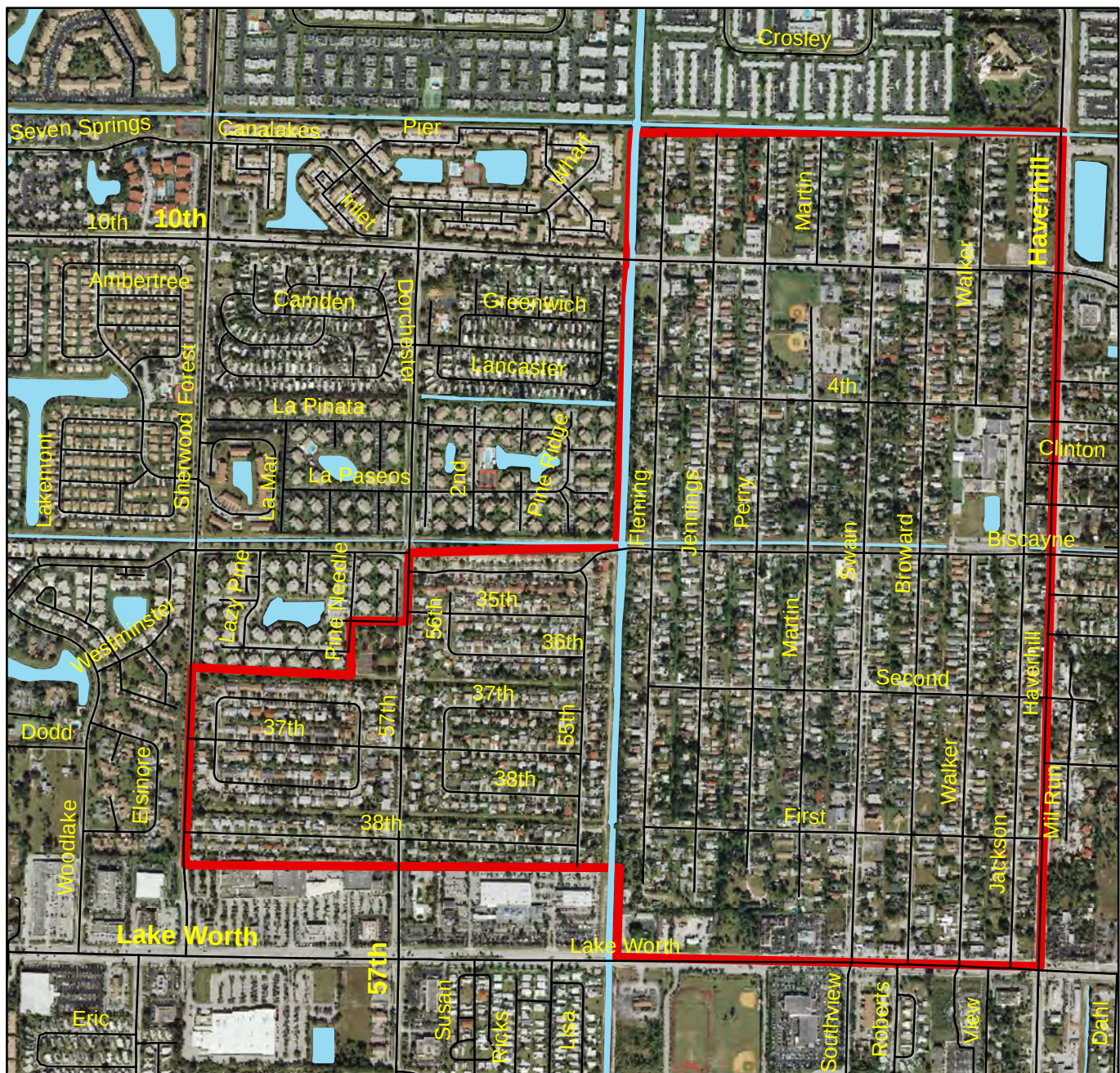


Target Area Boundaries



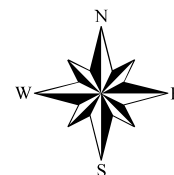
PBC Dept. of Economic Sustainability - July 2016

CITY OF GREENACRES TARGET AREA



 Target Area Boundaries

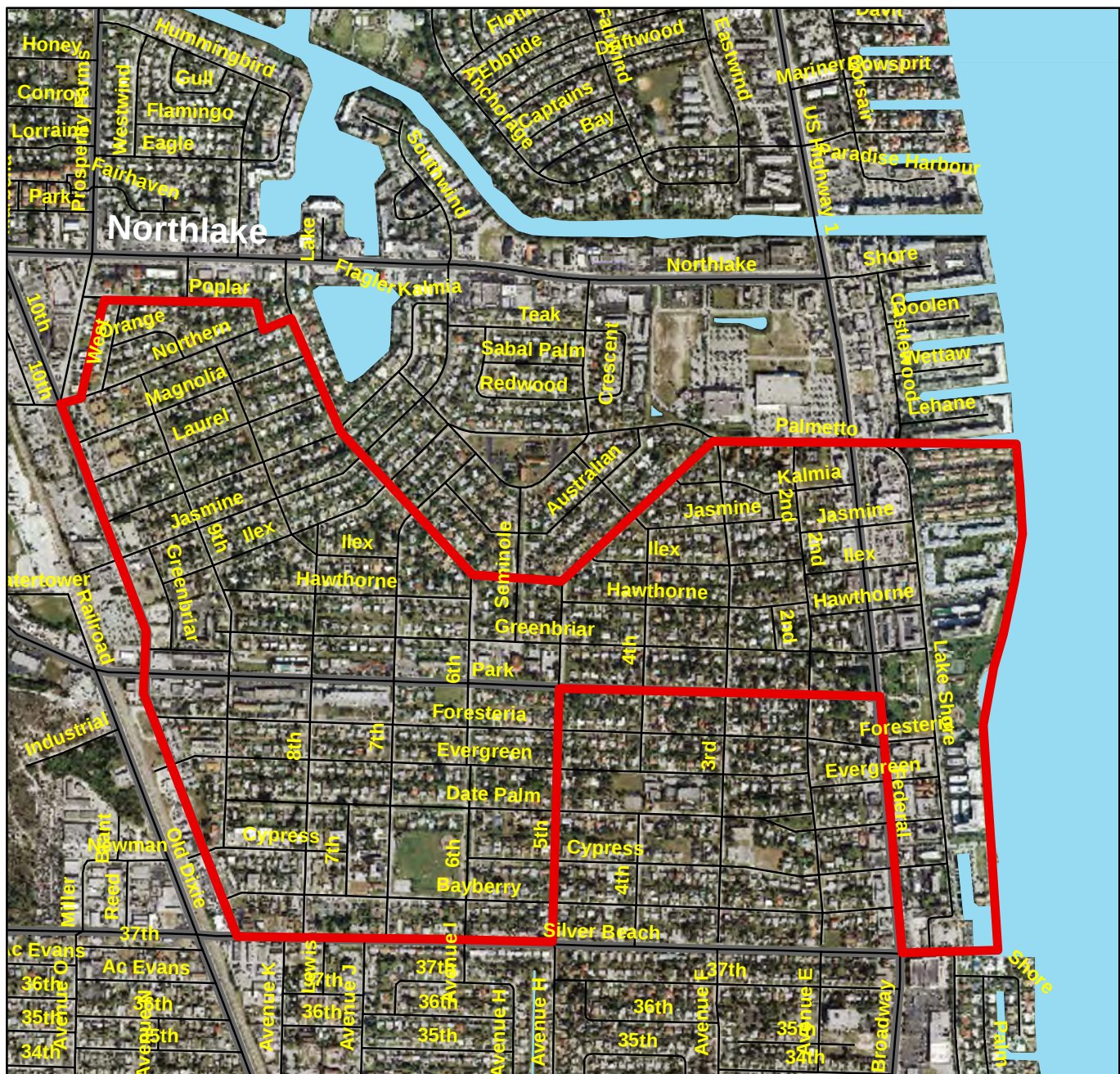
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PBC Dept. of Economic Sustainability - April 2015

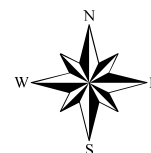


TOWN OF LAKE PARK TARGET AREA



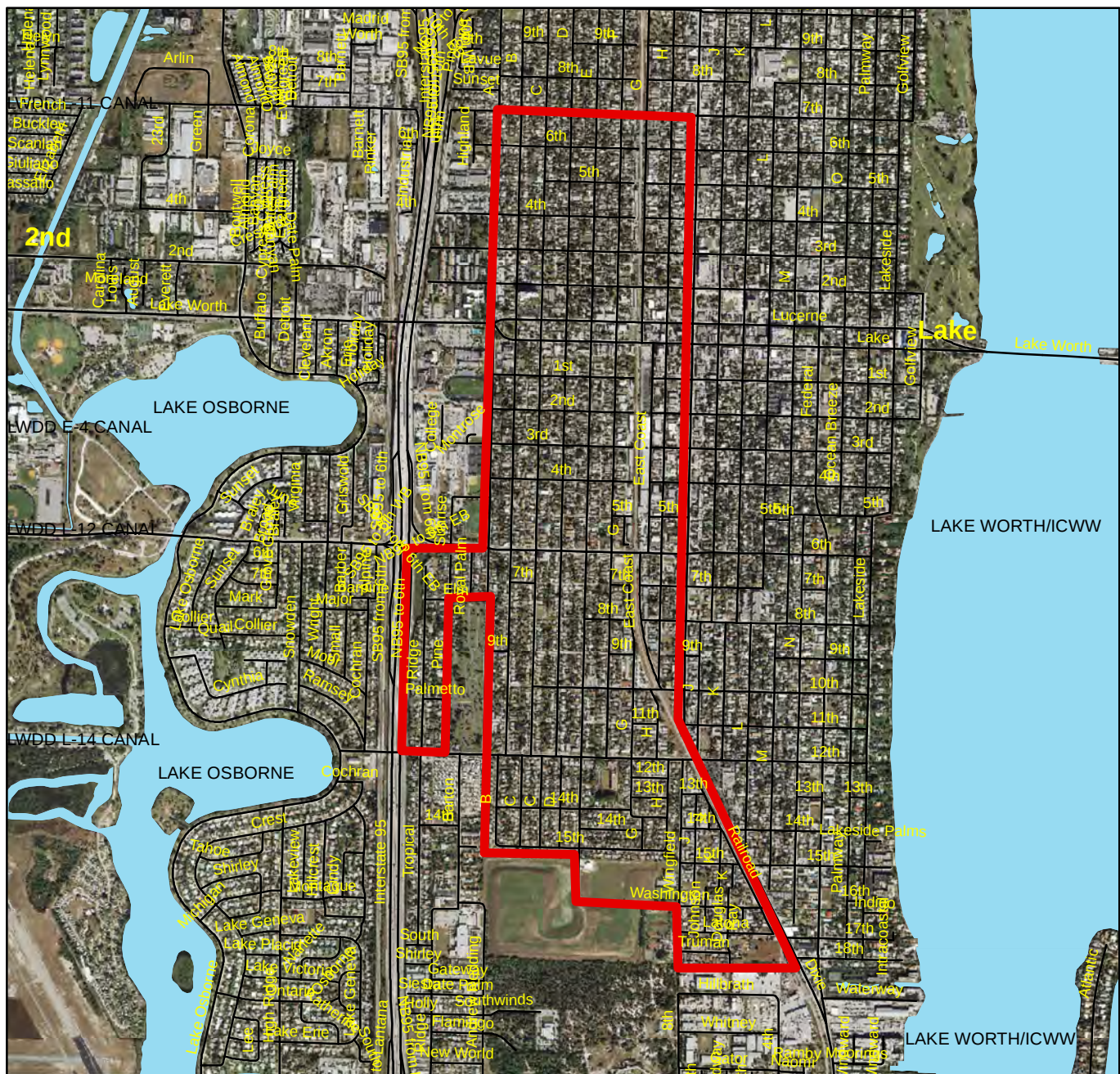
 Target Area Boundaries

0 0.1 0.2 0.4 0.6 0.8 Miles

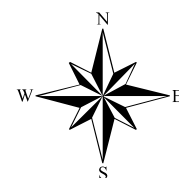
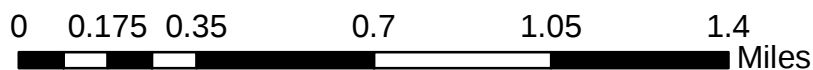


PBC Dept. of Economic Sustainability - April 2015

CITY OF LAKE WORTH TARGET AREA



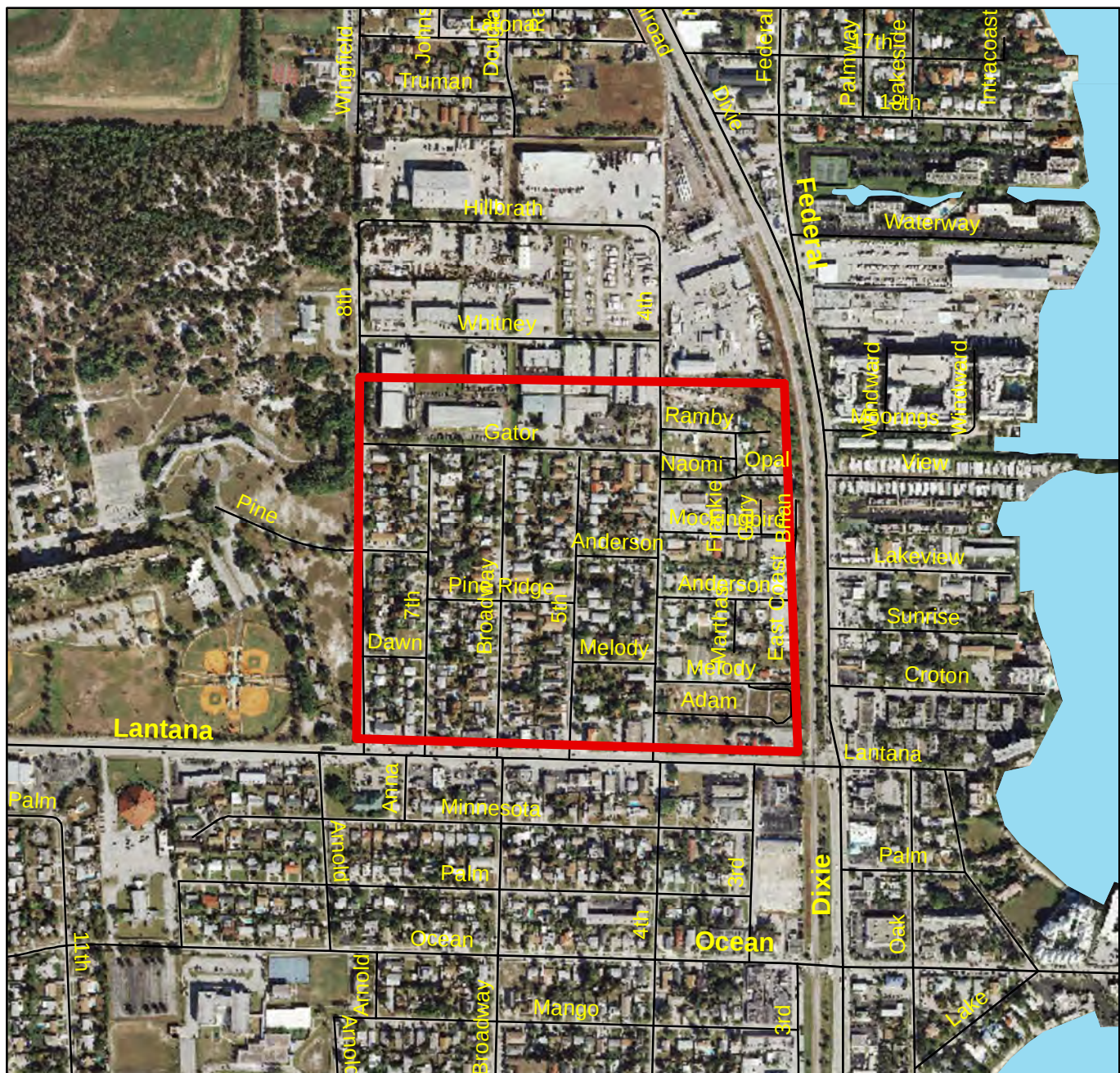
Target Area Boundaries



PBC Dept. of Economic Sustainability - April 2015

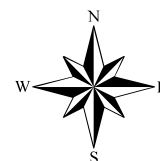


TOWN OF LANTANA TARGET AREA



Target Area Boundaries

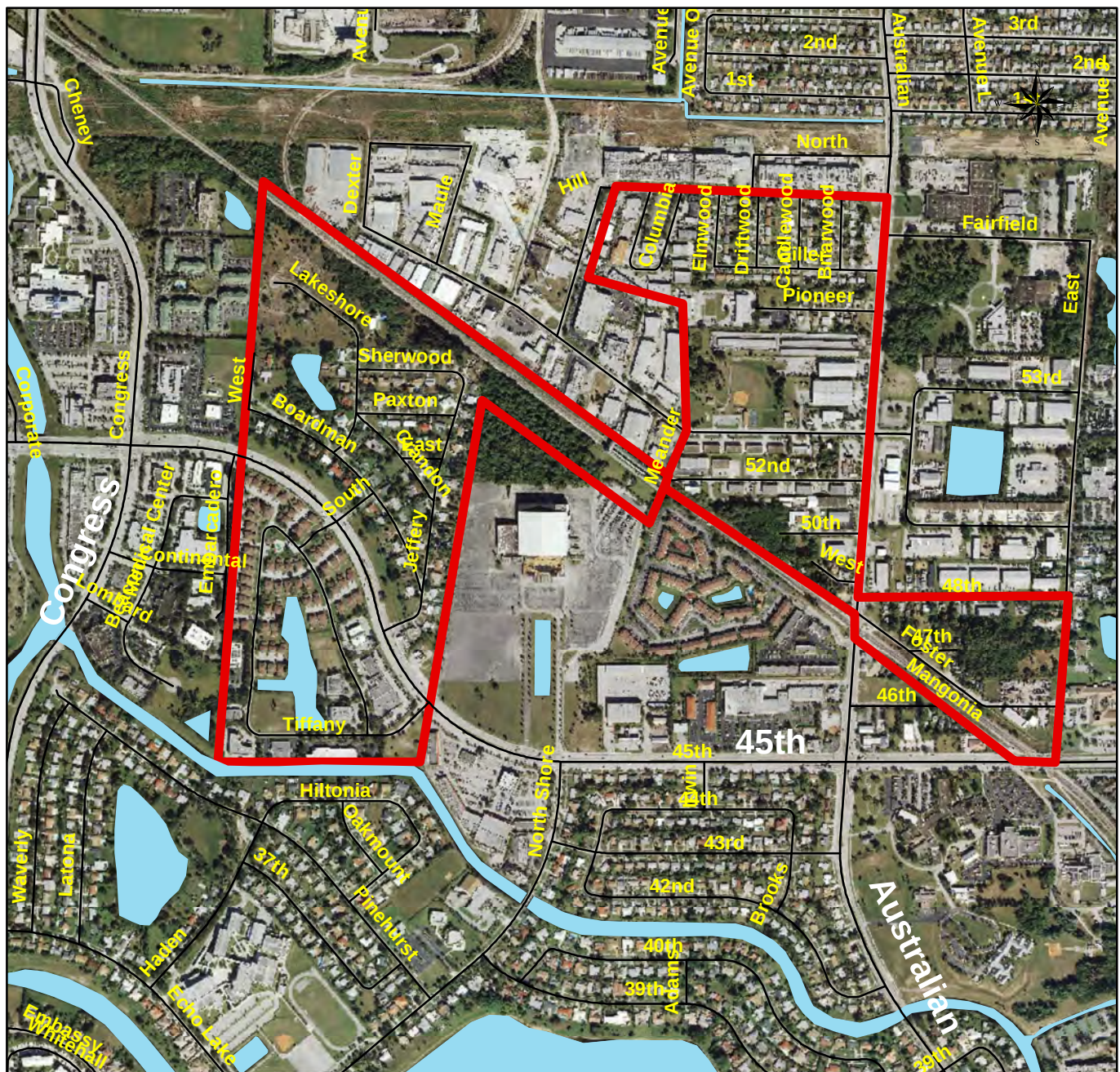
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PBC Dept. of Economic Sustainability - April 2015

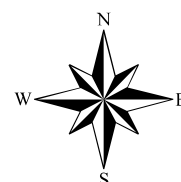


TOWN OF MANGONIA PARK TARGET AREA



 Target Area Boundaries

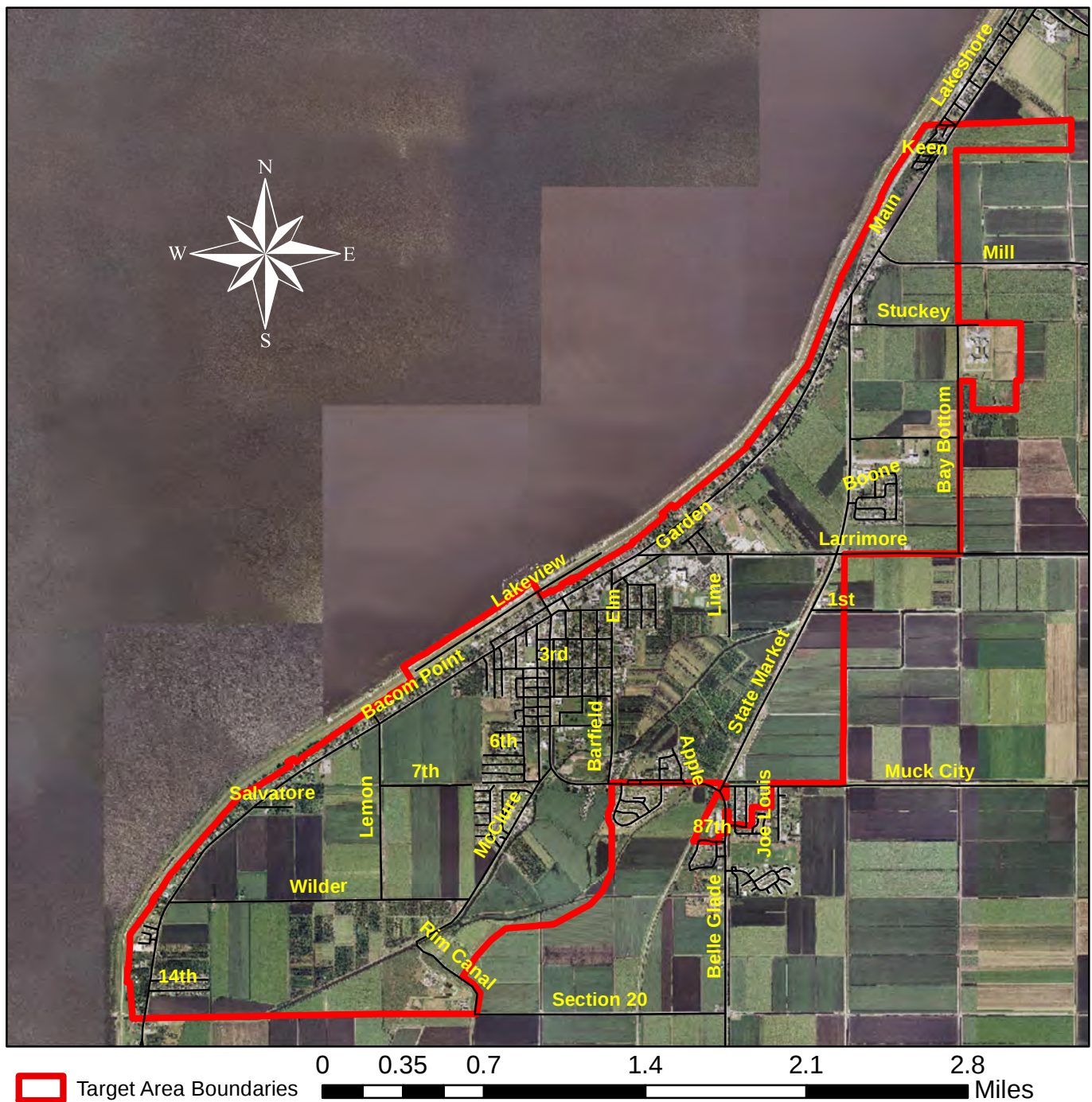
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PBC Dept. of Economic Sustainability - April 2015



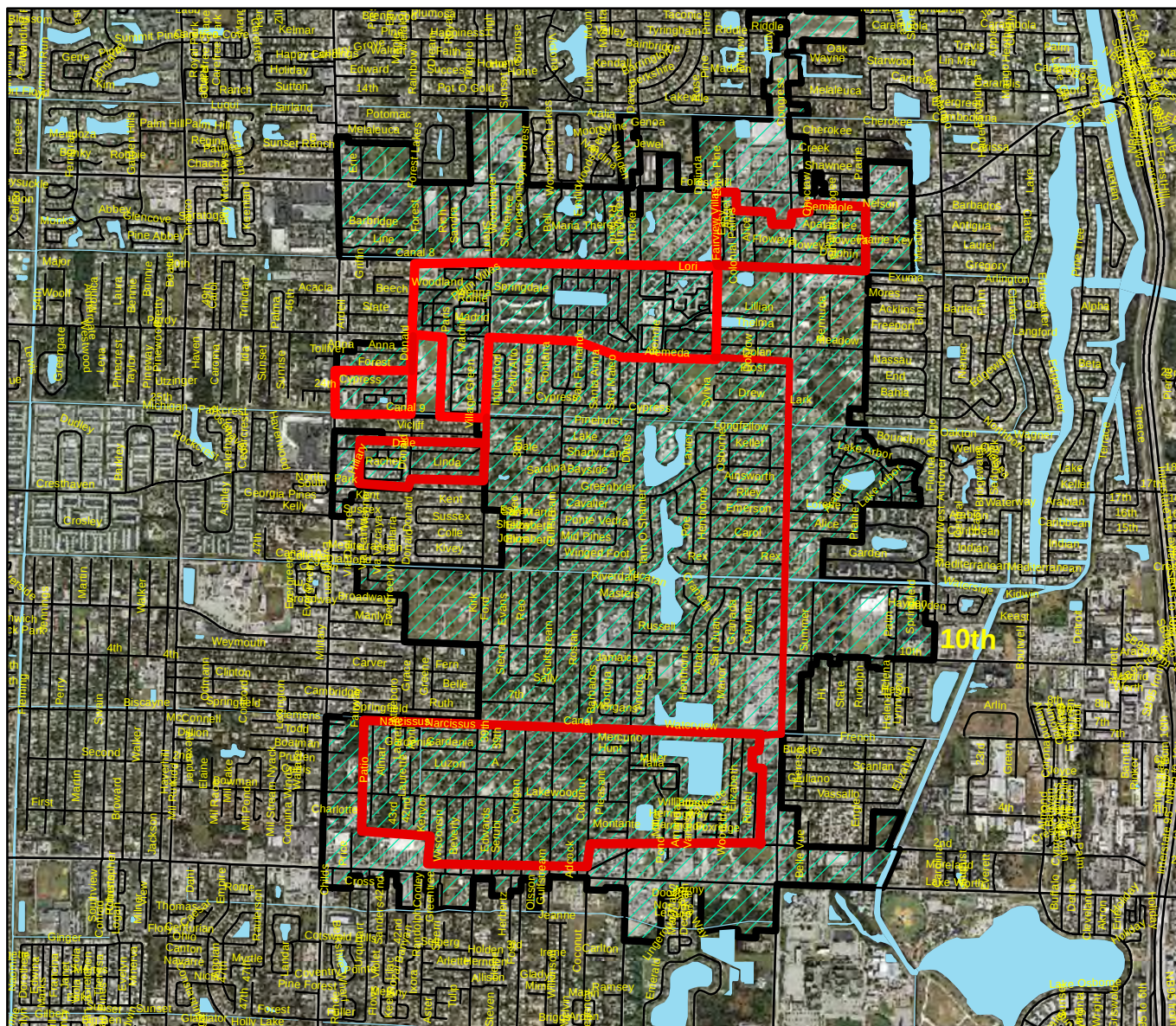
CITY OF PAHOKEE TARGET AREA



PBC Dept. of Economic Sustainability - July 2016

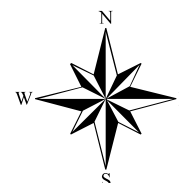


VILLAGE OF PALM SPRINGS TARGET AREA



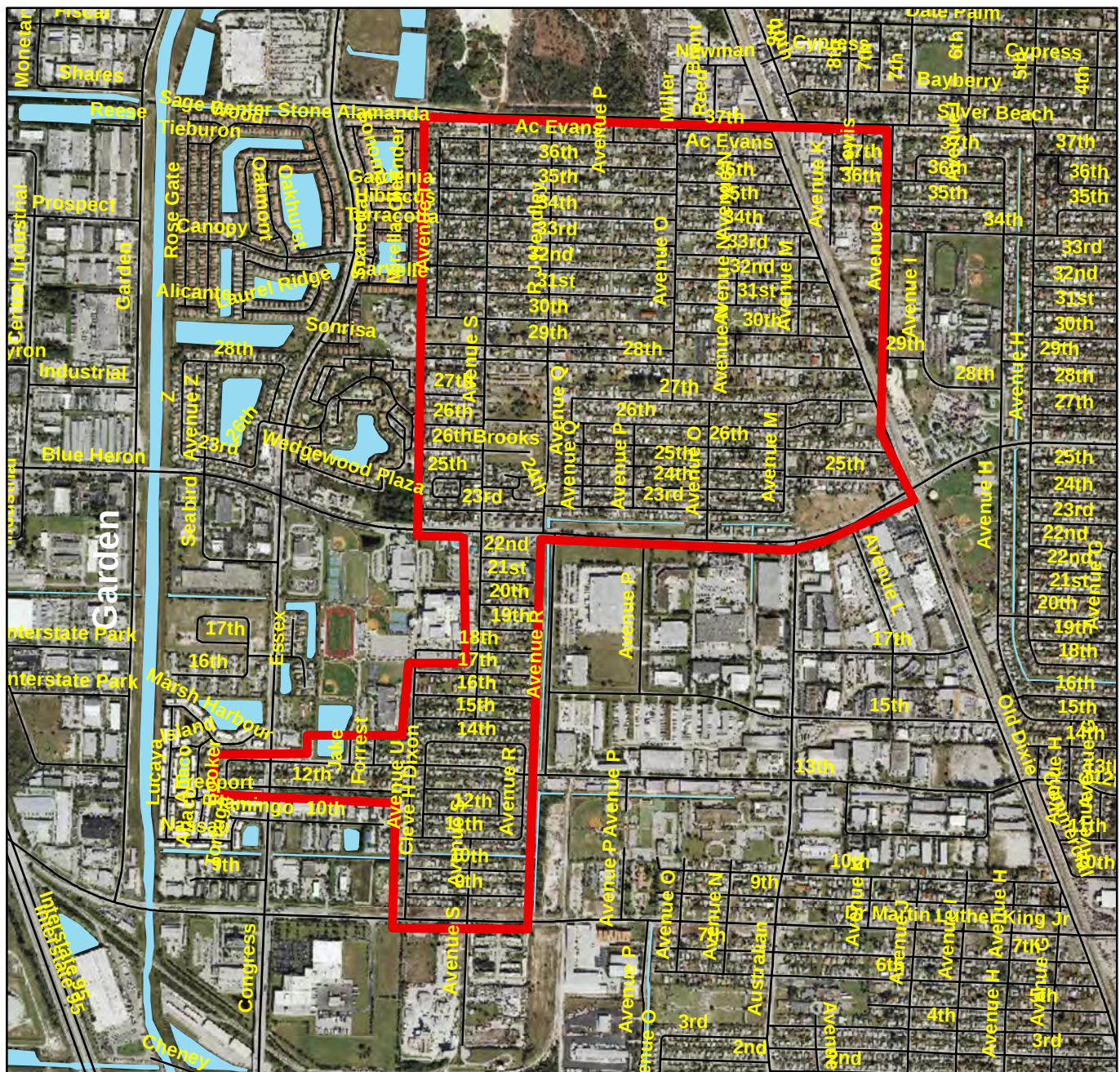
- Target Area Boundaries
- Municipal Boundaries

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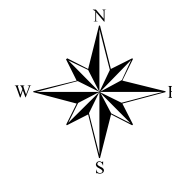
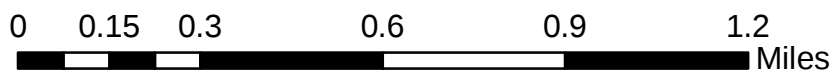


PBC Dept. of Economic Sustainability - April 2015

CITY OF RIVIERA BEACH TARGET AREA



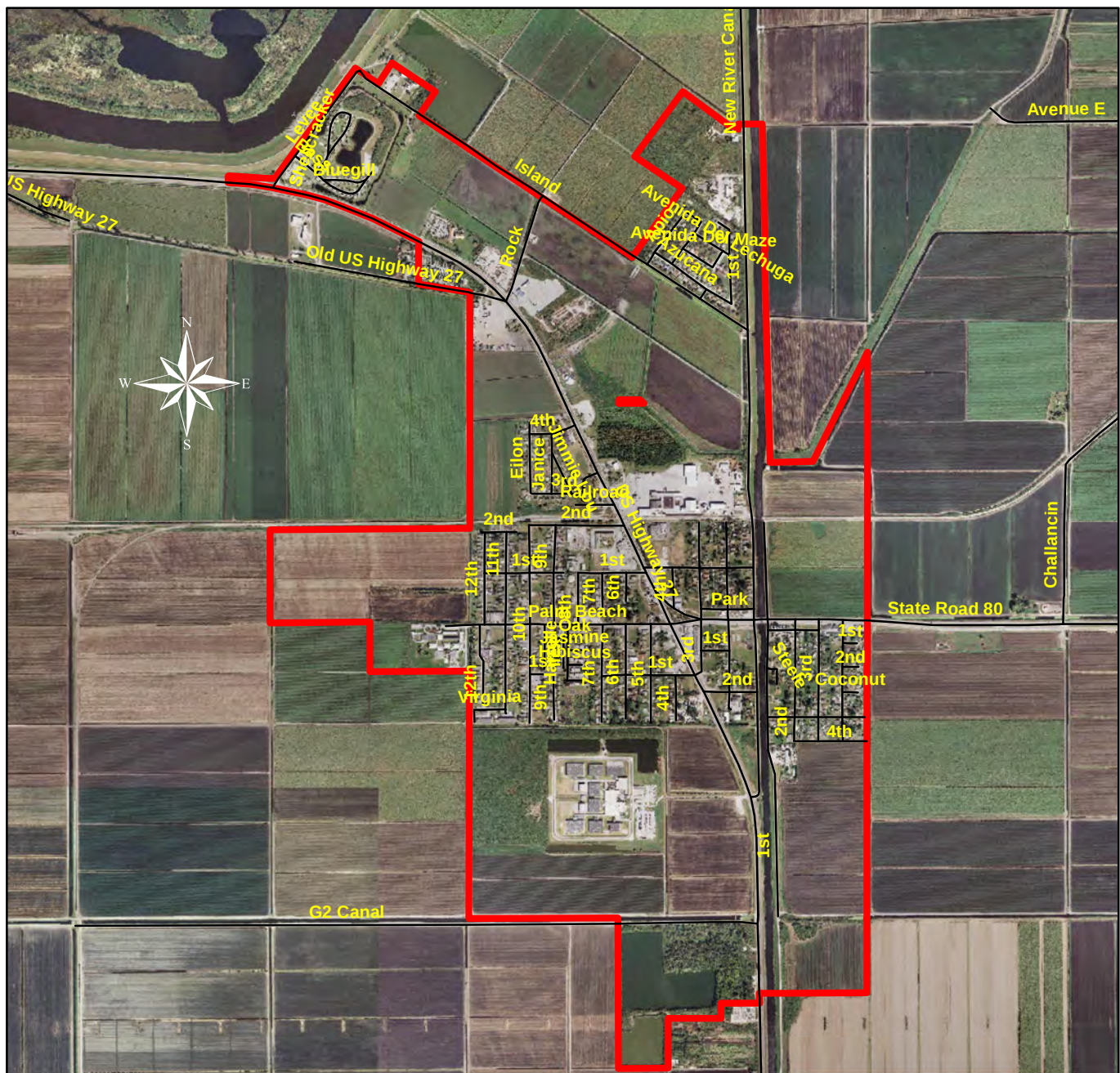
Target Area Boundaries



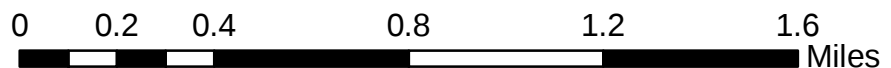
PBC Dept. of Economic Sustainability - April 2015



CITY OF SOUTH BAY TARGET AREA



Target Area Boundaries



PBC Dept. of Economic Sustainability -July 2016

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In accordance with Palm Beach County's Consolidated Plan, the assignment of housing priorities is based on the County's housing needs assessment and market analysis, census data and CHAS data. These priorities include increasing the supply of affordable housing, expanding rental and homeownership opportunities, rehabilitating existing housing stock, and homelessness prevention.

One Year Goals for the Number of Households to be Supported	
Homeless	102
Non-Homeless	136
Special-Needs	11
Total	249

Table 12 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	152
The Production of New Units	6
Rehab of Existing Units	49
Acquisition of Existing Units	42
Total	249

Table 13 - One Year Goals for Affordable Housing by Support Type

Discussion

It is anticipated that a total of 249 eligible households will be provided with affordable housing assistance during the 2016-2017 fiscal year. Eighty (80) owner households are expected to receive assistance via acquisition of new or existing units, rehabilitation/replacement of owner housing units, and homeowner foreclosure prevention assistance. It is estimated that 169 renter households will receive assistance through the creation of new rental units, rehabilitation of existing rental units, rental housing entry assistance, or rental assistance programs targeting homeless prevention/intervention. Homeless persons/households will be provided assistance through two (2) housing programs: the HOME Tenant Based Rental Assistance (TBRA) Program; and the ESG Rapid Re-housing Program. The Veterans Homeownership Preservation Purchase Assistance and Rehabilitation Program sets aside funding for Veterans, a County designated special needs population. A summary of each program is shown below.

Project	Activity	Projected Funding	# Assisted
CHDO Set-Aside Program 15% (HOME)	Affordable Owner- Acquisition	\$246,951	2
Purchase Assistance (SHIP)	Affordable Owner- Acquisition	\$2,000,000	29
Housing Rehabilitation (SHIP)	Affordable Owner- Rehabilitation	\$1,397,106	23
Emergency Repairs (SHIP)	Affordable Owner- Rehabilitation	\$200,000	5
Replacement Housing (SHIP)	Affordable Owner- Rehabilitation	\$220,000	1
Foreclosure Prevention (SHIP)	Affordable Owner- Acquisition	\$150,000	9
Special Needs - Veterans Homeownership Preservation (SHIP)- Purchase Assistance	Affordable Owner-Acquisition; Special Needs	\$200,000	2
Special Needs - Veterans Homeownership Preservation (SHIP)- Rehabilitation	Affordable Owner- Rehabilitation; Special Needs	\$800,000	9
Owner Total:		\$5,214,057	80
Tenant Based Rental Assistance (HOME) FY 2015-2016	Rapid Re-housing Homeless- Rental Assistance	\$535,646	53
Tenant Based Rental Assistance (HOME) FY 2016-2017	Rapid Re-housing Homeless- Rental Assistance	\$576,219	29
HOME Developer Rental Program	Affordable Rental- New Construction	\$576,219	6
Developer Rental Housing Assistance (SHIP)	Affordable Rental- Rental Rehabilitation	\$500,000	11
Rental Housing Entry Assistance (SHIP)	Affordable Rental- Non-homeless Rental Assistance	\$500,000	50
Adopt-A-Family (ESG)	Rapid Re-housing Homeless Rental Assistance	\$171,547	20
Renter Total:		\$2,859,631	169

Table 14 – Affordable Housing Funding

AP-60 Public Housing – 91.220(h)

Introduction

Palm Beach County has seven (7) housing authorities operating within its boundaries. Four (4) of these are headquartered within the Palm Beach County Urban County jurisdiction but one other, Riviera Beach Housing Authority, has no HUD assisted units and administers no Section 8 Vouchers. This section of the plan will therefore focus on Belle Glade Housing Authority (BGHA), Palm Beach County Housing Authority (PBCHA), and Pahokee Housing Authority (PHA). The Housing Authorities desire to expand the supply and improve the quality of assisted housing, increase assisted housing available choices, provide an improved living environment and promote self-sufficiency of families and individuals, reduce financial dependency on federal public housing subsidy, decrease energy consumption and promote youth programs for public housing residents. Each of the authorities provides affordable housing to extremely-low, low-, and moderate-income families through the operation of rental units and administration of tenant-based and project-based vouchers. Together these three entities operate a total of 1,687 Housing Units and manage 2,240 vouchers.

Actions planned during the next year to address the needs to public housing

In order to address the needs of public housing residents during FY 2016-2017, each housing authority plans to implement the strategies listed below:

Belle Glade Housing Authority (BGHA): BGHA works with the US Department of Agriculture (USDA), Rural Development farm labor housing program and provides housing exclusively to farmworkers and their families. In order to address the needs of public housing, the BGHA:

- Will continue standard maintenance on the dwelling units and plans to begin a roof replacement program to replace approximately 45 roofs per year within a 10 year period.
- BGHA continues to house and support the Redlands Christian Migrant Association which operates a Day Care Center for up to 100 children in the Okeechobee Center for its tenants.
- BGHA will continue its work with the Police Athletic League which sponsors football and basketball teams for all age groups for children of tenants. This successful program promotes the establishment of local partnerships necessary to provide supportive services and empowerment activities for low income families.

Palm Beach County Housing Authority (PBCHA): PBCHA describes its plans to advance the needs of the public housing residents as follows:

Palm Beach County Housing Authority continues to source and search for any available funding and assistance to properly maintain and keep the dwelling units and common areas of all public housing sites in a well maintained shape.

- The Authority identified a dramatic need for additional Senior/Disabled ADA compliant units and is currently: initiating plans to add a total of six new ADA compliant one and two bedroom units at the Schall Landings site; exploring plans to redevelop its Drexel House senior complex by adding additional units; and, building a new senior community on the Brighton property near the Boynton Beach Mall.
- The PBCHA will undertake Phase 2 of the New South Bay Villas revitalization project. This will include renovation of 49 units, and demolition and reconstruction of 66 units at the existing Marshall Heights community proximate to South Bay Villas. The New South Bay Villas community will include a gym/exercise room, large laundry facility, and an outdoor play area, a splash park and walking trails.
- PBCHA in conjunction with their development partner, plan to conduct extensive renovation of the 144-unit Covenant Villas apartment complex in Belle Glade. The renovations are anticipated to begin mid-year 2016.

Pahokee Housing Authority (PHA): PHA will undertake the following actions in order to address the needs of its residents:

Pahokee Housing Authority vigorously pursues funding and other resources to

- Pahokee Housing Authority vigorously pursues funding and other resources to rehabilitate abandoned single family homes and rehabilitate its public housing stock; develop vacant property, and assist residents with homeownership initiatives.
- PHA administers voucher programs for rental assistance, Section 8 housing and veterans with disabilities, and will implement measures to improve the quality of assisted housing for low-income families by improving management through policy strengthening, training, and quality of service.
- Improve customer satisfaction by continuing to engage residents in its operational management, and Board and Commissioner's meetings.
- Identify funding sources to renovate and modernize its housing stock, develop additional properties and position staff for long term management of these properties.
- PHA desires to increase assisted housing choices by providing mobility counseling and programmatic guidance to participants of Section 8 and Veterans Affairs Supportive Housing (VASH) programs to locate housing of their choice in areas of low poverty.
- Conduct landlord workshops to increase landlord participation and understanding of Housing Choice Voucher (HCV) program requirements, and coordinate homeownership workshops for families participating in Section 8 HCV programs.
- PHA has also implemented measures to mix poverty and income by bringing higher income public households into lower income developments and securing grant funds to install more secure cameras in areas of concern at PHA public housing locations.

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

The public housing authorities plan to undertake the following actions:

Belle Glade Housing Authority (BGHA):

BGHA is funded and operates under the guidelines of the USDA. There are no requirements to undertake a specific action to encourage residents to become more involved in management. However, BGHA employs 14 residents in their Maintenance and Administration Departments.

Palm Beach County Housing Authority (PBCHA):

- The FSS Program will be made available to all Public Housing and Section 8 residents and will enable residents to develop an individual training plan to establish self-sufficiency goals. The case management of clients is accomplished through the in-house FSS Program Manager and three Coordinators.
- As part of the PBCHA's annual budget, there is a set-aside of \$25.00 per household to help establish and fund Resident Councils at five of the authority's locations. There are presently two active Resident Council Organizations chartered at Drexel House and New South Bay Villas, and the authority is working diligently to revitalize Resident Councils at PBCHA's other communities.
- The PBCHA reports that a Resident Participant has been appointed as a fifth member of its Board of Commissioners, as required by Florida Statutes.
- The PBCHA Resident Advisory Board (RAB) comprises the Resident Council President from each Community, or a Resident from each Community and a representative from Section 8 participants.
- PBCHA works in collaboration with PBC Sheriff's Office (PBSO) to help combat crime in public housing and maintain a contractual agreement with PBSO to sponsor many programs and events. PBCHA provides office space in its housing developments for PBSO's Community Policing Unit.
- The Housing Authority has successfully installed computer learning centers at Drexel Apartments, Schall Landings, Dyson Circle and Seminole Manor.

Pahokee Housing Authority:

- PHA employs a full-time Resident Services Coordinator to operate its Residents Self-Sufficiency program. This program offers comprehensive services through various partners to provide education, transportation, child care, health and budgeting services. The program also maintains alliances with various local and external partners which results in creating jobs and providing resources to improve the social structure in public housing.

- PHA continues to educate employees and residential program participants about their right to Fair Housing and Equal Opportunity (FHEO) rights. PHA will continue to pursue partnerships and collaborate with Prosperity Center, Clearpoint Credit Counseling and PNC Bank for homeownership assistance.
- The Housing Authority plans to educate residents on energy conservation to reduce not only consumption of water and electricity but to improve energy efficiency through the continued replacement of appliances with energy efficient models and provide education tips to reduce household energy consumption.
- PHA anticipates operating a neighborhood network center to offer computer programs, mentoring, and youth educational opportunities, including access to Kahn Academy and similar enhanced learning websites.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Both the Palm Beach County Housing Authority and the Pahokee Housing Authority were designated a High Performer agency by the U.S. Department of Housing and Urban Development. The Belle Glade Housing Authority operates under the auspices of the USDA and is therefore not subject to this type of assessment.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Introduction

Palm Beach County is dedicated to improving housing opportunities of all its residents including the homeless population, those threatened with homelessness, and those with special needs. Governments and non-profit agencies will continue to provide facilities and services to meet the immediate needs of homeless individuals and families and help prevent individuals and families from becoming homeless. In its Five Year Consolidated Plan, Palm Beach County stated that the funds that are reasonably expected to be made available to the County for homeless programs will be utilized to assist the homeless population and to assist in the implementation of the County's Ten Year Plan to End Homelessness in Palm Beach County.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

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

Palm Beach County, along with its partners, will utilize many avenues to provide outreach and education to the homeless population, including those persons that are classified as unsheltered. The County's outreach efforts include initially assessing the homeless individuals/families needs in order to provide the appropriate housing and supportive services referrals. The Service Prioritization Decision Assistance Tool (SPDAT) is the approved assessment tool used during the outreach process. The tool prioritizes who to serve next and why, and identifies the areas in the person/family's life where support services are necessary for them to avoid housing instability. The County plans to assist approximately 4,000 unsheltered persons during FY 2016-2017 through the following actions:

- The Homeless Coalition will continue to coordinate the Homeless Project Connect events throughout the County during FY 2016-2017. These events allow the homeless population to receive free haircuts, toiletries, clothing and other related items. Homeless persons will also be provided with the opportunity to obtain identification cards at some of these events. It is estimated that 1100 homeless persons will attend the Homeless Connect Projects during the year.
- Palm Beach County's Homeless Outreach Team (HOT), which spearheads the County's homeless outreach program, will continue to utilize the SPDAT to conduct initial assessments in the field in an effort to determine what programs and services are most needed by the homeless population. The HOT Team will continue to travel to various locations in Palm Beach County where homeless persons are known to congregate to conduct these on-site screening.

- The Senator Phillip D. Lewis Center will continue to be the point of access for homeless services in Palm Beach County. Community Development Block Grant (CDBG) funds will be utilized to partially offset its operating costs. Homeless individuals and families will continue to be referred to the Lewis Center from the County's Homeless Outreach Team as well as law enforcement. Homeless individuals will continue to be able to receive initial screenings for referrals to the Lewis Center via telephone.
- The County will observe National Hunger and Homeless Awareness 2016 (November 14-20, 2016). The County will sponsor multiple events during this week to include several outreach and educational activities.

Addressing the emergency shelter and transitional housing needs of homeless persons

The County will continue to provide funding (both federal and non-federal) for the operation and maintenance of local emergency shelters and transitional housing facilities and for the implementation of supportive services provided by these facilities. During the upcoming fiscal year the County will provide shelter and supportive services to the homeless population through the following:

- \$90,514 of Emergency Solutions Grant (ESG) funding and \$111,014 of Financially Assisted Agencies (FAA) funding will be allocated to shelters that will support 195 homeless families with children.
- The County will provide \$84,178 ESG funding and \$69,632 FAA funding to provide shelter and services to 161 single homeless men.
- Palm Beach County will allocate \$82,628 ESG funding, \$20,441 of CDBG funding as well as \$436,925 of FAA funding to support housing facilities that provide shelter and services to domestic violence victims as well as abused, neglected and abandoned children. It is anticipated that approximately 993 persons will be served in these facilities.
- A transitional housing facility that serves parenting and pregnant teens will be allocated \$18,937 of CDBG funding and \$35,836 of FAA funding and will serve 14 families.
- The County will allocate \$648,610 of CDBG dollars for the operation of the Lewis Center. The Center will provide 3,800 with shelter and services during the upcoming fiscal year.

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

Palm Beach County will continue to assist homeless individuals and families to transition into permanent supportive and independent housing. The following actions will be undertaken by the County and its partners to help the homeless population transition into a permanent form of housing:

- Palm Beach County will allocate \$340,651 of Continuum of Care (CoC) dollars and \$171,547 of ESG funds to support two (2) Rapid Re-housing projects. These programs will provide financial assistance to homeless individuals/families to regain stability in permanent housing. The financial assistance will include security deposits, rental assistance, utility deposits, and utility assistance. These households will also be provided with case management and other supportive services. 155 households will receive assistance under these Rapid Re-housing Programs.
- State Housing Initiative Partnership (SHIP) funds will be used by Palm Beach County to operate a Housing Reentry Assistance (REAP) Program. This homeless prevention program will provide rental security and utility deposits to 100 eligible households whose income is up to 50% AMI.
- Palm Beach County will award \$5,051,787 of CoC funding to maintain the operation of permanent supportive housing programs. These programs will provide housing to 605 persons.
- The County will allocate \$485,471 of FAA funding to assist with the operation of permanent housing programs which will assist 382 individuals.
- During the upcoming fiscal year the County will utilize \$576,219 of HOME funds to operate a Tenant Based Rental Assistance (TBRA) Program. The program will provide direct financial assistance to households for rental deposits and monthly rental subsidies. This assistance will allow 82 eligible homeless households to be immediately re-housed and to gain housing stability.

Palm Beach County is committed to providing support towards HUD's goal of eliminating chronic homelessness. The County actions during Fiscal Year 2016-2017 will include:

- The County's Homeless and Housing Alliance (HHA) has established the goal to fund permanent supportive housing projects that dedicate 100% of their beds for chronically homeless participants. This priority will be achieved by awarding maximum points during the grant review process for those projects that meet this goal.
- Palm Beach County will allocate \$152,445 (\$84,178 ESG and \$68,267 FAA) to support one (1) agency that will provide shelter and services to 96 chronic homeless individuals.

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.

Palm Beach County will continue to use local, state and federal funding to support Homeless Prevention activities that are designed to assist low-income persons and families that find themselves threatened with homelessness. The following actions will be undertaken by the County to assist individuals and families that are at risk of becoming homeless:

- Palm Beach County will continue to provide direct financial assistance in the form of emergency rent and/or utility payments to households in order to prevent the household from becoming homeless. Homeless prevention funds will target those individuals and families who would become homeless without the assistance. The County will utilize \$55,118 funding made available through the Department of Children and Families (DCF) as well as \$204,555 of Emergency Food and Shelter Program (EFSP) for homeless prevention activities.
- During FY 2016-2017 the County will provide \$49,985 of FAA funding to maintain the operation of a Travelers' Aid Program. This program provides relocation assistance to homeless families/individuals who find themselves stranded in Palm Beach County. The assistance will be in the form of a one way bus ticket that will allow the homeless individual to return to a support system outside of Palm Beach County.
- PBC 's DES will continue to support applications to Federal/State and other programs that are seeking funding to provide services to address the needs of households who find themselves threatened with homelessness. This support will be reflected by providing Certifications of Consistencies with the County's Consolidated Plan.
- Palm Beach County will continue to coordinate with the Department of Children and Families (CDF), Child-Net and other agencies that provide housing and support services for unaccompanied youth (ages 18 to 25) that have that aged out of the foster care system. DES will provide \$10,917 of CDBG funds to one public service agency that will provide shelter and services to 17 individuals within this population.
- The Palm Beach County Sheriff's Office will continue to work with the County's Division of Human Services to ensure persons who were homeless prior to being incarcerated are given the opportunity to access County's homeless services. Assessments and sheltering arrangements will continue to be conducted by the County's outreach team prior to the individual's release from the County's correctional facilities.
- The Lewis Center will continue to coordinate with area hospitals and mental health facilities to enter into Memorandum of Agreements that establish policies and procedures for hospitals and

mental health institutions to make referrals for their patients to the Lewis Center. The referrals will allow for the discharged persons to access the County's homeless services.

- Palm Beach County's Reentry Task Force will maintain its efforts to implement comprehensive re-entry services to ex-offenders throughout the County. These services will include, among others, case management and housing assistance. The Task Force will be seeking funding and support applications during the upcoming fiscal year for this initiative. The Reentry Task Force partners include Palm Beach County, Criminal Justice Commission and Gulfstream Goodwill Industries.

Discussion

Palm Beach County does address the needs of persons who are not homeless but require supportive services to maintain a functional life. Many supportive services for special needs population are currently addressed through various County sponsored programs. The elderly population and senior citizen activities are assisted through the County's social service programs while many senior activities are facilitated by the Area Agency on Aging of Palm Beach and the Treasure Coast. Special needs services that are not directly provided by the County such as housing for persons with HIV/AIDS, foster care programs, youth aging out of State foster care, mental health disorders and assistance abuse are addressed by the County through coordination with a network of social service providers and through funding via CDBG, ESG, and General Revenue to non-profit agencies to assist in the provision of those services. Examples of agencies that provide services to special needs populations include Seagull Industries for the Disabled, which provides educational and vocational training to adults with development disabilities and Vita Nova, Inc., which provides life skills training to youth 18-25 years of age who have aged out of the foster care system.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Palm Beach County will continue to implement strategies to remove barriers to affordable housing, whether such barriers are posed by public policies, the economic climate, or conditions in the local housing market. The County's strategies are designed to close the affordability gap, increase the supply of affordable housing, and ensure opportunity for access to affordable housing.

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 of Palm Beach County are not intended to be barriers to affordable housing. The County, in its quest to promote affordable housing and to remove identifiable barriers to affordable housing, will continue to implement the following strategies:

- The PBC Planning, Zoning, and Building (PZB) Department will continue to examine the effects on affordable housing of policies set forth in the Future Land Use Element and the Housing Element of the Comprehensive Plan.
- County land development regulations will allow for Zero Lot Line Developments which utilize less land to develop housing and thereby reduces its cost.
- Accessory Affordable Housing in the "Institutional and Public Facilities" Land Use Category provides non-profits and other community based organizations a means to develop very-low and/or low-income housing on land that has been set aside for public and/or governmental use but ordinarily has no specific residential density. This provision is important to special needs housing production since most often non-profits or community based groups with institutional land look to include special needs housing in conjunction with non-residential facilities (i.e., church site with elderly housing).
- PZB will implement a mandatory Workforce Housing Program (WHP). The WHP requires the provision of workforce (60 – 140% AMI) units in all new housing developments of 10 or more units located in the unincorporated county. Development of the required workforce units is facilitated by certain incentives including density bonuses up to 100% and flexibility to traffic standards to allow for up to 30% greater volume on affected roadway segments. This program is currently being reviewed by the County with a desire to make it more effective. Meetings are currently being held with housing developers, funders and housing advocate groups.
- PZB will implement a voluntary Affordable Housing Program (AHP), a voluntary program, which stimulates the development of affordable units (<60% AMI) in all new developments of 10 or

more units located in the unincorporated county. The AHP requires 65% of total project units to be affordable in exchange for density bonuses incentives.

- PZB's One-Stop Permit Process lessens the time required for developers to acquire necessary building permits, reducing interest costs to developers of affordable housing.
- The County's Impact Fee Ordinance will minimize impact fees for new development of smaller, more affordable homes, by calculating impact fees on the total square footage of the home.
- The Department of Economic Sustainability will implement the Impact Fee Assistance Program, which utilizes investment earnings from impact fees collected on roads, parks, and public buildings to offset impact fees on the development of affordable housing projects for households at or below 120% of Area Median Income (AMI).
- The County Engineer's Municipal Services Taxing Unit Program provides paving and drainage improvements throughout the unincorporated county. The program will help maintain housing affordability by allowing assessments for such infrastructure improvements to be paid over a period of 20 years to reduce the financial impact on property owners.
- The PBC Water Utilities Department's Deferred Payment Program will reduce the financial impact on property owners of assessments levied for installation of public water and sewer systems within its service area. This program will allow assessments to be paid back over a period of 20 years with an annual interest rate of 5.5%.
- The Palm Beach County Property Appraiser's Office will administer property tax exemptions which contribute to housing affordability, including:
 - Homestead Exemption
 - Active Military Service Exemption;
 - Civilian Disability Exemptions;
 - Disabled Veterans Exemption;
 - Senior Exemption;
 - Widow/Widower Exemption; and
 - Institutional Exemptions.

All of the listed exemptions contribute to affordability of housing by lowering the annual property tax burden. Additionally, the Portability Exemption allows homeowners which are relocating to transfer their existing homestead exemption to their new primary residence. This enhances fluidity in the housing market and increases the supply of existing for-sale housing thereby mitigating supply side price pressures.

AP-85 Other Actions – 91.220(k)

Introduction

Palm Beach County is active in devising strategies to address the needs of low and moderate income persons, homeless families, and underserved populations. The majority of the plans and strategies mentioned in the section below are direct County actions which are implemented in collaboration with the non-profit community, municipalities and interested partner agencies. A large underserved population resides in the Glades Region of the County and this area is given priority in County efforts. The County implements a wide range of programs aimed at fostering and maintaining affordable housing. Actions to reduce and eliminate lead-based paint hazards are coordinated with the Florida Department of Health, but the County, through its housing programs, strictly enforces lead-based paint abatement requirements on units constructed prior to 1978, and those units and public buildings which accommodate or house children. The following discussions will outline the specific actions that the County will take to address underserved needs, affordable housing, reduce lead paint hazards, reduce the number of poverty level families in the County, and develop an institutional structure to ensure the success of activities aimed at low and moderate income persons.

Actions planned to address obstacles to meeting underserved needs

Palm Beach County has identified the following factors as obstacles to meeting the needs of its underserved population:

- Lack of sufficient funding resources;
- Inability of low income families to afford home ownership;
- Need for a more cohesive service delivery system which promotes partnership between service providers;
- The geographic separation between the eastern and western portion of the county precludes efficient provision of job opportunities to low- and moderate-income households residing in the western Glades communities which are predominantly low- and moderate-income.

During FY 2016-2017, the County plans to undertake the following actions:

- The County will continue to apply for new funding from Federal and/or State sources to better focus on the underserved needs of the County, and will support funding applications from other entities within its jurisdiction;
- Provide access to affordable housing to extremely-low, low, and moderate-income families through the new construction or rehabilitation of rental units for these income groups and by providing mortgages at affordable rates to enable homeownership. This strategy will continue to be pursued under the HOME and SHIP Programs and the remaining NSP program income generated from past NSP activities;

- Provide support to homeless individuals and families, and other members of underserved populations, by allocating funds to non-profit agencies that provide services to those populations, and to the Philip D. Lewis Center from general County revenues, CDBG, and ESG Program;
- Promote cooperation between agencies by participating in different coordinating bodies in the County, such as the Homeless Coalition, Homeless and Housing Alliance, and the Homeless Advisory Board;
- Address infrastructure deficiencies in low- and moderate income areas (including identified CDBG Target Areas) through funding under the CDBG Program;
- Provide financial assistance to businesses under the CDBG and Section 108 Programs in exchange for creating or retaining jobs to be held by low and moderate income individuals; and
- Lead economic development efforts in the Glades Region (where the highest incidence of poverty exists) in order to improve economic and housing conditions for local residents.

Actions planned to foster and maintain affordable housing

For FY 2016 - 2017, Palm Beach County will preserve and enhance the supply of decent and affordable housing for very-low, low-, moderate-, and middle-income (0 – 120% AMI) residents of the County by:

- Financing the purchase of single-family homes for owner occupancy through first and second mortgages, and down payment or closing cost assistance under the SHIP and NSP programs;
- Providing HOME Program funds to certified Community Housing Development Organizations (CHDOs) for the acquisition, rehabilitation, and new construction of single-family housing for ownership and single-family or multi-family housing for rental;
- Providing HOME Tenant-Based Rental Assistance funds for the housing of very-low income homeless families and individuals and those at risk of homelessness;
- Utilizing HOME funding to leverage non-federal and private housing investments to develop rental housing in the local community; Assisting very-low income households to obtain rental housing by providing SHIP funding for first/last months' rent and security deposits;
- Utilizing SHIP funding to acquire, rehabilitate, and improve housing for veterans and special needs households;
- Utilizing SHIP funding to re-roof and make other emergency repairs to owner-occupied single-family homes;
- Ensuring, through deed restrictions and monitoring, that housing assisted with Federal and State funds administered by DES remains affordable for a prescribed period;
- Evaluating policies and programs that impede affordable and workforce housing pursuant to FL §420.9076;
- Implementing the Planning, Zoning, and Building Department's Workforce Housing Program, which mandates that housing units in new residential development be provided for households

with incomes between 60% and 140% of AMI. The program also provides a density bonus incentive to developers to increase the number of total units in a new development based on the percentage of workforce housing units;

- Implementing the PZB Affordable Housing Program, whereby developers of new residential developments may receive certain incentives in order to provide affordable housing units to <60% AMI households; and
- Implementing the Impact Fee Assistance Program to support the new development of affordable housing.

Actions planned to reduce lead-based paint hazards

HUD regulation 24 CFR Part 35, entitled "Lead-Based Paint Poisoning Prevention in Certain Residential Structures" requires that lead-based paint (LBP) hazards be controlled before the rehabilitation of a housing unit that is financially assisted by the federal government or being sold by the government, particularly if young children (ages 6 and under) will be occupying the unit. In Florida, Medicaid eligible children, particularly under the age of 72 months, are required to be tested for lead poisoning. All blood lead test results are reportable and results greater than or equal to 10 µg/dL will be reported to Florida Health PBC for inclusion in the Children's Lead Poisoning Database. The Center for Disease Control (CDC) currently recommends a child's blood level equal to or above 5 µg/dL be reported to parents. No safe blood level in children has been identified and prevention of lead exposure before it occurs is recommended. The Florida Health PBC will continue to apply for grant funding in order to implement lead-based paint reduction programs. The Florida Department of Health Bureau of Environmental Toxicology and the Florida Health Palm Beach County are the two agencies responsible for monitoring lead hazard exposures within Palm Beach County.

Some of the actions to be undertaken by the Florida Health PBC to address and/or reduce lead-based paint hazards include:

- Promote lead hazard remediation efforts by providing families, communities, and professionals with knowledge and technical assistance regarding lead-based paint testing and abatement programs.
- Promote awareness about the Florida Department of Health Lead Alert Network and Consumer Product Safety Commission which disseminate information about lead hazards, folk medicine, imported candies, recalled toys and other children's products.
- Coordinate lead source identification with appropriate departments and organizations in the County to ensure the guidelines for lead reductions are consistent with the rehabilitation programs and codes.
- Ensure at-risk children are screened for lead poisoning and establish working relationships with stakeholders in the community who can help implement a county-wide elimination plan.

In implementation of its federally funded single family housing rehabilitation programs for homeowners, DES follows the policies outlined in its residential housing rehabilitation program guidelines. All residential units constructed prior to 1978 and slated for rehabilitation, must undergo an inspection for lead-based paint prior to the initiation of the rehabilitation. If lead-based paint is identified it will be assessed and abated, and the tenant/homeowner may be provided with relocation expenses for the period of the abatement. Up to \$10,000 in grant funds may be awarded to cover the costs for lead-based paint testing, abatement, and homeowner relocation. DES will keep on file all results of lead-based paint inspections and abatements in order to comply with applicable regulations. DES also operates a first mortgage program. Under this program all homebuyers purchasing residential units which were built prior to 1978, are advised of the potential of lead-based paints hazards which may affect the housing unit. DES will require lead-based paint inspections of commercial buildings built prior to 1978, if the buildings will be used by children.

Actions planned to reduce the number of poverty-level families

The County and its partners will continue efforts to reduce the number of poverty-level families through family stabilization programs, employment related supportive services, creating economic opportunities, and the provision of affordable housing.

The County's planned actions to reduce the number of poverty-level families are as follows:

- To advocate services and funding to address self-sufficiency and economic stability.
- To collect and analyze data from information systems and other qualitative means with regard to economic needs of clients.
- To assist migrant and seasonal workers to learn new employment skills by providing basic job skills training, job readiness, high school equivalency preparation, counseling and support.
- To coordinate and share data with other organizations that plan and develop economic growth and job training.
- To provide local matching funds for Title 20 subsidized child care, providing support to low-income, working parents.
- Assist seniors, veterans and current members of the armed forces to attain optimal independence.
- Implement farm worker programs to provide classroom education, on-the-job training, and job search assistance to farm workers and their families to be able to attain full-time, year round employment.
- Continue to provide support for the Lutheran Services Florida (LSF), a non-profit, to administer the Head Start and children services program for low income preschool children from birth to 5 years. LSF receives federal funds for operations.

- Implement a Family Self-Sufficiency Program to assist at-risk families and family members with various educational, health care and other services including economic stability and self-sufficiency services to enable individuals/families to be self-supporting.
- Continue to fund the Financially Assisted Agency Program which provides funding to non-profit agencies to administer health and human service programs.
- Continue to provide job creation and retention opportunities, particularly in areas with high concentrations of poverty.
- Support CareerSource Palm Beach County which operates two full service career centers to provide employer/employment opportunities.
- Support operations of the Senator Philip D. Lewis Center (homeless resource center).
- Use HOME funds to fund a tenant based rental assistance program to serve homeless and impoverished families.
- Use ESG funds to fund a homeless prevention program.

Actions planned to develop institutional structure

Palm Beach County has relatively strong institutional structure which manages the delivery of benefits from the various community development programs which are undertaken each year. Entities involved in this endeavor include departments of Palm Beach County government, private non-profit organizations, other local governments and public agencies. Also, various special purpose committees and bodies which include representation from the afore-mentioned agencies participate in the distribution of these benefits. Palm Beach County continues to evaluate the operation of each of its community development programs in order to: ensure their operation within regulatory requirements, maximize the number of persons to benefit, and ensure easy access to these benefits by eligible persons. The following are currently some of the activities which are now underway or will be undertaken during the year:

- Actively coordinate with municipal partners and other County departments in the preparation of the annual action plan.
- Establish and facilitate the actions of various committees to manage the Continuum of Care and the Emergency Solutions Grant requirements.
- Pursue closer relationships between the County and non-profit and for-profit housing providers of affordable housing.
- Provide funding and other incentives for affordable housing development.
- Continue to support workshops and forums which advance affordable housing, economic development, homeless and other special needs issues.

- Provide direct home ownership assistance to L/M income families to enable them to qualify for conventional first mortgages or provide first mortgages to families who are unable to access conventional credit.

The system's strengths include the high number and variety of public and private organizations within the County that are involved throughout the year in providing housing, public services, economic development services, homeless services and other community development activities such as capital improvements, infrastructure improvements, and public facilities. Coordination and communication between provider agencies is promulgated to ensure that each has a comprehensive knowledge of the full range of services that are available to their clients. This is necessary since many agencies offer only specific services to specific populations. There is inadequate funding to address the County's identified community development needs and PBC and its partners will continue to actively seek other funding sources in order to expand the pool of resources.

The County's service delivery system for the special needs and homeless populations is made up of a large number of service providers. The Homeless and Housing Alliance (HHA), the County's Continuum of Care, has as its mission the effective management of all available homeless assistance resources. The HHA oversees the broad implementation of programs such as housing, homeless prevention, advocacy, street outreach and case management. The programs are countywide and are open to both homeless and special needs persons. One major obstacle which has to be overcome to ensure effective service delivery is the expansive land area which comprises Palm Beach County. Most of the services available to the homeless and special needs population are offered in the eastern portion of the County, and underserved populations in the north, south and especially the western portion of the County does not have easy access to these services.

The County will continue to explore various options that would allow for western community residents to better access services and benefits. DES is responsible for certifying consistency with the Action Plan for any housing-related activity that receives HUD funding and will continue to partner with a variety of entities to provide housing and non-housing activities for the development of viable urban communities within the Palm Beach County.

Actions planned to enhance coordination between public and private housing and social service agencies

Palm Beach County continues to work in coordination with multiple public and private housing and social service providers to effectively address the needs of the low-and moderate-income residents of the county. It should be noted that funds accruing to the County from HUD's Consolidated Planning Programs (CDBG, HOME, ESG) as well as from other federally funded programs such as the Supportive Housing Program, Neighborhood Stabilization Programs (NSP) and Disaster Recovery Initiative Programs

(DRI) are not the only source of funds used to implement the community development strategies which emanate from coordination between the County and its twenty-nine (29) municipal partners, and countless non-profit and for-profit housing and social service providers. The following summarizes the coordination between Palm Beach County and municipal and public and private providers of housing, economic development, homeless, and public services.

Housing

- The County plans to continue to coordinate with Palm Beach County Housing Finance Authority, the four (4) housing authorities located within its jurisdiction, the Community Land Trust of Palm Beach County, Neighborhood Renaissance, HOME designated CHDOs, Housing Leadership Council of Palm Beach County, the Palm Beach County Affordable Housing Collaborative, the Treasure Coast Regional Planning Council, and all other for-profit and not-for-profit affordable housing providers, among other, to ensure the availability of affordable rental and homeownership housing units to persons with incomes at or below 80% of the AMI.
- The County will continue partner with for-profit and not-for-profit developers of affordable rental developments by providing low interest loans to leverage other funding used in the construction of these housing developments. Projects are selected for funding via a competitive RFP process and funding will be from HOME, SHIP, NSP program income, and from any other federal, state and local sources that can provide funding for these types of activities. In addition to their affordability, the housing units constructed under this partnership are required to address rental rates, tenant selection, and accessibility/availability to homeless and special needs persons.

Economic Development

- The County will coordinate with business incubators located in the county to foster the development and growth of small businesses to create jobs. Additionally, the County will work with the Business Development Board in the recruitment of businesses to establish operations in Palm Beach County and coordinate with local businesses and financial institutions, municipalities, and County Departments to implement economic development initiatives such as Job Growth Incentive, Industrial Revenue Bonds and the Section 108 Program. The Glades area of the County is emphasized for development/implementation of economic development initiatives.

Homeless

- The Palm Beach County Community Services Department will promote coordination between the Homeless Advisory Board, Homeless and Housing Alliance, the Philip D. Lewis Center, the Homeless Coalition, and other non-profit entities providing homeless assistance and homeless services (including those agencies funded under the CDBG and ESG programs) to ensure that duplication of services are minimized and that the needs of homeless persons/families and

persons/families at risk of becoming homeless are effectively identified, managed and provided for.

Public Services

- The Department of Economic Sustainability (DES), the Community Services Department and the Department of Youth Services are the three county entities involved in the provision of public service activities to income eligible persons/families. These three departments manage a wide range of federal, state and local funding (including ESG, CDBG, SHP, HOME Ryan White, as well as a large sum of funds provided from ad valorem source to fund programs designed to assist homeless and special needs persons as well as to provide general public service activities. The Departments provide direct funding to many service providers and coordinate with these agencies to establish funding priorities and to minimize duplication in the types of services provided.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

For Fiscal Year 2016-2017, the County expects to receive funding under the following CPD programs: CDBG (\$5,765,423); ESG (\$517,694); and HOME (\$1,646,340). In addition, the County expects to generate approximately \$327,500 in un-programmed program income under CDBG (\$7,900) and HOME (\$320,000). CDBG funds are expected to fund program activities to be implemented by County departments, municipalities and non-profit agencies. The HOME Program will fund CHDO activities, the development of rental housing and a tenant-based rental assistance program. The ESG Program will fund the following eligible components: emergency shelter, rapid re-housing and HMIS.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

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	7,900
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
Total Program Income:	7,900

Other CDBG Requirements

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. 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. (FY 2016)	89.2%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Palm Beach County will not utilize HOME funds in any other form except those stated in Section 92.205(b)(1).

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:

HOME funds will be used to undertake homebuyer activities pursuant to 24 CFR 92.254(a)(4). Specifically, Palm Beach County may use HOME funds during FY 2016-2017 for the following homeownership activities: provision of mortgages for acquisition (purchase) of units; provision of second mortgages to assist with the purchase of a home; and provision of assistance for rehabilitation of an owner occupied home. Where full funding is provided for acquisition, the assistance will be in the form of a repayable loan and the price of the unit cannot exceed \$264,100 (95% of the median sale price for a housing unit in Palm Beach County (*HUD FHA 2016 Mortgage Limits List*)). All other assistance may be provided in the form of a repayable loan, deferred loan that will be forgiven at the end of the affordability period, or grant. In order to qualify for any of the assistance stated above, a household must have an income that does not exceed 80% of the median income for Palm Beach County.

Recapture Provision

The following Recapture Provision will be implemented to ensure affordability of homebuyer units:

Principal Residence: Any home constructed, acquired or rehabilitated under the HOME Program must be used as the principal residence of the homebuyer. Upon the sale, transfer, lease, conveyance or alienation of any part or all of the property before the expiration of the affordability period, the County's HOME repayment provisions are triggered and the full amount of the HOME subsidy will be recaptured. This policy will be applicable to all HOME funded homeownership activities which are administered by DES, CHDOs, Developers, or Subrecipients. The following chart depicts the required affordability period based on the types and form of the HOME assistance:

Funded Activity	Forms of Assistance	Affordability Period
- Acquisition - New Construction - Purchase assistance	- Repayable Loan - Deferred Loan	30 Years
Rehabilitation	- Repayable Loan - Deferred Loan	15 Years

	• Grant	
--	---------	--

Table 15 – HOME Program Affordability

Refinance: Mortgage subordinations will only be granted at the discretion of Palm Beach County. Mortgage subordinations will only be granted in cases where the homeowner is seeking new financing to: lower the term of the first mortgage; lower the interest rate of the first mortgage; or make improvements to the HOME assisted property. Should the homeowner refinance for any reason other than those stated above, the full amount of the subsidy provided shall become due and payable in full.

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

Palm Beach County's Department of Economic Sustainability (DES) utilizes the recapture provision for all of its HOME funded housing assistance programs. Recapture provisions encumber the property via a mortgage and promissory note and/or Declaration of Restrictions. If the owner does not maintain compliance with residency and other provisions of the encumbrance, the requirement to repay the County is triggered. If the recapture provision is triggered by a sale (voluntary or involuntary) of the housing unit, the amount recaptured cannot exceed the net proceeds, if any. Net proceeds are defined as the sales price minus repayment of superior loans and any closing costs. The recaptured funding will be HOME program income. The following chart depicts the amount of the repayment due to the County in the event of a violation of the deed restrictions:

Forms of Assistance	Affordability Period	Repayment Calculation
Repayable Loan	15 - 30 years	All unpaid principal and accrued interest due in full
Deferred Loan / Grant	15 Years	Full amount of HOME subsidy

Table 16 – Repayment Calculation

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:

During FY 2016-2017 Palm Beach County does not plan to use HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME and/or other federal funding. However, this activity may be implemented in subsequent years during the Consolidated Plan period. Pursuant to 24 CFR part 91, refinance guidelines will include cost reasonableness per

unit, management capacity and best practices, market analysis and feasibility, long-term viability, effect on project debt/equity, purpose of refinance, affordability for 15 years (or longer at the discretion of the County), and other compensating factors consistent with the County's affordable housing policies.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The County's Division of Human and Veterans Services (DHS) administers the Emergency Solutions Grants (ESG) Program and coordinates all ESG-funded activities to enhance the quality of the homeless facilities and services offered to the County's homeless population. Although ESG funds can be used for a variety of activities, Palm Beach County has selected to fund projects under the emergency shelter, rapid re-housing and the homeless Management Information System (HMIS) component. The County has taken full advantage of ESG's flexibility to fund a wide range of services which address critical gaps that exist within the County's Continuum of Care.

Palm Beach County Homeless and Housing Alliance (HHA) have the following written program standards that govern ESG-funded activities: Emergency Shelter Standards, Rapid Re-housing Standards, Coordinated Intake and Assessment Standards, Housing First Standards, and HMIS Policies and Procedures. These standards were written and adopted by the HHA during the past fiscal year. Palm Beach County traditional provides funding for the first three activities mentioned above. The program standards to implement these activities are attached.

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 CoC utilizes the Service Prioritization Decision Assistance Tool (SPDAT) to prioritize the service needs of the homeless population. The CoC adopted the SPDAT as its centralized and coordinated assessment tool in November 2013. Training on the utilization of the tool began in January 2014 with full implementation by July 2014. The SPDAT is used as part of the intake process and found to be effective in determining appropriate placement and service prioritization.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The ESG Program is administered by the County's Division of Human and Veterans Services (DHS). In order to allocate the ESG Program funds, DHS request that the CoC prioritize the eligible ESG components and provide directions as to how the ESG award should be allocated for the upcoming

year. Once the priorities and distribution method are established, DHS utilizes the Request for Proposals (RFP) process to allocate the ESG funds to subrecipients. The process is as follows:

- A Request for Proposals (RFP) and a scoring tool is developed and an appeal process is established.
- The RFP is issued and posted on the County's website.
- A Technical Assistance Meeting is conducted for all interested applicants.
- A Non-Conflict Grant Review Committee with one member being either homeless or formerly homeless is established by DHS.
- Proposals are initially reviewed by DHS to insure regulation compliance, and then forwarded for review and scoring by the Grant Review Committee.
- The Grant Review Committee scores and ranks the proposals based on the following criteria: demonstration of need for the activity; evidence of site control and ability to develop and implement activity; reasonableness of total project costs and the ESG program amount requested; evidence of activity financial feasibility and that matching funds are committed and available for obligation; applicants ability to expend grant funds in timely manner and past performance and the appropriateness of qualifications and backgrounds of personnel assigned to activity.
- The ESG funding recommendations are forwarded to the Board of County Commission (BCC) for final approval

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.

Former homeless individuals serve on both the HHA Executive Committee and on the Non-Conflict Grant Review Committee (funding recommendation committee).

5. Describe performance standards for evaluating ESG.

All ESG-funded subrecipients enter into a one year agreement with Palm Beach County to provide the ESG homeless activity. The agreement's scope of work outlines how request for reimbursements should be submitted and the reporting process for each subrecipient. All ESG agreements entered into by the County are subject to on-going monitoring and evaluation throughout the term of the agreement. The methods of monitoring include: on-site monitoring visits, desk audits of monthly reports, review of final reports, review of randomly selected case files, and on-going contact with agency's program staff.

The contractual agreement requires all subrecipients to submit monthly reports along with their request for reimbursement. The monthly narrative reports describe activity progress during the

month through a detailed narrative describing contract activities and the results achieved. To meet HUD's reporting requirements, statistic data is also reported to track the type of activity carried out and the number of individuals/families assisted, including data on racial/ethnic characteristics of the program participants. Subrecipients are advised that unless all reporting requirements are satisfactorily met, requests for reimbursements will not be processed.

All sub-recipients must ensure that financial records and documents pertaining to costs and expenses under the ESG grant are maintained to reflect all costs of materials, supplies, services and any other costs and expenses for which reimbursement is claimed or payment is made. All records pertaining to the grant are retained for a period of at least five (5) years following submission of the final expenditure report. In the event that any claim, audit, litigation, or state/federal investigation is started before the expiration of the record retention period, the records are retained by the sub recipient until all claims or findings are resolved. The County has direct access to any records relevant to the ESG-funded activity.

The HHA has adopted performance measures that are used to evaluate ESG-funded programs within the Continuum. To date fourteen (14) performance measures have been developed and approved by the HHA. In collaboration with the HMIS, the HHA is now using the performance measures to generate reports on the operational aspect of ESG-funded programs.

6. Emergency Solutions Funding Recommendations

The following table shows the funding recommendations made by the Homeless and Housing Alliance Executive Committee, which was tasked by the PBC Department of Community Services, Division of Human Services to recommend the distribution of FY 2016-2017 ESG funds to non-profit entities. Additionally, \$50,000 was set-aside for funding of HMIS, and \$38,827 was allocated for program administration.

FY 2016-2017 EMERGENCY SOLUTIONS GRANT FUNDING RECOMMENDATIONS

Agency	Beneficiaries (Individuals)				
	Emergency Shelter (ES)	Rapid Re-housing (RRH)	ES	RRH	TOTAL
Aid to Victims of Domestic Abuse	\$41,183.00		400		400
Center for Family Services	\$90,514.00		195		195
Salvation Army	\$84,178.00		36		36
YWCA	\$41,445.00		593		593
Adopt A Family		\$171,547.00		20	20
TOTAL	\$257,320.00	\$171,547.00	1224	20	1,244

Table 17 – Emergency Solutions Grant (ESG) Program FY 2016-2017 Funding Recommendations

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APPENDIX I –CERTIFICATIONS



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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, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

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, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG 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 CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Mary Lou Berger, Mayor

Title

Sharon R. Bock, Clerk & Comptroller
Palm Beach County
By  Deputy Clerk

JUL 12 2016

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

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Specific CDBG Certifications

R 2016 109 33

The Entitlement Community certifies that:

JUL 12 2016

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 housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) 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 certifies that 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 activities which the grantee certifies are designed to meet 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);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) FY 2016-2017, FY 2017-2018, & FY 2018-2019, 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.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, 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

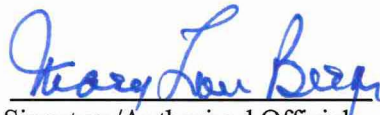
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

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 USC 2000d), the Fair Housing Act (42 USC 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/Authorized Official

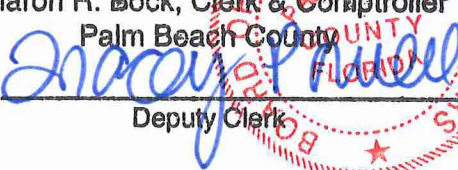


Date

Mary Lou Berger, Mayor
Title

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AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

Sharon R. Bock, Clerk & Comptroller
Palm Beach County
By 
Deputy Clerk

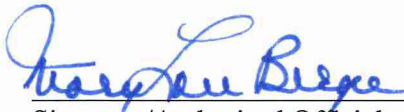


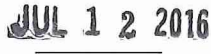
**OPTIONAL CERTIFICATION
CDBG**

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 a 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 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.

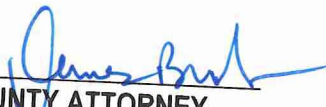
R 2016-0934


Signature/Authorized Official


Date

Mary Lou Berger, Mayor
Title

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AND LEGAL SUFFICIENCY**


COUNTY ATTORNEY

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By 
Deputy Clerk



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Specific HOME Certifications

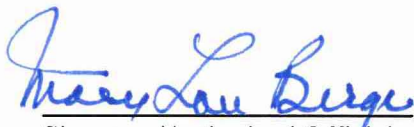
The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

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.

Appropriate Financial Assistance -- 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/Authorized Official

R 2016 09 35

JUL 12 2016

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Mary Lou Berger, Mayor
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Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By 
Deputy Clerk


COUNTY ATTORNEY

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The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction 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 jurisdiction 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 jurisdiction 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 jurisdiction 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 jurisdiction 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 jurisdiction 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 such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction 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.

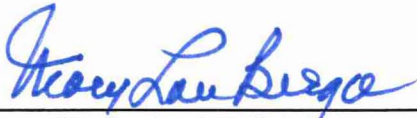
Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

Discharge Policy – The jurisdiction 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.

R 2016 09 36



Signature/Authorized Official

JUL 12 2016

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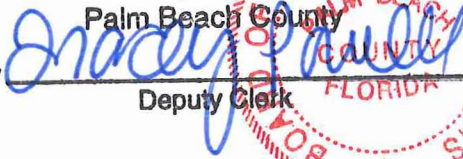
Mary Lou Berger, Mayor

Title

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By

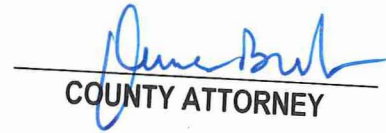
Deputy Clerk





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HOPWA Certifications

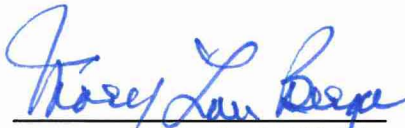
R2016-0937

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature/Authorized Official

JUL 12 2016

Date

Mary Lou Berger, Mayor

Title

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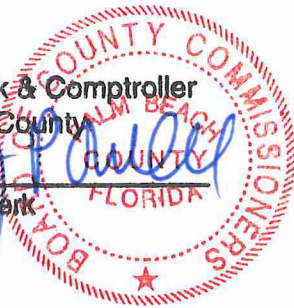

COUNTY ATTORNEY

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By



Deputy Clerk



APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. 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.

APPENDIX II – CITIZEN PARTICIPATION COMMENTS



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CITIZEN PARTICIPATION COMMENTS

Following is a summary of meetings held by DES, Community Services, and the BCC as they relate to the FY 2016-2017 Action Plan.

Eastern and Western County Regional Meetings

a) Eastern County Meeting

Date: Wednesday, March 15, 2016
Time: 10:30 A.M.
Location: 100 Australian Avenue, West Palm Beach, FL 33406

b) Western County Meeting

Date: Thursday, March 16, 2016
Time: 10:30 A.M.
Location: Belle Glade Civic Center, 725 NW 4th Street, Belle Glade, FL 33430

Clement C. Clarke, Principal Planner for the Department of Economic Sustainability addressed the audience and stated the meeting is being held to present information and to receive public input on the Community Development Block Grant (CDBG), HOME Investments Partnerships (HOME), and Emergency Solutions Grant Programs (ESG) for the fiscal year that runs from October 1, 2016 through September 30, 2017. The County receives federal grant funds each year and as part of planning process to determine the use of these funds the County undertakes a Public Participation process, which includes a series of public meetings culminating with the proposed plan to be presented before the Board of County Commissioners at a public hearing in July 2016.

The Action Plan is required to be submitted each year by HUD. The Plan outlines how the grant funds for the 3 programs CDBG, HOME and ESG will be utilized. Mr. Clarke presented a review of these 3 programs and also summarized the County's accomplishments over the last 5 years. Mr. Clarke urged the public for their input after the presentation on community needs in regards to housing, community and economic development.

The attendees were presented with a copy of the slide presentation from which the presenter spoke.

Public Questions/Comments /Recommendations and Responses (Eastern Meeting):

Recommendation: Jennifer Rey, Aid To Victims of Domestic Abuse (AVDA)

A recommendation was made to increase CDBG funding to agencies that provide services to victims of domestic violence.

Response: Clement Clarke

For the past three (3) years the Board of County Commissioners (BCC) has given the directive to fund the public service agencies that were funded the previous year. A BCC directive would be needed to change the method of how public service activities. AVDA has been previously received CDBG funding and given the current BCC directive will receive funding for the upcoming fiscal year.

Recommendations: Jen Layless, PBC Public Defender's Office

The County allows currently non-funded public service agencies to participate in a Request for Proposals (RFP) process.

Response: Clement Clarke

The recommendation will be forwarded to the BCC.

Recommendation: Patrick Franklin, Urban League of PBC

The County should have an open RFP process every three years for all public services agencies, with selected agencies being funded for a three year period (based on funding availability).

Recommendation: Patrick Franklin, Urban League of PBC

CDBG funds continue to be used for demolition of blighted structures in low-to moderate income sections of the County.

Recommendation: Patrick Franklin, Urban League of PBC

The county should provide businesses who offer job training to youth ages 18 to 25 with economic development stipends (monetary).

Recommendation: Patrick Franklin, Urban League of PBC

CDBG funds should be provided for the development of affordable housing for low income households throughout the County, not just in the western portion of the County.

Response: Clement Clarke

All recommendations will be placed in the record and forwarded to the BCC. Traditionally the county has not used CDBG funds for housing or rehabilitation because the County typically uses HOME and SHIP funds for these activities.

Recommendation: Cindee LaCourse-Blum, PBC CLT

Request that county-initiative capital improvements projects be tied to affordable housing projects within established CDBG target areas.

Response: Clement Clarke

The recommendation will be forwarded to the BCC.

Recommendation: Lisa Greenwood, Healthy Mothers Healthy Babies

Revise the allocation method used to distribute CDBG funding for public service activities by decreasing the level of funding amount awarded to the Lewis Center thus increasing the amount of CDBG funding that would be made available to be dispersed to other eligible public service activities.

Response: Clement Clarke

The recommendation will be forwarded to the BCC.

Recommendation: Cindee LaCourse-Blum, PBC CLT

A recommendation to make CHDO administration award a permanent annual allocation was made.

Response: Carol Eaddy-Langford, MHI Manager, DES

DES will continue to allocation HOME funds for CHDO administration.

Comment: Terry Murray, Neighborhood Renaissance

An emphasis should be placed on new construction projects which in turn will increase the inventory of affordable housing.

Response: Clement Clarke

The comment will be noted for the record.

Recommendation: Patrick Franklin, Urban League of PBC

Non-profit agencies should have priority over for-profit developers for new construction funding.

Recommendation: Patrick Franklin, Urban League of PBC

The BCC should increase funding to the First Time Homebuyer throughout the entire county.

Response: Clement Clarke

The recommendations will be forwarded to the BCC.

Recommendation: Cindee LaCourse-Blum, PBC CLT

A recommendation to allow new construction for affordable rental/for-sale properties under the HOME Program was made.

Response: Clement Clarke

The recommendations will be forwarded to the BCC.

Comment: Daniel Gibson, The Lord's Place

The attendee thanked the County for including ex-offenders to the list of special needs sub-populations

Recommendation: Daniel Gibson, The Lord's Place

A request was made that the County's Continuum of Care (CoC) make the HOME-funded Tenant-based Rental Assistance Program be made available to other sub-populations in addition to the homeless population.

Response: Clement Clarke

The County's Community Service Department is implementing the Tenant-based Rental Assistance (TBRA) Program. The HOME regulations do not allow the TBRA Program to assist exclusively one sub-population. A dialogue with the implementing department was suggested.

Recommendation: Jennifer Rey, Aid To Victims of Domestic Abuse (AVDA)

A recommendation was made to maintain and, if possible, increase ESG funding to agencies that provide services to victims of domestic violence.

Response: Clement Clarke

The recommendation will be forwarded to the County's Community Services Department which implements the ESG Program on behalf of the County.

Public Questions/Comments /Recommendations and Responses (Western Meeting):

Question: Julia Hale, Pahokee Housing Authority

Is there any other CDBG set aside funds exclusively for the Glades in addition to the Special Area of Hope (SAOH) and the municipal entitlements and if not I would like to make that recommendation.

Response: Clement Clarke

At this time there is no other CDBG funding set aside for the Glades area exclusive of SAOH and the municipalities entitlements. Your recommendation is noted and will be placed with the public comments section of the Action Plan.

Recommendation: Annette Parchment, City of Belle Glade

The Board of County Commissioners should consider going back to providing the SAOH funds strictly for the three municipalities in the Glades area (Belle Glade, Pahokee, and South Bay)

Comment: Jaison Raju, City of Pahokee

Agreed that the Board of County Commissioners should consider going back to providing the SAOH funds strictly for the three municipalities in the Glades area (Belle Glade, Pahokee, and South Bay)

Question: Jaison Raju, City of Pahokee

The County should consider a different process for the distribution of SAOH and is there a faster way for the County to distribute the funds?

Response: Clement Clarke

The comment will be noted. If the commenter has a process that he wants to have considered, he should forward it to DES for consideration.

Comment: Martie Parker, City of South Bay

The County should consider utilizing a lottery system to distribute the SAOH funding.

Question: Martie Parker, City of South Bay

What activities can be funded under the SAOH?

Response: Clement Clarke

SAOH funding can be used for eligible capital improvement activities.

Comment: Jaison Raju, City of Pahokee

DES should provide more assistance to the Glades communities in regards to economic development and job creation. DES should assist the three cities to adapt best practices for job growth and collaboration in and between the three municipalities.

Response: Clement Clarke

DES does provide economic development services throughout the county. The County does fund the TED Center, a business incubator, at a higher level than the other funded incubators because the TED Center does provide services to the Western communities.

Comment: Jazmin Campus, Pahokee Housing Authority

HOME funds should be used to support a First Time Homebuyer Program in addition to or in place of the Tenant Based Rental Assistance (TBRA). The TBRA provides only a short term/temporary solution to homelessness which the Homebuyer Program would create a more permanent solution.

Comment: Julia Hale, Pahokee Housing Authority

The County should increase funding for new construction in the Glades area.

Response: Clement Clarke

CDBG regulations require a one for one replacement for new construction.

Comment: Jaison Raju, City of Pahokee

The Count should increase funding for economic development activities for the Western community.

Question: Jazmin Campus, Pahokee Housing Authority

What are Homeless Prevention activities?

Response: Clement Clarke

Homeless prevention is the provision of emergency rent/mortgage and utility payments to assist person who are “at risk” of becoming homeless.

Question: Julia Hale, Pahokee Housing Authority

Does DES provide veterans preference for any of the funded activities?

Response: Clement Clarke

Although veteran can and are served by ESG, CDBG, and Home funded activities, there is not a preference given under these activities. Under the County’s State Housing Initiatives Partnership (SHIP) there is funding allocated for a Veterans Homeownership and Preservation Program.

Non Conflict Grant Review Committee Meeting (ESG):

Date: April 18, 2016
Time: 1:00pm
Location: 810 Datura Street, West Palm Beach, FL 33401

Purpose:

The Non Conflict Grant Review Committee consists of five (5) individuals whose sole purpose is to review the applications for ESG funding which were submitted in response to a NOFA published on March 11, 2016. All members are non-conflict in that neither they nor the organizations which they represent have applied for ESG funding. On April 18, 2016, the Committee met in a public meeting to review and rank the five (5) applications received and to make funding recommendations. Prior to initiating discussions amongst the committee members to arrive at funding recommendations, Sonya McNair, Grants Manager, PBC Human Services Division, solicited comments from the agencies that attended the meeting.

Public Input Received:

None received.

Actions Taken:

The Committee deliberated amongst themselves, discussing each application individually and subsequently arrived at the following funding recommendations: Aid to Victims of Domestic Abuse - \$41,183; Center for Family Services - \$90,514; Adopt-A-Family - \$171,547; The Salvation Army - \$84,178; and The Young Women's Christian Association - \$41,445.

Palm Beach County Board of County Commissioners Meeting

Date: May 3, 2016
Time: 9:30 a.m.
Location: PBC Government Center, 301 N. Olive Avenue, West Palm Beach, FL 33401

Presenters: Shannon LaRocque, Assistant County Administrator
Edward W. Lowery, DES Director
Sherry Howard, DES Deputy Director

The purpose of this public meeting by the Board of County Commissioners (BCC) was to review the County's accomplishments under the CDBG, ESG and HOME Programs, discuss strategies for the FY 2016-2017 Action Plan and to receive BCC direction on these strategies.

Staff showed a slide presentation to convey information to the BCC and to the public about the Action Plan. The slides showed a summary of the County's accomplishments under the CDBG, ESG, and HOME Programs and the recommended funding strategies for the three programs covered in the Action Plan. Mr. Lowery stated that the Action Plan is the County's application to HUD for funding under the CDBG, ESG and HOME programs and that the Action Plan lays out Palm Beach County's proposed use of these grant dollars. Ms. LaRocque said that any direction received from the BCC will be incorporated into the

final Action Plan and presented at a final Public hearing on July 12, 2016.

Board Discussion and Direction

Commissioner Vana expressed her concern in regards to services the County currently provides to the homeless population. Commissioner Taylor responded that she supports the county's efforts to combat homelessness within PBC. Commissioner Burdick commended DES on their past performance. Several commissioners expressed support for economic development activities. Commissioners Valeche, Abrams and McKinlay discussed homeownership versus renter housing strategies.

Board discussion resulted in the BCC's unanimous support of DES's proposed strategies outlined in the presentation. These included providing CDBG funding for six strategies: 1) Economic Development - \$972,273; 2) Local Entitlement Municipalities - \$1,128,918; 3) Special Area of Hope - \$396,462; 4) County-Initiated Capital Projects - \$2,187,753; 5) Lewis Center - \$810,763 and 6) public services - \$270,254 and providing HOME funding for three strategies: Community Housing Development Organization (CHDO) activities - \$363,912; 2) Developer Rental Assistance - \$636,846 and 3) Tenant Based Rental Assistance - \$636,846. All proposed strategies included administrative costs.

Public Comments - BCC Workshop May 3, 2016:

- Alex Larsen, Citizen expressed a concern about the administrative costs associated with the implementation of grant funded activities. Ms. LaRocque responded that each of the three federal grant programs has administrative dollars attached and each program has a regulatory cap on these administration dollars.
- Suzanne Cabara, Housing Leadership Council expressed appreciation for the funding of Developer Rental Assistance activity under the HOME Program.

Draft Action Plan Public Meetings (Eastern and Western)

a) Eastern Meeting

Date: June 20, 2016
Time: 10:30 am
Location: Belle Glade Civic Center, 725 NW 4th Street, Belle Glade, FL 33430

b) Western Meeting

Date: June 21, 2016
Time: 3:30 pm
Location: 100 Australian Avenue, Room 1-470, West Palm Beach, FL 33406

Carlos Serrano, Director of Strategic Planning and Operations for the Department of Economic Sustainability stated that the purpose of the meeting was intended to meet two objectives. First, it will provide an overview of the draft FY 2016-2017 Action Plan and outline the proposed funding strategies in the draft Action Plan which incorporates the CDBG, HOME, and ESG Programs and second it provides an opportunity to obtain public input on the draft FY 2016-2017 Action Plan.

Mr. Serrano explained that the Action Plan is the County's application to HUD for funding under the CDBG, ESG, and HOME programs. He continued that the Action Plan lays out Palm Beach County's proposed use of these grant dollars. Mr. Serrano informed the attendees that the Action Plan will be presented to the Board of County Commissioners at a public hearing on July 12, 2016. The final document is due to HUD no later than August 2016. He stated that a draft of the Action Plan was posted on the Department's website and was available for review prior to this meeting.

The attendees were given a copy of the power point presentation.

Public Questions/Comments /Recommendations and Responses (Western Meeting):

Question: Steve Wilson, City of Belle Glade

Mr. Wilson sought clarification on the method that is utilized to determine the municipalities' entitlement allocation.

Response: Carlos Serrano

The municipalities' CDBG annual allocation fluctuates each year depending upon the total dollar amount of CDBG funding awarded to the county as well as the municipalities' population and poverty rate.

Question: Steve Wilson, City of Belle Glade

The Special Area of Hope funding was asked to be explained.

Response: Carlos Serrano

Since FY 2001-2002, the County has implemented a Special Area of Hope allocation that was originally for use by the three Glades Region municipalities (Belle Glade, Pahokee and South Bay). These CDBG funds were to be used by the selected city for capital improvement projects. Since FY 2013-2014, under BCC direction, these funds were to be rotated alphabetically between the eleven (11) municipalities that contain a CDBG Target Area. For FY 2016-2017, the Town of Lantana is expected to receive the additional CDBG funding.

Question: Ralph Butts, City of Belle Glade

Is all the entitlement cities listed in the Action Plan?

Response: Carlos Serrano

No, the Village of Royal Palm Beach is eligible to receive CDBG funding from Palm Beach County; however, for FY 2016-2017, the Village opted not to receive their portion of the CDBG allocation.

Comment: Steve Wilson, City of Belle Glade

The amount of funding proposed under the HOME Program's Tenant Based Rental Program is not sufficient to meet the needs of the homeless population.

Response: Carlos Serrano

The County does utilize other revenue sources in addition to HOME funds to assist with housing and services for the homeless population; however, the County does not have adequate financial resources to eliminate homelessness within the County.

Question: Arrie Patrick, City of Belle Glade

Is the CDBG allocation slated for Belle Glade as outlined within the Action Plan definite?

Response: Carlos Serrano

Historically, the BCC has approved the funding recommendations as outlined within the Action Plan but the BCC does have the authority to change the funding recommendations. The final document which includes funding allocations will be approved by the BCC at a public hearing on July 12, 2016.

Public Questions/Comments /Recommendations and Responses (Eastern Meeting):

Recommendation: Suzanne Cabrera, Housing Leadership Council

The County should allow currently non-funded public service agencies to participate in a Request for Proposals (RFP) process for the available CDBG public service dollars if not on an annual basis then on a predetermined schedule such as every three years.

Response: Carlos Serrano

For the past three years the BCC directive has been to continue to fund the existing CDBG-funded agencies. This recommendation has been previously made and forwarded to the BCC.

Question: David Brandt, Housing Finance Authority

What are the seven entitlement cities?

Response: Carlos Serrano

The cities are Boca Raton, Delray Beach, Boynton Beach, West Palm Beach, Jupiter, Palm Beach Gardens, and Wellington.

Question: David Brandt, Housing Finance Authority

Can application fees be paid with HOME funds under the Tenant Based Rental program?

Response: Carlos Serrano

Yes, application fees are eligible costs.

Question: Arini Wryomartono, City of Lantana

Will the Town of Lantana receive the same amount of CDBG funding each year?

Response: Carlos Serrano

The amount of CDBG funding that municipalities receive fluctuate from year to year. The cities' annual allocation is based upon the CDBG funding the County receives each year which fluctuates annually as well as the municipalities' population and demographic characteristics.

BCC Public Hearing

Date:	July 12, 2016
Time:	9:00am
Location:	PBC Government Center, 301 N. Olive Avenue, West Palm Beach, FL 33401

The purpose of the hearing is to obtain BCC approval of the FY 2016-2017 Palm Beach County Action Plan and obtain any final public input on the Plan.

Public Questions/Comments /Recommendations and Responses

No public comments were received at the public hearing.

Board Discussion

The Annual Action Plan was approved by the BCC without comment.

STATE UNEMPLOYMENT BENEFITS

States reducing jobless benefits

'Dramatic change' puts pressure on the unemployed.

By David A. Lieb
Associated Press

JEFFERSON CITY, MO. — When Demetrius White recently lost his job as a \$10-an-hour forklift driver loading pallets of shampoos, he applied for unemployment benefits to help support his family.

That aid will not last as long as it once did, because White is among the first group of people affected by a new Missouri law reducing the duration of jobless benefits. His \$200-a-week checks will last no more than three months — just half as long as what he typically had been available.

"That's a dramatic change, really," White said. "Thirteen weeks, I don't know if I'll be able to find a job."

States traditionally have offered up to half a year of aid for the unemployed as they search for new jobs. But since the onset of the Great Recession, eight states have reduced the number of weeks that people can draw benefits, while others have cut the amount of money the unemployed can collect.

The cutbacks generally are intended to help shore up unemployment insurance trust funds, which went insolvent in 35 states following the recession that began in 2008. The changes could save hundreds of millions of dollars for businesses that pay unemployment taxes.

President Barack Obama is pushing in the opposite direction. The White House wants that states are engaging in a "damaging erosion" of unemployment benefits. Obama's budget plan would require all states to provide at least 26 weeks of benefits while expanding coverage to more part-time and intermittent workers.

The Republican-led Congress appears unlikely to approve the president's plan during an election year. GOP governors and state lawmakers initiated many of the recent cutbacks to unemployment benefits. And they point to declining unemployment rates as evidence that jobs are getting easier to find.

"When there's more jobs available, it's kind of common sense — you shouldn't need as long as a duration of unemployment benefits," said Missouri Senate Majority Leader Mike Kehoe, a Republican who handled the legislation reducing benefits.

The 1935 Social Security Act prompted states to enact unemployment programs, which typically pay people about half the amount of their previous paychecks. In 1938, more than four-fifths of



Demetrius White is among the first group of unemployed workers in Missouri whose maximum benefits were cut to 13 weeks under a state law. DAVID A. LIEB / ASSOCIATED PRESS

the states offered benefits for 16 weeks or less. But all states gradually increased their benefits to at least 26 weeks. South Carolina was the last to do so in 1968.

In 2011, Missouri became one of the first states to reverse course by cutting that to 20 weeks. Last year, the GOP-led Legislature overrode a veto by Democratic Gov. Jay Nixon to further shorten the benefits, linking their duration to the state's unemployment rate. Because unemployment is below 6 percent, people can get no more than 13 weeks of benefits.

The new limit went into effect in January, even though a legal challenge brought by attorneys for the AFL-CIO is now before the Missouri Supreme Court. The lawsuit seeks to block the new law because of an alleged procedural violation by senators.

For some unemployed workers, the new state laws have added another layer of anxiety to an already unsettling situation. White is one of about 36,000 Missouri workers who filed initial unemployment claims in January. A married father of two, he already has taken out a high-interest loan to help pay for his daughter's college tuition. His wife remains employed as a teacher, but White said the family is starting to fall behind on bills, including electricity. He is afraid he will not be able to make mortgage payments.

"It's been a struggle," White, 43, said while picking up materials about temporary jobs from a state work center in Jefferson City. "I don't have confidence of a job or hiring."

The Missouri law is projected to reduce annual unemployment payouts by \$85 million — a reduction of nearly one-fourth.

Neighboring Arkansas reduced its unemployment benefits to 20 weeks under a law that took effect last October. Those shortened benefits run out this month for some people, though the state won't say how many.

For some unemployed workers, the new state laws have added another layer of anxiety to an already unsettling situation.

PALM BEACH COUNTY
DEPARTMENT OF ECONOMIC SUSTAINABILITY
NOTICE OF PUBLIC MEETINGS

Palm Beach County Department of Economic Sustainability (DES) will host two public meetings to gather and address input on the FY 2016-2017 Annual Action Plan including the Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnerships Program. The meetings will be held as follows:

Eastern County Meeting
Date: March 15, 2016
Time: 10:00am
Location: Airport Center I
100 Aviation Avenue, Suite 1470
West Palm Beach, FL 33406

Western County Meeting
Date: March 15, 2016
Time: 10:00am
Location: Bala Glade City Hall Community Chambers
110 Dr. Martin Luther King Jr. Blvd., West
Bala Glade, FL 33430

Please visit www.palmbeachcounty.com for notification of any possible changes of meeting date/time. All comments can be made via meeting or may be submitted in writing to DES, Strategic Planning Services, 100 Aviation Avenue, Suite 150, West Palm Beach, FL 33406, or des@palmbeachcounty.com.
IN ACCORDANCE WITH THE AMERICAN DISABILITY ACT, ANY PERSON WITH A DISABILITY WHO MAY BE REQUESTED IN AN ALTERNATE FORMAT, AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE DAYS NOTICE. PLEASE CONTACT DES AT (561) 233-3623.
PUBLISHED: March 6, 2016.

South Carolina and Michigan also limit benefits to 20 weeks. Sliding scales linked to unemployment rates have resulted in limits of 16 weeks in Kansas, 14 in Georgia, 13 in North Carolina and 12 in Florida.

Some states also have reduced the maximum weekly payments, narrowed who can qualify and increased work search requirements that can result in delayed or denied benefits if not met.

"We've experienced a wave of very drastic benefit reductions," said Claire McKenna, a policy analyst at the National Employment Law Project, a New York-based group that serves as an advocate for low-wage workers and the unemployed.

Ohio could be the next state to shorten benefits. A bill by Rep. Barbara Seans would cut benefits to as few as 12 weeks by linking their duration to the unemployment rate. It also would make other benefit changes while trying to replenish an unemployment insurance trust fund that owes \$773 million to the federal government.

The legislation is projected to reduce unemployment payments by an average of \$475 million annually from 2018 to 2025.

Seans said some people who remain jobless for several months are "kind of settling in on unemployment and riding it out until almost the last week before they're re-engaged in the workforce." A shorter benefit period could prompt them to find work, he said.

"When you know you're going to go off of unemployment, there is an overwhelming urge to be less particular may be about finding the exact job that you lost," said Seans, a Republican from the Toledo area.

Advocates for the

poor dispute that assertion. Acute the reductions in Florida, Georgia and North Carolina, the percentage of adults ages 25 to 54 with jobs in those states grew more slowly than the national average, according to the Economic Policy Institute, a Washington-based liberal think tank.

A coalition of Ohio health and human services groups has warned that shorter unemployment benefits could increase poverty. Some people will turn to food stamps or charities, sell their possessions or their blood plasma and run up credit card debt just to get by, said Lisa Hamler Fugitt, executive director of the Ohio Association of Foodbanks and co-chair of Advocates for Ohio's Future.

"Once you fall into poverty, the chances that you're going to be able to get back are going to be pretty difficult," she said.

Business groups contend the benefit cutbacks are an appropriate way for states to find part of the costs of rebuilding depleted trust funds.

At one point following the recession, states owed a total \$51 billion to the federal government to repay loans for unemployment trusts. Obama recapitalized the trust funds, but the U.S. government temporarily raised the unemployment tax paid by businesses in many of those states.

Besides Ohio, the only states still in federal debt are California, with \$6.4 billion, and Connecticut, with \$1.6 billion. But the Obama administration says just 20 states have enough reserves in their trust funds to weather a recession for a year. Obama has proposed to gradually increase employer taxes to help solidify the trust funds.

NOTICE OF ESTABLISHMENT OR CHANGE OF A REGULATION AFFECTING THE USE OF LAND

THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, PROPOSES TO ADOPT OR CHANGE REGULATIONS AFFECTING THE USE OF LAND FOR THE AREA SHOWN IN THE MAP IN THIS ADVERTISEMENT FOR PALM BEACH COUNTY.

A PUBLIC HEARING ON THE REGULATIONS AFFECTING THE USE OF LAND WILL BE HELD ON **MARCH 24, 2016** AT 9:30 A.M. IN THE JANE M. THOMPSON MEMORIAL CHAMBERS, SIXTH FLOOR, GOVERNMENT CENTER, 100 NORTH OLIVE AVENUE, WEST PALM BEACH, FLORIDA.

THE PROPOSED REGULATIONS ARE AS FOLLOWS: AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT CODE ORDINANCE 2003-067 AS AMENDED.

TO ESTABLISH AN ELECTRONIC CHANGEABLE COPY MESSAGE SIGN PILOT PROGRAM WITHIN THE PRIORITY REDEVELOPMENT AREA OF THE URBAN REDEVELOPMENT AREA OVERLAY, AS FOLLOWS: **ARTICLE 2, DEVELOPMENT REVIEW PROCEDURES;** CHAPTER A, GENERAL; CHAPTER B, PUBLIC HEARING PROCESS; **ARTICLE 3, OVERLAYS AND ZONING DISTRICTS;** CHAPTER B, OVERLAYS; **ARTICLE 8, SIGNAGE;** CHAPTER C, PROHIBITIONS; CHAPTER G, STANDARDS FOR SPECIFIC SIGN TYPES; **PROVIDING FOR:** INTERPRETATION OF CAPTIONS; REPEAL OF LAWS IN CONFLICT; SEVERABILITY; A SAVINGS CLAUSE; INCLUSION IN THE UNIFIED LAND DEVELOPMENT CODE; AND, AN EFFECTIVE DATE.

COPIES OF THE ABOVE REFERENCED PROPOSED ORDINANCE ARE AVAILABLE FOR INSPECTION IN THE ZONING DIVISION, AT THE PLANNING, ZONING AND BUILDING DEPARTMENT, LOCATED AT 2330 NORTH JOG ROAD, WEST PALM BEACH, FLORIDA 33411, WEEKDAYS BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. INTERESTED PARTIES MAY APPEAR AT THE HEARING AND BE HEARD WITH RESPECT TO THE PROPOSED ORDINANCES.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION OR BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE MAY NEED 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.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATIVE FORMAT, AUXILIARY AIDS OR SERVICES WILL BE PROVIDED WITH AT LEAST THREE DAYS NOTICE. PLEASE CONTACT (561) 233-5213.

(Published, The Palm Beach Post, Sunday, March 6, 2016)

<PAGELABELTAG>

PROCLAMATION

I, Jerry Taylor, Mayor of the City of Boynton Beach, Florida, do hereby proclaim that a General Election will be held in the City of Boynton Beach, Palm Beach County, Florida, on the 13th day of March 2016 to elect the Mayor - at large and one Commissioner from District 3 to serve a three-year term expiring in March 2019.

The voting hours are between 7:00 a.m. and 7:00 p.m. on said date. Polling places are hereby designated as follows:

VOTING LOCATIONS

Precinct #	NAME & LOCATION
3136	Freedom Shores Elementary School 3400 Hypocrite Rd.
3138	Citrus Cove Elementary School 8400 Lawrence Rd.
3140	Boynton Lakes North Clubhouse 100 Redford Dr.
3142	Boynton Lakes North Clubhouse 100 Redford Dr.
3146	Brookside North Boynton Beach (Formerly Newport Place) 4735 NW 7 th Ct.
3164	Citrus Cove Elementary School 8400 Lawrence Rd.
3168	Boynton Beach Fire Station #3 3501 N. Congress Ave.
3172	Boynton Beach High School 4975 Park Ridge Blvd.
3174	Boynton Beach Fire Station #3 3501 N. Congress Ave.
3176	Boynton Beach High School 4975 Park Ridge Blvd.
3182	Imagine Schools Chancellor Campus 3333 High Ridge Rd.
3186	Christ Fellowship Church 801 N. Congress Ave.
3187	Christ Fellowship Church 801 N. Congress Ave.
3188	Christ Fellowship Church 801 N. Congress Ave.
3190	Imagine Schools Chancellor Campus 3333 High Ridge Rd.
3192	Palm Beach Leisureville #1 Clubhouse 1007 Ocean Dr.
3194	Boynton Beach Fire Station #2 2615 West, Woodlight Rd.
3196	Palm Beach Leisureville Clubhouse #3 2001 SW 12 th Ave.
3198	Boynton Beach Leisureville Clubhouse 1807 SW 14 th St.
3200	Golfview Harbour Clubhouse 2775 SW 14 th St.
3202	Golfview Harbour Clubhouse 2775 SW 14 th St.
4020	Christ Fellowship Church 801 N. Congress Ave.
4022	Congress Middle School 101 S. Congress Ave.
4024	Harvey E. Oyer Jr. Park US #1 and NE 21 st Ave.
4026	Sterling Village Auditorium 500 S. Federal Highway
4034	Crosspointe Elementary School 3015 S. Congress Ave.
4036	Colonial Clubhouse 26 Colonial Club Dr.
4050	Hunter's Run Courtyard Cafe 3500 Clubhouse Ln.
4052	Crosspointe Elementary School 3015 S. Congress Ave.
4053	Crosspointe Elementary School 3015 S. Congress Ave.
4054	Lakeview Baptist Church 2599 N. Swinton Ave. Delray Beach, FL
4062	Colonial Club Clubhouse 26 Colonial Club Dr.
4066	Seacrest Presbyterian Church 2703 N. Seacrest Blvd.
4068	Seacrest Presbyterian Church 2703 N. Seacrest Blvd.
4070	Seacrest Presbyterian Church 2703 N. Seacrest Blvd.
4178	Ezell Hester Community Center 1901 N. Seacrest Blvd.
4180	St. John Missionary Baptist Church 900 North Seacrest Blvd.
4182	Carolyn Sims Center 225 NW 12 th Ave.
4184	St. John Missionary Baptist Church 900 North Seacrest Blvd.
4186	Boynton Beach Civic Center 128 E. Ocean Ave.
4188	Forest Park Elementary School 2701 SW 3 rd St.
4190	Seacrest Presbyterian Church 2703 N. Seacrest Blvd.

CITY OF BOYNTON BEACH

ATTEST

Jerry Taylor
JERRY TAYLOR
CITY CLERK
(Computer Seal)



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Meeting Schedule

Click for

[2013 Meeting Calendar](#)

[2014 Meeting Calendar](#)

[2015 Meeting Calendar](#)

[2016 Meeting Calendar](#)

Meeting Minutes

2015

- ◊ January 22, 2015
- ◊ February 27, 2015
- ◊ March 25, 2015
- ◊ April 23, 2015
- ◊ May 28, 2015
- ◊ June 25, 2015
- ◊ July 23, 2015
- ◊ August 27, 2015
- ◊ September 24, 2015

2011-2014

- ◊ Feb 24, 2011
- ◊ Mar 24, 2011
- ◊ Apr 28, 2011
- ◊ May 26, 2011
- ◊ June 23, 2011
- ◊ July 28, 2011
- ◊ August 25, 2011
- ◊ September 22, 2011
- ◊ October 27, 2011
- ◊ Jan 26, 2012
- ◊ Feb 23, 2012
- ◊ Mar 22, 2012
- ◊ Apr 26, 2012
- ◊ May 26, 2012
- ◊ June 28, 2012
- ◊ July 26, 2012
- ◊ August 23, 2012
- ◊ September 27, 2012
- ◊ October 25, 2012
- ◊ November 29, 2012
- ◊ January 31, 2013
- ◊ February 28, 2013
- ◊ March 28, 2013
- ◊ April 25, 2013
- ◊ May 23, 2013
- ◊ June 27, 2013
- ◊ July 25, 2013
- ◊ August 22, 2013
- ◊ September 26, 2013
- ◊ October 24, 2013
- ◊ November 21, 2013
- ◊ January 23, 2014
- ◊ February 27, 2014
- ◊ April 17, 2014
- ◊ May 22, 2014
- ◊ June 26, 2014
- ◊ July 24, 2014
- ◊ August 28, 2014
- ◊ September 25, 2014
- ◊ October 23, 2014
- ◊ November 20, 2014

Member

Resources

- ◊ HHA PBC Continuum of Care Charter
- ◊ HHA PBC HMIS Charter
- ◊ Performance Measures Subcommittee Report
- ◊ Subcommittee Description
- ◊ Acronyms
- ◊ Definitions- HUD
- ◊ New Member Packet
- ◊ Agency Application-

Homeless and Housing Alliance of Palm Beach County

FY 2017 Notice of ESG Funding

ESG-Emergency Solutions Grant. Applications are now being accepted to request ESG funding for the period October 1, 2016-September 30, 2017.
FY 2017 ESG Application is now available.

If you have questions, please contact Sonya McNair at 561-355-9901

[2017 ESG RFP Attachment #2 Budget Worksheet](#)

[2017 ESG RFP Attachment #3 2014-2015 HHA Membership Attendance](#)

[2017 ESG RFP Attachment #4](#)

2015 HUD CoC NOFA

[2015 NOFA CoC Rating & Review Procedure](#)

[2015 CoC scoring tool for renewal & new projects](#)

[2015 CoC Scoring Ranking Grievance Procedure](#)

[2015 CoC Projects, Rankings and Tiers with Scoring Tool](#)

[2015 NOFA CoC Application](#)

2015 Homeless Point-In-Time Count

[2015 State Point-In-Time Final Report](#)

[2015 Homeless PIT Count News Release](#)

[2015 HUD Point-In-Time Count WPB/PBC CoC](#)

[Point-In-Time Subpopulations Summary WPB/PBC CoC](#)

[Point-In-Time Summary Veterans WPB/PBC CoC](#)

Palm Beach County Homeless and Housing Alliance Program Standards

[2015 PBC Emergency Shelter Standards](#)

[PBC RRH Standards](#)

[PBC Standards for Coordinated Intake and Assessment](#)

[PBC Housing First Core Concepts](#)

[PBC Housing First Standards](#)

[PBC RRH Core Components](#)

CMIS Manual and Forms

[CMIS Affidavit of Good Moral Character](#)

[CMIS Agency Administrator Agreement](#)

[CMIS Agency Agreement](#)

[CMIS Agency Data Security Officer Agreement](#)

[CMIS End User Agreement](#)

[CMIS Informed Consent and Release of Information](#)

[CMIS Policies and Procedures Manual](#)

Training ClientTrack Navigation

<https://clienttrackces.bloomfire.com/posts/880067-course-1-clienttrack-navigation-oct-2014>

Training ClientTrack- Introduction

<https://clienttrackces.bloomfire.com/posts/803046-course-1-clienttrack-introduction-april-2014>

REGISTER FOR HHA MEMBERSHIP

The HHA Membership Registration will allow you to sign up to receive e-mails and information from the network. It



Palm Beach Co.

Like Page 146 likes



Palm Beach County Homeless and Housing Alliance

March 1 at 8:22am

Registration for the training "In Her Shoes" is now open. The training will provide the participant with the experience of what it is like to walk in the shoes of a victim of domestic violence.

Date: Friday April 15th, 10:00 am to 1:30 pm
 Location: 1440 MLK boulevard, Riviera Beach, FL 33404...
[See More](#)

Contact Information

Georgiana Devine
 810 Datura Street
 West Palm Beach, FL 33401
 Phone: 561-355-4778
[e-mail us](#)

Members

211
 Adopt-A- Family
 Center for Family Services
 Children's Home Society
 211
 Coalition for Independent Living Options
 Comprehensive Community Caring Network
 CROS Ministries
 Families First of PBC
 Family Promise of North/Central Palm Beach County, Inc
 Family Promise of Southern Palm Beach County
 Florida Resource Center for Women & Children
 Farmworker Coordinating Council
 Guatemalan-Maya Center
 Gulfstream Goodwill
 Holy Ground Shelter for Homeless, Inc.
 Homes With Assistance
 House of Wisdom Restart Center
 Housing Partnership
 J.A.Y Outreach Ministries
 Jerome Golden Center
 PB Recovery Coalition
 PBC Food Bank
 PBC Dept. of Health
 PBC Homeless Coalition
 PBC Dept. Human & Vet Services
 PBC Dept. of Senior Services
 PBC Dept. Housing & Community Development
 Quiet Waters
 Salvation Army
 Faith-Hope-Love-Charity
 St. George's Center, Inc.
 St. Ann's Place
 The Lords Place
 The Everglades Inn
 The Vets Place
 United Way of PBC
 VA Homeless Outreach
 Vita Nova
 Windsor Estates
 YWCA-Harmony House Jeff Industries, Inc.
 True Fast Ministries
 Catholic Charities Dioceses of Palm Beach
 Magellan Complete Care

St. Vincent de Paul, Palm Beach District
Council
Vickers House City of West Palm Beach
HomeSafe
Urban League of Palm Beach

HHA Membership

Point In Time -

- o Palm Beach County CoC 2013 PIT - sheltered/unsheltered count report
- o Palm Beach County CoC 2013 PIT - 'doubled up' count report
- o Palm Beach County CoC 2013 PIT - report by: City
- o Palm Beach County CoC 2013 PIT - report by: Zip Code
- o Palm Beach County CoC 2011 PIT -HUD Report
- o Palm Beach County CoC 2011 PIT Sub Populations - HUD Report

will also allow you to register on an Homeless and Housing Alliance Sub-Committee. After you have registered once you will be given access to the Community Services Portal and the HHA main application where you will maintain your registration, have access to reports and be able to RSVP for Events. Register today!

[Guide to using the Homeless and Housing Alliance Membership Registration.](#)

The National Association of Counties (NACo) is pleased to grant Palm Beach County a 2014 Achievement Award for its program titled "homeless Data Tracking" in the category of Human Services. Congratulations to everyone involved, who were able to develop this innovative program! Your hard work will yield positive results for Palm Beach County.

[Award](#)

One Year Status Report: Senator Philip D. Lewis Center (Homeless Resource Center, HRC)

Click here for a copy of [report](#).

The Homeless and Housing Alliance (HHA) of Palm Beach County (formerly the Continuum of Care) is intended to deliver a comprehensive and coordinated continuum of services for homeless individuals and families. The system's fundamental components include homeless prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent housing, and permanent supportive housing. The HHA includes community-based membership with representatives from government, business, formerly homeless individuals, law enforcement, banking, housing service providers, faith groups, education, veterans, health care, and concerned individuals. Palm Beach County Division of Human Services (the Division) continues its role as the lead entity for the HHA which began in January 2006.

Click for copy of [by-laws](#).

Next HHA Meeting:

Homeless and Housing Alliance
Gulfstream Goodwill Industries
Lighthouse for the Blind
Board Room
1710 Tiffany Drive East
West Palm Beach, FL 33407

October 23, 2014 - 2:00 p.m.

Homeless and Housing Alliance (HHA) Attendance reports

[2012 HHA Meeting Attendance & 2013 HHA Meeting Attendance](#)

[2012 HHA Sub-committee Meeting Attendance & 2013-14 HHA Sub-committee Attendance Log](#)

Important Links:

- o www.pbcgov.com/CSDHOMELESS
- o www.hudhre.info
- o www.thehomelessplan.org
- o www.usich.gov
- o Opening Doors Across America

TWITTER

<https://twitter.com/PBCDHSVS>

Facebook HHA

<http://www.facebook.com/PBCHomelessandHousingAlliance#!/PBCHomelessandHousingAlliance>

continued from A1

Officially requested contributions from any of the cultural groups, Asmari said. "We have to prefer actions from contributing directly," he said.

"Some groups had asked for guidelines," Asmari said. "We gave them a variety of information. We told them that the campaign has to be run. We told them we provided guidelines for fundraising purposes, we haven't requested any funds."

Two of the cultural organizations, including the Norton and the Boca Raton Museum of Art, declined to discuss the sales tax plan last week, instead referring questions to the city.

Official with several other groups, including the Moriama Museum and Japanese

Staff writers Andrew Manna and Wayne Washington contributed to this story.

COXMEDIATM Creating solutions. Delivering results.
GROUP Palm Beach

The Palm Beach Post Palm Beach Daily News

Ad Number:
Insertion Number:
Size:
Color Type:

Publication Date: 04/10/2016

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Flush with guns, West seeks to curb deaths

tion can spread nationwide. "In the past, people shut up about this issue because they thought raising a mean- ingful debate about gun control," she said. "It makes so much more sense to look at gun owners as part of the

**CH COUNTY
STORE**
in the Community **25 YEARS**

April 16th, 2016
2:00 PM
5:00 am - 11:00 am
at approximately 3:00 am
interested bidders should arrive for the bidding
May 21, 2016

[illegible]



**PALM BEACH COUNTY
DEPARTMENT OF ECONOMIC SUSTAINABILITY
CORRECTION TO PUBLIC NOTICE**

This ad amends the public notice on April 10, 2016 which notified the public of the Board of County Commission (BCC) Workshop to discuss the FY 2016-2017 Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) Programs. The workshop date has been rescheduled to Tuesday, May 3, 2016. All other information pertaining to the notice remains the same.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), THIS AD MAY BE REQUESTED IN AN ALTERNATE FORMAT. PLEASE CONTACT DES AT (561) 233-3623.

APPENDIX III - HOME PROGRAM DESCRIPTION

The HOME Program was created by the 1990 Cranston-Gonzalez National Affordable Housing Act in order to make funds available to participating jurisdiction (PJs) for the provision of decent, safe, affordable housing and expansion of the long-term supply of affordable housing. The HOME program encourages and promotes partnerships between public and private entities for the creation of affordable housing opportunities to low and very low income households.

Palm Beach County's FY 2016-2017 HOME entitlement amount is \$1,646,340. Federal regulations governing the HOME Program allow for a maximum of 10% of HOME Program allocation to be spent on program administration and planning activities; at least 15% of the funds must be spent on CHDO administered activities; and 5% of the funds may be awarded to CHDOs to cover their administrative costs. The HOME Program regulations require each participating jurisdiction to provide, as a matching contribution, not less than 25% of the funds drawn from its HOME Investment Trust Fund Treasury account for certain activities. During FY 2016-2017, the required match of \$349,847 will be provided from State Housing Initiatives Partnership (SHIP) Program funding. The specific amounts which Palm Beach County will set aside to fund eligible costs under the HOME Program are outlined below:

- *DES Program Administration and Planning:* \$164,634 representing 10% of the total allocation;
- *Community Housing Development Organization (CHDO) Set-Aside Program:* \$246,951 representing 15% of the overall HOME Program allocation. Funding will be used for the development, acquisition and/or rehabilitation of existing single family housing for lease or resale to eligible households;
- *CHDO Set-Aside Program Operating Expenses:* \$82,317 representing 5% of the overall HOME Program allocation;
- *Developer Rental Program:* \$576,219 for loan assistance to create permanent rental housing through the construction of new housing on vacant property, demolition of existing vacant buildings, construction of new rental housing, rehabilitation of existing residential property, and acquisition of the aforementioned properties;
- *Tenant Based Rental Assistance:* \$576,219 in HOME Program funding will be allocated for homeless prevention/intervention and will be carried out by Palm Beach County's Community Services Department.

The Table below shows that an estimated 90 households will benefit from the programs to be implemented under the HOME Program for FY 2016-17. Of this total, eight (8) affordable rental/homeownership housing units will be created and 82 renter households will be provided with rental assistance.

Activity	Funding	# of Units /Households Assisted
Program Administration and Planning	\$164,634	n/a
CHDO Set-Aside Program	\$246,951	2 units
CHDO Set-Aside Program Operating Expenses	\$82,317	n/a
Developer Rental Program	\$576,219	6 units
Tenant Based Rental Assistance	\$576,219	82 households
Total	\$1,646,340	90

Table 18 – HOME Program Allocation

Matching Contributions

The minimum 25% match contribution is required only for certain HOME activities. Based on the County's HOME allocation for FY 2016-2017, the match requirement totals \$349,847. Palm Beach County provides its match requirement from the SHIP program and currently has \$448,961 in surplus commitment remaining on hand. The match requirement for FY 2016-2017 will be met from this source.

Proposed HOME Projects

DES coordinates efforts with non-profit and for-profit providers, qualified CHDO organizations, developers, and other County departments to carry out HOME program activities. For FY 2016-2017, DES will undertake the following: Tenant-Based Rental Assistance (TBRA), Developer Rental Program, and CHDO Activities. The County will utilize one of the following processes to select the agency(s) to implement each of these programs: designation by Board of County Commissioners; competitive Request for Proposal (RFP); and application process. Solicitations for funding are made available via public notice, posting on DES website, and email distribution to interested parties.

HOME Priority Needs and Objectives

Programs to be supported with HOME funding are intended to address specific priority needs which are identified in the County's Five Year Plan for FY 2015-2020. The table below lists HOME activities that will be implemented during the upcoming fiscal year and correlates these activities with the priorities identified in the Plan.

HOME Program	Activity Type	Priorities Addressed
CHDO Set-Aside Activities	Acquisition/rehabilitation of existing single family housing for sale or lease to eligible beneficiaries.	Affordable Rental Housing; Affordable Homeownership: High

Developer Rental Program	Loan assistance program to create permanent rental housing.	Affordable Rental Housing: High
Tenant Based Rental Assistance	Funding allocated for homeless prevention/intervention; to be administered and overseen by PBC Community Services.	Homeless Prevention; Affordable Rental Housing: High

Table 19 - Affirmative Marketing Policy and Procedure

To advance the County's efforts in achieving non-discrimination and equal opportunity in housing, and to fulfill the HOME requirements of outreach targeted at low and very-low income persons, particularly residents of public housing and manufactured housing, the County has established policies and procedures to affirmatively market housing units produced under these programs. The objectives of these affirmative marketing policies and procedures are in accordance with 24 CFR 92.351 of the HOME regulations and Section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701 U), and is applicable to other Federal, State and local regulations.

In order to carry out policies and procedures of DES's Affirmative Marketing Program, all non-profits, for-profits, municipalities and individual owner/investor subrecipients of the aforementioned programs must comply with the following:

- The Equal Opportunity logo or slogan must be used by owners in advertising vacant units, and be present on solicitations for Owner Proposal Notices.
- Lenders, non-profit housing developers, and program subrecipients are requested to solicit applications from persons in the housing market area who are not likely to apply to housing without special outreach. Owners and agencies can satisfy this requirement by posting a notice of vacancies or housing opportunities in locations, including, but not limited to, the following:
 - o Mobile home communities
 - o Churches and other related organizations;
 - o Community organizations;
 - o Fair housing groups;
 - o Housing counseling agencies;
 - o Agencies for the disabled;
 - o Employment centers;
 - o Social media;
 - o Local public housing authorities (PHAs) or other similar agencies.
- Program participants must also utilize, to the extent feasible, commercial media informing potentially eligible homebuyers in the market. The use of community, minority, and other special interest publications likely to be read by persons needing special outreach is recommended.
- All program participants are required to adequately inform and train their staff on the objectives of

affirmative marketing and ensure that their staff takes every step to ensure compliance.

- Lenders, non-profit housing developers, and other program subrecipients will be required to keep records describing actions taken to affirmatively market units in the rehabilitation program. Palm Beach County DES will keep records of their efforts to affirmatively market units and will require rental owners to maintain records of such efforts. Investors/owners must also maintain copies of advertisements, minutes of meetings, income documentation, and census tract information, as applicable.
- Affirmative marketing records of the subrecipients/developers in the program will be monitored periodically. These records will include, but not be limited to: copies of brochures, news clippings, press releases, sign-in logs from community meetings, and any written letters of inquiry to, or from, prospective clients. The participants will be informed of their responsibility to adhere to the said requirements.

Meetings will be held, as needed, with selected subrecipients to ensure the smooth implementation of these and other program requirements.

Minority Outreach Program

Regarding the procurement of supplies, equipment, construction, or services funded with HOME funds, the County requires that subrecipients/contractors make a positive effort to utilize the supplies and services of small business and minority/women-owned business enterprises, and to provide these sources with the maximum feasible opportunity to compete for contracts pursuant to this Agreement. To the greatest extent feasible these small business and minority/women-owned business enterprises shall be located in or owned by residents of the CDBG target areas as designated in the County's current Consolidated Plan.

To comply with Executive Order 11246, Palm Beach County deliberately notifies the Offerors or Bidders of the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specification," and the goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area. The goals referenced are shown on the table below.

Timetable	Goal for Minority Participation in each Trade	Goals for Female Participation in each Trade
	22.4%	6.9%
Area Covered	Palm Beach County	All trades for the life of the project

Table 20 – Participation Goals

The goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR-60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; the employer identification number of the subcontractor; the estimated dollar amount of the subcontract; and the estimated subcontract start and completion dates.

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APPENDIX IV – SUMMARY OF THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE – FISCAL YEARS 2015-2016 TO 2019-2020

Summary of Fair Housing Complaints in Palm Beach County

Fair Housing Complaint by Basis

The table below compares the bases of fair housing discrimination cases reported over the period FY 2004-2005 to FY 2008-2009 to those occurring over the period FY 2009-2010 to FY 2013-2014.

The information on the table below combines data received from both the OEO and the LAS and shows that the county made significant gains in reducing fair housing discriminations on all bases except disability. The table also shows that, despite the success achieved over the past five years, the main bases for fair housing complaints, in addition to disability, continue to be race and color, familial status, and national origin.

Fair Housing Complaints

Basis	Total FY 2004-05 to FY2008-09	% of Total	Total FY 2009-10 to FY 2013-14	% of Total
Race or Color	159	21.5%	106	14.7%
Gender	26	3.5%	21	2.9%
Familial Status	78	10.6%	73	10.1%
National Origin	119	16.1%	88	12.2%
Religion	9	1.3%	9	1.3%
Disability	292	49.4%	368	50.9%
Age	31	4.2%	27	3.8%
Marital Status	5	0.7%	6	0.9%
Sexual Orientation	11	1.5%	6	0.9%
Gender Identity or Expression	0	0	0	0
Other	11	1.5%	17	2.4%
Total	741		723	

Table 20 – Fair Housing Complaints

Compiled from information provided by OEO and LAS

Fair Housing Complaints by Issues

The data for the five year periods FY 2004-2005 to FY 2008-2009 and FY 2009-2010 and 2013-2014 showed that refusal to rent or sell; discrimination in the conditions or terms of sale or rental occupancy; intimidation, interference or coercion; and denial of reasonable accommodation continue to be the most prevalent issues.

Issue	FY 2004-05 to FY 2008-09	% of Total	FY 2009-10 to FY 2013-14	% of Total
Refusal to rent, sell, etc.	68	8.5	116	14.1
Falsely deny housing was available	8	1.0	24	2.9
Discriminate in the conditions or terms of sale, rental occupancy or in services or facilities	252	31.5	244	29.5
Advertise in a discriminatory way	18	2.3	31	3.8
Discriminate in financing	7	0.9	7	0.9
Discriminate in broker's services	0	0	1	0.2
Intimidation, interference or coercion	110	13.8	84	10.2
Sexual harassment	2	0.3	0	0
Denial of reasonable accommodation	229	28.6	279	33.8
Denial of reasonable modification	3	0.4	13	1.6
Retaliation	8	1.0	3	0.4
Accessibility	0	0	3	0.4
Using Ordinances to discriminate in zoning and land use	10	1.3	2	0.3
Otherwise deny or make housing available	14	1.8	14	1.7
Failure to meet senior housing exemption criteria (55+)	3	0.4	3	0.4
Predatory Lending	38	4.8	3	0.4
Other: Home Ownership	32	4.0	180	21.8
Total	802		827	

Table 21 – Fair Housing Complaints by Issues

Compiled from information provided by OEO and LAS

Fair Housing Complaints by Race

Based on information provided by the LAS during the period encompassed by FY 2009-2010 to FY 2013-2014, 51.5 percent of all fair housing discrimination complaints were made by whites (up from 44.8 percent during the previous five years). Hispanics and Blacks, the next two largest racial groups in the county were affected by 24.2 percent and 21.0 percent respectively of the overall fair housing complaints reported to LAS.

Race	FY 2004-05 to FY 2008-09	% of Total	FY 2009-10 to FY 2013-14	% of Total
Asian, Native Hawaiian, Other Pacific Islanders	6	1.7	4	1.1

Race	FY 2004-05 to FY 2008-09	% of Total	FY 2009-10 to FY 2013-14	% of Total
Black or African American	107	29.3	81	21.1
Hispanic or Latino Only	48	13.2	93	24.2
Hispanic/Latino and Black/African American	25	6.9	0	0
Hispanic/Latino and White	0	0	0	0
American Indians or Native Alaskan	0	0	0	0
White	164	44.8	198	51.5
Other Individual Race	5	1.4	5	1.3
Other Multiple Combinations	8	2.2	1	0.3
Unknown at time of Report	3	0.9	3	0.8
Total	366		385	

Table 22 – Fair Housing Complaints by Race

Compiled from information provided by LAS

Fair Housing Complaints by Income Group

Over the period FY 2004-2005 to FY 2008-2009, very-low and low- income persons accounted for 63.2% of all fair housing discrimination complaint lodged with the LAS. This percentage was increased to 74.6% over the FY 2009-2010 to FY 2013-2014 five year period.

Income Group	FY 2004-05 to FY 2008-09	% of Total	FY 2009-10 to FY 2013-14	% of Total
Very Low Income	107	29.3	135	35.1
Low Income	124	33.9	159	41.3
Moderate Income	93	25.4	31	8.1
Moderate Income and Higher	27	7.4	56	14.6
Unknown at Time of Report	15	4.1	4	1.1
TOTAL	366		385	

Table 23 – Fair Housing Complaints by Income Group

Compiled from information provided by LAS

Identified Impediments to Fair Housing and Recommendations to Alleviate the Identified Impediments.

Identified Impediments To Fair Housing	Recommendations to Address Impediments
Disability, National Origin, Race and Familial Status	
Disability - The right to protection under the law may be overlooked for disabled persons who exhibit unusual or eccentric behavior since the behavior may mask their disability resulting in reasonable accommodations not being sought. - Complaints that certain behaviors violate	OEO, FHC, and the Legal Aid Society should be alert to the possibility of mental illness when receiving and investigating complaints of housing refusals based on behavior or personality that is "odd" or "difficult to deal with." When an impending refusal of housing can be linked to mental illness, agencies such as OEO, FHC and

Identified Impediments To Fair Housing	Recommendations to Address Impediments
rules or are disruptive, such as noise emanating from an individual's unit, may be caused by a hearing or other disability. Some housing providers send letters threatening to evict in such cases, rather than exploring reasonable accommodations. • Accessibility of some units is inadequate to accommodate needs of the occupant person with a disability. Similarly, some units occupied by persons without a disability are inadequate to accommodate visitors with a disability. • Architectural barriers limit accessibility of common needs and amenities within housing communities e.g., routes to recreation facilities sometimes have steps or other obstacles, or planned paved pathways in construction plans were not built; insufficient access width and other general access issues; ramps not being permitted by property owner/manager, condominium associations and HOAs. • Refusal to rent/sell to persons with disabilities, especially those supporting themselves with SSI and SSDI, even when the income is more than adequate to cover cost of the chosen housing. • Persons with disabilities are refused the use of a service or emotional support animal as a reasonable accommodation by property owners or condominium and homeowners associations with "no pet" rules. • Some developments lack sufficient parking spaces for persons who have disability parking placards. Some disability parking spots are reserved for visitors only and cannot be used by residents even if the spot is closer to their unit. Parking for scooters or large power wheelchairs which cannot fit into the apartment is sometimes an issue. • Persons requiring 24 hour Personal Care Attendants encounter problems of housing providers considering the Attendant to be a "visitor" or "occupant" and then demanding an application fee and a completed application for every Personal Care	Legal Aid Society should treat the case as a claim of disability-based discrimination, and look for reasonable accommodations that could be requested. • Expand the undertaking of education and outreach to protected classes on rights under the Fair Housing Act. This is more specifically required in Palm Beach County's western communities. • Concentrate fair housing education efforts directors of condominium associations, homeowners associations and apartment managers/owners; and make annual participation in this training a mandatory requirement for condominium association boards and for landlords when applying for rental licenses. • Through the OEO, FHC and Legal Aid Society of Palm Beach County, continue to undertake extensive testing to identify instances of housing discrimination on all protected bases, to test for non-compliance with the accessibility building standards mandated under FHAA and other governing regulations; and to identify the education and outreach efforts needed to strengthen fair housing efforts. • Referral of fair housing related complaints to LAS and FHC for investigation. • DES should continue to provide funding under its CDBG program to non-profit entities to carry out Fair Housing activities. Individuals defending against housing discrimination often lack the financial resources to pursue their legal rights on their own. • OEO, LAS and FHC to provide information and public education to HOA, Condo Associations and operators or rental apartments on communication problems of some groups of disabled persons and the need to take proactive steps to alleviate this problem. • Imposition of mandatory training for housing providers and landlords found in violation of city/county codes. • Palm Beach County should enact local protections for victims of domestic violence similar to Violence Against Women Act

Identified Impediments To Fair Housing	Recommendations to Address Impediments
Attendant who visits the home. Some providers also want to count the Attendant(s) as “occupant(s)” and, if the additional person(s) takes the number of residents over the lease or community rule limitation, the person with the disability who leases/owns the apartment is then cited for violation of the lease agreement or the community rule. Race and Color - Some housing providers, usually owners of mobile park homes, threaten, intimidate and harass residents especially those perceived as not having legal residency status in the United States. Familial Status - Overbearing and improper occupancy restrictions or rules are imposed.	
Availability of Accessible and Affordable Housing	
- There is a shortage of units affordable to lower income households within Palm Beach County this is particularly true for rental units where only 7% are affordable to households with incomes at 30% or below AMI and less than 30% are affordable to households with incomes which is at 50% or below AMI. - Accessibility of some units is inadequate to accommodate needs of the occupant person with a disability. Also, architectural barriers may limit accessibility of common needs and amenities within housing communities for example, routes to recreation facilities sometimes have steps or other obstacles; planned paved pathways in construction plans were not built; insufficient access width and other general access issues; ramps not being permitted by property owner/manager or condominium/homeowners associations. There may also be insufficient parking spaces for persons who have disability parking placards.	- Palm Beach County Planning Zoning and Building Department should seek to increase the supply of affordable housing to low and moderate-income households by continuing to implement its Affordable Housing Program and its Workforce Housing Program. The Department should also continue to provide incentives to builders of affordable housing unit. - The Department of Economic Sustainability should continue to use Federal, State and Local funds to provide affordable loans, and grants to affordable housing providers and to construct/rehabilitate affordable housing units. - DES should actively market its SHIP funded Housing Rehabilitation/Barrier Free program to members of the disabled community, housing providers and Condominium Associations. DES should also seek to explore how the program guidelines may be amended to encourage owners of rental units which are occupied by disabled households to benefit from the program. Currently those eligible to receive assistance under this program are homeowners and condo associations. The program offers funding to undertake substantial repairs and to correct code violations and may be used for installation of

Identified Impediments To Fair Housing	Recommendations to Address Impediments
	elevators and lifts; widening of doorways, and hallways; installation of accessible doors; undertaking of improvements to kitchen, bathroom and bedroom to accommodate mobility; installation of grab bars, entry ramps, railings, walkways, non-slip floor surfaces, delayed closing mechanisms on egress and garage doors. • The requirements of the Florida's Accessibility Code for Building Construction and the requirements of the Americans with Disabilities Act (ADA) and the Fair Housing Act need to be reinforced through regular trainings and seminars hosted by agencies such as the LAS and OEO and by County/Municipalities. This training should be targeted at planners, building design and construction professionals. Building officials attendance of these training sessions should be mandatory.
Mortgage and Credit and Property Insurance	
• Data from HMDA for 2013 showed that over 80% of all loan applications were from Whites. The data also shows that over 69.0% of all loan applications were approved with the approval rate by racial categories being 70.8% for whites, 60.1% for Blacks, 69.0% for Asians and 64.1% for Hispanics. The low rate of mortgage applications from other racial/ethnic groups compared to Whites needs to be addressed. • The LAS has identified that the market for reverse mortgages in minority communities in the Cities of Riviera Beach and West Palm Beach has seen systematic exploitation.	• Palm Beach County should to continue to offer mortgages and mortgage assistance under its various federal and state funded programs to low and moderate-income households to improve their access to homeownership. • Palm Beach County should continue to offer funding to agencies who offers first-time homebuyers programs including the analysis of credit reports and provision of assistance on how to improve the scores on the reports. • Additional protections are needed for clients with Limited English Proficiency. Including mandatory provision of closing documents in resident's native language; mandatory and heightened pre-closing counseling in the resident's native language, for seniors seeking reverse mortgages; • Additional protections are needed to protect surviving spouses (who were not age 62 when reverse mortgage was obtained) who are in danger of losing their primary residence after spouse dies. • In homeowner association foreclosures cases, claim of lien and pre-foreclosure notices should be sent in resident's native language. • Palm Beach County should enact local ordinance protections for tenants in foreclosure in light

Identified Impediments To Fair Housing	Recommendations to Address Impediments
	of the Protecting Tenants in Foreclosure Act that ended under federal law in 2014 • There should be a requirement for mandatory disclosure by homeowner/ and condominium associations if property the entity is renting to the public is involved in pending mortgage foreclosure procedures. • OEO, LAS and FHC should investigate how financial institutions are operating their housing financing programs in order to detect incidences of predatory lending, reverse mortgage and foreclosure prevention mal-practices. • The Federal government or the State of Florida should institute the following policies: maternity leave and disability income should not impact resident's ability to secure loan, refinance or loan modifications; and self-employment income should be removed as an obstacle for getting qualified for loan modifications.
Zoning and Land Use Policies, and Other Public Policies, Practices, and Procedures Involving Housing and Housing-Related Activities	
• Based on data provided by OEO and LAS, zoning and land use policies and other public policies involving housing and related activities in Palm Beach County does not generally manifest themselves as impediments to fair housing. The County recognizes that continued assessment and review of its land use, zoning and other policies related to housing must be undertaken to ensure that these policies remain non-discriminatory and unambiguous. • There may be some untended discriminatory effects as a result rezoning mobile home parks. This process needs to be better regulated.	• The Planning, Zoning and Building Department will, during the EAR process assess policies and programs related to land-use, zoning and housing to ensure that they remain non-discriminatory. • Palm Beach County needs to better regulate the rezoning of mobile home parks and to decrease the impact of the rezoning on national origin, disabled, familial status, and age protected classes. • DES will review its PPMs and program criteria to ensure that assistance is not provided to entities where the activity to be funded violates fair housing practices. The review will also seek to impose the addressing of some fair housing issues into housing projects, such as accessibility requirements and set-asides for disabled.
Identified Impediments-Housing problems for families created by the presence of lead-based paint in houses built before 1978	
• Approximately 7.3% of all housing units in the county are household units with children present who may potentially be exposed to LBP. • At least 15 new cases of lead poisoning are reported annually in Palm Beach County for	• DES to continue to undertake mandatory lead based paint in all structures scheduled to be rehabilitated with funds provided by the agency and wherein children under the age of six will be accommodated. • DES and the PBC Health Department to continue

Identified Impediments To Fair Housing	Recommendations to Address Impediments
children under six years old.	communitywide efforts to sensitize individuals about lead based paint hazards.
Problems faced by immigrant populations whose language and cultural barriers combine with a lack of affordable housing to create unique fair housing impediments	
• Some families rent only a bedroom in a house for which they pay approximately \$700/month. In addition, they may have to pay for either electric (bill is rarely in their name) or some other expense. A consequence of living in this type of shared housing is that families forced to accept living with people that shouldn't be around children and places a stress on parents to keep their families safe. Due to the type of tenure, rent and utility assistance, if needed, is not available to these households circumstances. • Properties are sold by the owners without provision of notice to the renters, consequently, families are not provided with sufficient time find new housing. • Renters do not have signed leases, or leases are not renewed after expiration. Therefore, they are not protected from impromptu and unexpected evictions. • Properties and appliances are not maintained and led to some family members being hospitalized because respiratory and other issues caused by mold and other unattended deficiencies to the properties which the owner refuses to correct.	• The relevant municipal and County Code Enforcement Departments must perform regular inspection of premises located in areas where these persons predominantly reside and issue citations where deficiencies are observed. • OEO, LAS and FHC must target public education presentations to the affected ethnic groups and to the landlords to familiarize each group about their fair housing rights and obligations and penalty to be imposed if those rights are being violated. • The Department of Community Services, which will implement the SHIP funded Rental Re-entry Program should advertise this program to these residents and target them as beneficiaries, if they are eligible

APPENDIX V – PBC HOMELESS AND HOUSING ALLIANCE ESG STANDARDS

- **EMERGENCY SHELTER STANDARDS**
- **RAPID REHOUSING STANDARDS**
- **COORDINATED INTAKE AND ASSESSMENT STANDARDS**



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Palm Beach County Continuum of Care

Emergency Shelter Standards of Care



I. INTRODUCTION

Emergency Shelter Standards maintain that homeless individuals and families living in emergency housing are ensured:

- a safe environment
- housing focused case management
- rapid access to Permanent Housing
- treatment with dignity and respect
- placement of all family members together
- service delivery regardless of presenting barriers
- provision of housing and related services without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.
- the right to dress in accordance with the gender with which they self-identify
- receive services/support consistent with their self-identified gender

Gender minorities may include individuals whose gender identity and/or gender expression may be different from their assigned gender at birth irrespective of physical appearance, surgical status, or documentation of identity.

II. GUIDING PRINCIPLES

Housing Focused Service Delivery Components Provided in Emergency Shelter

Homelessness is first and foremost a housing problem and should be treated as such. As such, the guiding principle of emergency shelter services is permanent housing. The principal components of Housing Focused Service Delivery in Emergency Shelter are:

- ***Housing, Resource, and Support Services Assessment*** which focuses on housing needs, preferences, and barriers; resource acquisition (e.g., entitlements); and identification of services needed to sustain housing
- ***Housing placement assistance*** including housing location and placement; financial assistance with housing costs (e.g., security deposit, first month's rent, move-in and utilities connection, short- or long-term housing subsidies); advocacy and assistance in addressing housing barriers (e.g., poor credit history or debt, prior eviction, criminal conviction)
- ***Case management services*** (frequently time-limited) specifically focused on obtaining and sustaining permanent housing

Other Guiding Principals

The health and safety of clients, volunteers and staff is of the highest importance in each Emergency Housing facility. Training, policies, procedures and regular maintenance are intended to encourage, improve and maintain the health and safety of all people residing, volunteering and working in the emergency housing.

In order to provide effective emergency housing programs and services, emergency housing clients should be afforded the opportunity to have a voice in service provision, program planning, and policy development.

Emergency housing programs are part of a larger network of homeless services and agencies. Collaboration within this network is important to ensure effective and co-coordinated services.

People who are homeless should be stabilized in permanent housing as quickly as possible and connected to resources necessary to sustain that housing.

Case Managers will meet at least weekly with their clients as well as maintain phone contact as they progress towards obtaining permanent housing.

Clients shall be moved into housing as rapidly as possible.

Compliance with the Emergency Housing Standards will be a contract requirement and apply to all contracted emergency housing providers/facilities.

III. CLIENT RIGHTS AND RESPONSIBILITIES

Emergency Shelter Staff must review with all Clients, the “Rights and Responsibilities and Grievance Procedures” during the initial intake and housing orientation. Staff must also review specific house rules which may include the following:

1. Smoking (where, when)
2. Curfew hours/overnight absences
3. Safety Issues
4. Authorized household members
5. Unauthorized visitors
6. Responsibility for personal belongings
7. Program/treatment related issues
8. Medication- storage and dispensing
9. Expectations of participation in treatment
10. Meals
11. House meetings
12. Other rules: curfew, phone use, lights out, and television/radio use (for Family emergency housings) parental responsibility for children at all times, etc.

After the Client has read (or been provided assistance to read) the “Clients Rights and Responsibilities and Grievance Procedures”, consumers must sign the document. One copy must be given to the Client and the second must be kept on file.

IV. BASIC STANDARDS FOR EMERGENCY HOMELESS SHELTERS

ADMINISTRATION

1. The shelter operated by a non-profit organization, must be recognized under section 501(c)(3) of the Internal Revenue Code.
2. The shelter shall not require clients to participate in religious services or other forms of religious expression.
3. The Agency's Board of Directors shall meet at least on a regular basis.
4. The shelter shall have a secure storage space for confidential documents relating to clients and personnel.
5. The shelter shall develop -and implement procedures to ensure the confidentiality of records pertaining to any individuals provided family violence prevention or treatment services.
6. The shelter shall have a policy manual which includes the shelter's purpose, population served, program description, non-discrimination policy and confidentiality statement.
7. The shelter shall provide for an evaluation of the effectiveness of the services offered, at least annually.

PERSONNEL

1. The shelter shall have a Organizational Chart of all paid staff working in the shelter. There shall be written position descriptions for each position type, which includes job responsibilities and qualifications.
2. The shelter shall have trained, on-site staff coverage during all hours the shelter is open to residents, unless individual secured units are provided.
3. All shelter staff shall receive training in at least the following:
 - a. emergency evacuation procedures
 - b. agency operating procedures
 - c. first aid procedures
 - d. CPR
 - e. AED
 - f. SPDAT Certification
4. All direct service staff shall receive additional training in at least the following:
 - a. de-escalation training;
 - b. referral procedures to relevant community resources
 - c. Cultural Competency
5. Emergency Shelter Providers must have written Policies and Procedures that include:
 - A. **DRUG-FREE WORKPLACE**
Written drug and alcohol policies for its employees that include the following:
 - a. Drug and alcohol free workplace
 - b. Remediation for the use and/or distribution of illegal substances

B. CRIMINAL RECORD CHECKS AND CHILD ABUSE CLEARANCES

Single Adult Providers: All program staff and volunteers must obtain Level 2 criminal record checks *prior to hire and at five (5) year intervals thereafter.*

Family Providers: All program staff and volunteers in emergency housing programs serving children must obtain Level 2 criminal record checks *prior to hire and at five (5) year intervals thereafter.*

FACILITY

1. The shelter shall comply with applicable local fire, environmental, health, and safety standards and regulations.
2. The shelter shall be clean and in good repair.
3. The shelter shall have reasonable access to transportation services.
4. The shelter will accommodate family members together without separating them
5. The shelter shall provide a bed or crib for each guest. The shelter shall make provision for clean linens for each client. There shall be procedures to provide for the sanitizing of all linens and sleeping surfaces.
6. The shelter shall provide sufficient showers/baths, wash basins and toilets which are in proper operating condition for personal hygiene. These should be adequate for the number of people served. Clean towels, soap and toilet tissue shall be available to each client.
7. The shelter shall have private space to meet with clients.
8. The shelter shall have laundry facilities available to clients or a system available for like services.
9. The shelter shall have a fire safety plan which includes at least the following:
 - a. posted evacuation plan
 - b. fire drills, conducted at least quarterly
 - c. fire detection systems which conform to local building and fire codes
 - d. adequate fire exits
 - e. adequate emergency lighting
10. The shelter shall have adequate provision of the following services:
 - a. pest control services
 - b. removal of garbage
 - c. proper ventilation and heating/cooling systems
 - d. to ensure that entrances, exits, steps and walkways are kept clear of garbage and other debris, or hazards
11. The facility is in compliance with applicable provisions of the Americans with Disabilities Act. There is a written plan for reasonable accommodation of persons with disabilities.
12. The shelter shall make every effort to accommodate clients based on the gender in which they identify as it relates to accessing the bathing, toileting and dressing.
13. The shelter shall take into account, client's safety when placing and assigning them to a bed or a room.

FISCAL MANAGEMENT

1. There shall be an accounting system which is maintained in accordance with Generally Accepted Accounting Principles (GAAP).

2. The shelter shall have a record of accountability for client's funds or valuables the shelter is holding.
3. The shelter shall receive an annual independent audit or audit review.
4. The shelter shall have internal fiscal control procedures which are reviewed and approved by the Operating Agency Board of Directors.
5. The Operating Agency has the following insurance provisions, notices and certificates and upon request shall furnish certificates evidencing the existence of the following:
 - Worker's Compensation Certificate
 - Wage and Hour Notice
 - Unemployment Liability (if applicable)
 - Professional Liability
 - Director and Officers Liability is encouraged. Board members are informed of liability.
 - Property/Casualty for agency-owned property

FOOD SERVICE

1. Shelters providing food service shall make adequate provisions for the sanitary storage and preparation of foods.
2. Shelters providing food for infants, young children and pregnant mothers shall make provisions to meet their nutritional needs.
3. Shelters shall provide, or arrange food services to clients or make known the available services nearby.
4. Shelters preparing food and serving food shall have staff complete Food Handling Certification

HEALTH

1. The shelter shall have available at all times first aid equipment and supplies in case of a medical emergency.
2. All staff on duty shall have access to a telephone. Emergency telephone numbers shall be posted conspicuously near the telephone.
3. The shelter shall assure that at least one staff person on duty is trained in emergency first aid procedures.
4. The shelter shall have a procedure for making referrals to appropriate medical providers.
5. The shelter shall have a written policy regarding the possession and use of controlled substances as well as prescription and over the counter medication.
6. The shelter shall have a written policy regarding the control of infectious diseases, such as HIV, tuberculosis, etc.
7. The shelter shall provide a locked place for the storage of medications.

OPERATIONS

1. In addition to sleeping arrangements and food, the shelter shall provide the following basic needs:
 - a. humane care which preserves the individual dignity
 - b. a clean environment
 - c. reasonable security
 - d. referrals to other agencies

2. The shelter shall have written policies for intake of clients and criteria for admitting people to the shelter.
3. The shelter shall maintain an attendance list which includes, at least, the name and sex of each person residing in the shelter.
4. The shelter shall post and read, or otherwise make known, the rules, regulations and procedures of the shelter.
5. The shelter shall post and read, or otherwise make known, the rights and responsibilities of shelter clients that shall include a grievance procedure for addressing potential violations of their rights.
6. The shelter shall report elder, disabled adult and child abuse and endangerment as required by law.
7. The shelter may only require clients to perform duties directly related to daily scheduled chores within the shelter and not require participation in activities that would benefit the organization.
8. The shelter shall provide access to a public or private telephone for use by shelter clients to make and receive calls.
9. The shelter shall maintain records to document services provided to each client.
10. The shelter shall provide accommodations for shelter clients to store personal belongings.
11. The shelter shall provide a safe, secure environment and have policies to regulate access.
12. The shelter shall have an approved policy for storing client medications that outlines safeguarding medications. A labeled refrigerator must be available for medications requiring refrigeration.
13. The shelter shall encourage the involvement of clients in the decision making processes of the shelter. This can be accomplished in a variety of ways, including having resident advisory councils to give input into the operations of the shelter, or having homeless or formerly homeless people on the board, or having homeless or formerly homeless people trained and hired as staff, or input from clients through suggestion boxes or exit surveys, etc.
14. The shelter shall allow current clients to use the shelter as a legal residence for the purpose of voter registration and the receipt of public benefits.
15. The shelter shall maintain a daily log to record at a minimum all unusual or significant incidents.
16. The shelter shall have written policies for consensual and nonconsensual searches.
17. The shelter has a policy, as well as a procedure, which addresses ADA compliance. The shelter can describe plan for accommodating persons with disabilities.
18. The shelter has a written policy regarding client possession of weapons that ensures the safety of clients, staff and volunteers. The policy should address the concealed carry law. Clients are informed of the policy.
19. The Shelter has written rules regarding leaving and returning to shelter.
20. The shelter can demonstrate that clients are given the opportunity to appeal discharge decisions. This can be information that is included on appeal forms or information that is provided as part of the intake packet to clients.
21. The shelter shall identify actions that could result in immediate discharge such as a client posing a danger to self, other residents, staff and volunteers and/or shelter property. Clients are informed of the policy.

22. Shelter staff maintains up-to-date case notes to record client or service provider contacts and client progress. Case notes are concise, factual, relevant and legible. Case notes must be recorded and placed into clients files. Case notes document at least weekly face to face contacts.

23. The shelter maintains a current case record for each client household. Clients receiving individualized assistance have case records that, in addition to basic case record documentation, include the following:

- Client assessment - SPDAT completed upon entry and exit
- Housing plan - that focuses on resolving the barriers most likely to prevent the client from successfully exiting the shelter.
- Signed consent forms for the release and exchange of information with service/housing providers identified in the case plan
- Routine case notes and documentation of ongoing services
- Documentation of routine supervisory review
- Final disposition or summary

24. The shelter collects and enters data into CMIS that is relevant to the delivery of homeless services.

25. The shelter Staff inform clients of the purpose for data collection and explain client rights concerning the collection and use of their private information.

HOTEL/MOTEL/OTHER BEDS FOR SHELTER PURPOSES

Note : These beds are not part of a supervised facility so above staffing requirements do not apply.

Hotel/motel/Other Shelter is meant to be for a short period of time. The guiding principle of emergency shelter services is to secure a safe alternative placement, as rapidly as possible, and necessary supports for all clients to achieve stable, permanent housing. A “progressive engagement” strategy that starts with a small amount of assistance to help resolve homelessness and then adds more assistance, when necessary, if the less intensive intervention is unsuccessful. Clients are informed of the standards noted below that apply to hotel/motel/other shelter beds:

- a. Staff will do their best to accommodate their interim housing needs.
- b. Agency will ensure there shall be sufficient beds so opposite sex children are not sharing beds.
- c. Agency shall ensure the hotel/motel/shelter bed has clean sheets, adequate clean blankets, clean pillows and pillowcases, clean towels, soap and toilet paper.
- d. Client must agree to be placed in one of the hotels that accept the Agency's commitment for payment.
- e. Client must agree that only the individual/family members on your initial application will be allowed to stay in the shelter bed.
- f. Client is responsible for any damage or loss of hotel/motel/other shelter property.
- g. Client understands that incidences of domestic violence will result in termination from hotel/motel/other shelter services.
- h. Client agrees to meet at least weekly with their Case Manager as well as maintain phone contact as client progresses towards obtaining permanent housing.

- i. Client agrees to develop a Housing Plan that outlines goals and action steps that support obtaining affordable housing which can be sustained.
- j. Client agrees to supervise children 24/ 7 to ensure their safety.
- k. Client agrees to check out in time or be responsible for payment for the last day of hotel/motel/other shelter stay.
- l. Client agrees no guests are allowed.
- m. Clients placed in Hotel/ Motel/Other Shelter beds will be immediately terminated for any unlawful activity or intentional destruction of property.

TRANSITIONAL HOUSING

Transitional Housing means “a program that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months.”

Transitional Housing Standards are the same as well as the following:

1. TH Program shall define a maximum client stay.
2. TH Program shall define a rent structure with no more than 30% of adjusted gross income.
3. TH Program signs occupancy agreements or subleases with all clients residing in housing.
4. TH Program Participants must meet the HUD definition of homelessness.
5. TH program must assist clients in transitioning to permanent housing.
6. TH program must provide support services throughout the duration of stay.
7. TH program will document at least weekly face to face contacts for the first four to six weeks followed by contacts at a minimum of every other week based on client needs.
8. TH program will complete the SPDAT at move in and then 30 days, 90 days, 180 days, 270 days and 365 days.

Revisions adopted by Homeless & Housing Alliance Membership - September 24, 2015
Ratified by Homeless & Housing Alliance Executive Committee -April 20, 2015
Adopted by Homeless & Housing Alliance Membership - April 23, 2015

APPENDIX

24 CFR 576.403 - Shelter and housing standards.

(a)Lead-based paint remediation and disclosure. The Lead-Based Paint Poisoning Prevention Act ([42 U.S.C. 4821-4846](#)), the Residential Lead-Based Paint Hazard Reduction Act of 1992 ([42 U.S.C. 4851-4856](#)), and implementing regulations in 24 CFR part [35](#), subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.

(b)Minimum standards for emergency shelters. Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards.

(1)Structure and materials. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances.

(2)Access. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act ([29 U.S.C. 794](#)) and implementing regulations at 24 CFR part [8](#); the Fair Housing Act ([42 U.S.C. 3601et seq.](#)) and implementing regulations at 24 CFR part [100](#); and Title II of the Americans with Disabilities Act ([42 U.S.C. 12131et seq.](#)) and 28 CFR part [35](#); where applicable.

(3)Space and security. Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

(4)Interior air quality. Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(5)Water supply. The shelter's water supply must be free of contamination.

(6)Sanitary facilities. Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(7)Thermal environment. The shelter must have any necessary heating/cooling facilities in proper operating condition.

(8)Illumination and electricity. The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

(9)Food preparation. Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(10)Sanitary conditions. The shelter must be maintained in a sanitary condition.

(11)Fire safety. There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

(c)Minimum standards for permanent housing. The recipient or subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph (c). The recipient may also establish standards that exceed or add to these minimum standards.

(1)Structure and materials. The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

(2)Space and security. Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(3)Interior air quality. Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(4)Water supply. The water supply must be free from contamination.

(5)Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(6)Thermal environment. The housing must have any necessary heating/cooling facilities in proper operating condition.

(7)Illumination and electricity. The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.

(8)Food preparation. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(9)Sanitary conditions. The housing must be maintained in a sanitary condition.

(10)Fire safety.

(i) There must be a second means of exiting the building in the event of fire or other emergency.

(ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

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PALM BEACH COUNTY
HOMELESS AND HOUSING ALLIANCE
RAPID RE-HOUSING PROGRAM
STANDARDS



Palm Beach County Rapid Re-Housing Program Standards

Level of Assistance	Tenant Screening Barriers (Barriers to Obtaining Housing)	Retention Barriers (Barriers to Sustaining Housing)
Level 1-- The household will need minimal assistance to obtain and retain housing. The Rapid Re-Housing (RRH) program offers the following for most Level 1 households: ❖ Initial consultation related to housing search (e.g. where to find rental information, how to complete housing applications, documentation needed) ❖ Financial assistance for housing start-up (e.g. first month's rent, security deposit, utility deposit.) ❖ Time-limited rental assistance, per client Housing Plan ❖ Home visit/check-in after move-in ❖ Offer services (at tenant request) for up to 3 months (100% first, last, security) 2nd-75% subsidy 3rd -50% subsidy Landlord assistance will likely include only program contact information for tenancy concerns	Household has no criminal history Rental history: an established local rental history. No evictions, landlord references are fair to good. Credit history is good, with the exception of a few late utility and credit payments	No significant barriers except financial: very low income, insufficient emergency reserves
Level 2— The household will need routine assistance to obtain and retain housing. The RRH program offers the following for most Level 2 households:	Household has no serious criminal history but may have a few offenses such as moving violations, a DUI, or a misdemeanor. Rental history is limited or out-of state. May have 1-2 explainable evictions for non-payment. Prior landlords may report a problem with the timely rent.	Financial barriers include low to very low income, may have inconsistent employment, and/or poor budgeting skills. No serious mental illness or chemical dependency that affects housing retention. May have some level of depression/ anxiety or problems responding to conflict.

Palm Beach County Rapid Re-Housing Program Standards

Level of Assistance	Tenant Screening Barriers (Barriers to Obtaining Housing)	Retention Barriers (Barriers to Sustaining Housing)
❖ Initial consultation and ongoing assistance with housing search including transportation assistance as needed ❖ Financial assistance for housing start-up (e.g. first month's rent, security deposit, utility deposit.) ❖ Time-limited rental assistance, per client Housing plan ❖ Development of Housing Plan to work on any identified retention barriers ❖ Bi-weekly home visits for the first three months; then reduce to monthly as most Housing Plan goals are met. ❖ Services available for up to 6 months, depending on housing challenges and progress toward Housing Plan goals. (100%- First, last & security) 2nd – 100% 3rd – 75% 4th – 50% 5th – 25% 6th – 25% <u>Landlord</u> assistance: ❖ 6 months availability: landlord can call with tenancy issues and program will respond. ❖ Program will check in with landlord periodically for updates.	Credit history shows pattern of late or missed payments.	May lack awareness of landlord-tenant rights/responsibilities. May have minor problems meeting basic household care/cleaning May have been homeless once before.

Palm Beach County Rapid Re-Housing Program Standards

Level of Assistance	Tenant Screening Barriers (Barriers to Obtaining Housing)	Retention Barriers (Barriers to Sustaining Housing)
Level 3 – The household will need more intensive and/or longer assistance to obtain and retain housing. The RRH program offers the following for most Level 3 households: ❖ Initial consultation and ongoing assistance with housing search. Staff may accompany client to the landlord interview. ❖ Financial assistance for housing start-up (e.g. first month's rent, security deposit, utility deposit.) ❖ Time-limited rental assistance, per client Housing Plan ❖ Development of Housing Plan to work on any identified retention barriers ❖ Weekly home visits for first two months; then reduce to bi-weekly or monthly home visits for up to six months; then reduce to monthly as most Housing Plan goals are met. Include unannounced drop-in visits. ❖ Services available for up to 9 months, depending on housing challenges and progress toward Housing Plan goals. (100% first, last, security) 2nd – 100% 3rd – 100% 4th – 75% 5th – 75% 6th – 50% 7th – 50% 8th – 25% 9th – 25%	Household may have some criminal history, but none involving drugs or serious crimes against persons or property. Rental history includes up to 3 evictions for non-payment. Prior landlord references fair to poor. Partial damage deposit returned. Some complaints by other tenants for noise. Credit history includes late payments and possible court judgments for debt, closed accounts.	May have deficits in care of apartment, landlord-tenant rights/responsibilities, communication skills with landlord and/or other tenants Conflict may exist in household. May have lost housing and been homeless several times in the past.

Palm Beach County Rapid Re-Housing Program Standards

Level of Assistance	Tenant Screening Barriers (Barriers to Obtaining Housing)	Retention Barriers (Barriers to Sustaining Housing)
Level 3 – (cont'd) Landlord assistance: ❖ 9 month availability; landlord can call with tenancy issues and program will respond even after services end. ❖ Program will check in with landlord periodically for updates.		
Level 4— The <u>household</u> will need more intensive and longer assistance to obtain and retain housing. The RRH program offers the following for most Level 4 households: ❖ Initial consultation and ongoing assistance with housing search. Staff may accompany client to the landlord interview. ❖ Financial assistance for housing start-up (e.g. first month's rent, security deposit, utility deposit.) ❖ Time-limited rental assistance, per client Housing Plan ❖ Development of Housing Plan to work on any identified retention barriers ❖ Weekly home visits for first two months; then reduce to bi-weekly or monthly home visits for up to nine months; then reduce to monthly as most Housing Plan goals are met. Include unannounced drop-in visits. ❖ Services available for up to	Criminal history, violations may include drug offense or crime against person or property Rental history includes up to five evictions for non-payment and/or lease violations. Landlord references poor. Security deposit may have been kept due to damage to unit. Credit history is poor, late payments, may include judgment for debt to landlord, closed accounts	Extremely low income, no emergency reserves, bank account closed, lacks budgeting skills. May be using drugs/alcohol and/or has mental health problems. May have conflict with children or partner. May lack ability to care for apartment or communicate appropriately with landlord and other tenants Has likely been homeless multiple times or for more extended periods

Palm Beach County Rapid Re-Housing Program Standards

12 months, depending on housing challenges and progress toward Housing Plan goals. (100% First, last, security) 2nd – 100% 3rd – 100% 4th – 75% 5th – 75% 6th – 75% 7th - 50% 8th – 50% 9th – 50% 10th – 25% 11th – 25% 12th – 25% Landlord assistance: ❖ 12 month availability; landlord can call with tenancy issues and program will respond; ongoing option to call even after Rapid Re-Housing services are ended can be offered or negotiated on a case by case basis. ❖ Program will check in with landlord monthly (or more often if landlord prefers) for updates/issues. ❖ May pay an additional damage deposit and/or last month's rent in addition to normal start-up costs.		
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Palm Beach County Rapid Re-Housing Program Standards

Level of Assistance	Tenant Screening Barriers (Barriers to Obtaining Housing)	Retention Barriers (Barriers to Sustaining Housing)
Level 5— Household need longer or more intensive services; may need staff with more professional training. RRH program refers household to appropriate program, such as intensive case management, permanent supportive housing or other local resources. ❖ Daily case management • (Hold until PSH is available) • First, security (month to month lease) • 30% of adjusted gross income in preparation for PSH • Financial assets – Month 2 difference between 30% cost of rent.	Extensive criminal background Extremely poor rental history, multiple evictions, serious damage to apartment, complaints. Credit history includes multiple judgments, unpaid debts to landlords, closed accounts.	Active and serious chemical dependency or mental illness Unable to comply with lease requirements or interact positively with landlord/tenants; poor apartment management skills, out-of-control behaviors by adults or children May have experienced chronic homelessness (multiple and/or extended periods of homelessness)

General Rapid Re-Housing Standards:

If a participant calls for additional services after exit, the following applies:

- If they are still housed but need financial assistance to maintain housing, they will be referred for assistance to the agencies that provide prevention services.
- If they become homeless again, a new SPDAT must be completed and added to the priority listing based on the SPDAT score. There is no wait time or limited number of times that a participant may be served under the Rapid Re-Housing Component.

SPDAT Requirements:

The SPDAT and its 15 components of review are the primary assessment tool used at intake assessment and at the predetermined intervals of service delivery (at move in, 30 days, 90 days, 180 days, 270 days, 365 days as well as changes in life circumstances).

Reviewed and Updated July 2, 2015 by Standard Policy and Procedures Committee

Ratified by Homeless & Housing Alliance Executive Committee -February 23, 2015

Adopted by Homeless & Housing Alliance Membership - February 26, 2015

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**Palm Beach County Continuum of Care
Written Standards of Operating Policies & Procedures
For
Coordinated Intake & Assessment**



TABLE OF CONTENTS

Introduction	3
Key Terms	4
Entry System.....	7
Assessment Tool & Protocols.....	9
Prevention/Diversion.....	11
Rapid Re-Housing.....	14
Housing and/or More Intensive Program Referral.....	16
Unaccompanied Youth and Young Adults.....	18
Program Evaluation.....	19

INTRODUCTION

National research has highlighted Coordinated Intake & Assessment as a key factor in the success of ending homelessness. Coordinated Intake & Assessment can enhance the quality of client screening and assessment and better target program assistance where it can be most effective. As a result, the system for preventing and ending homelessness is less fragmented and scarce resources are used more efficiently.

What is Coordinated Intake & Assessment?

Coordinated Intake & Assessment for Palm Beach County CoC is a centralized access point through the Homeless Resource Center (HRC), outreach, and telephone based centralized intake model. Initial screening can be conducted for all populations at one of the outreach locations or through a Navigator over the phone. Coordinated Intake & Assessment includes the following core components:

- Information so that people will know where or how to access intake for homeless prevention or housing services;
- A screening and assessment process and tools to gather and verify information about the person and his/her housing and service needs and program eligibility and priority;
- Information about programs and agencies that can provide needed housing or services;
- A process and tools for referral of the person to an appropriate program(s) or agencies; and assistance in making program admissions decisions

While most housing and services are made available through other agencies, a variety of services may be provided on site at the “HRC” or by a “Navigator”. These services typically meet basic client needs and may include diversion services, showers, laundry, assessment, referral, shelter, bus pass and/or access to mainstream resources.

KEY TERMS

A number of key terms are subject to varying interpretations and thus should be defined for purposes of this document. They are as follows:

- **Central Point of Access** – For the purpose of this document, Central Point of Access is the Homeless Resource Center where individuals or families can go to for intake and assessment of homeless and housing services for which they may qualify.
- **Admission** – authority to admit a client into a program
- **Assessment** – A process that reveals the past and current details of a individual's/household's strength, and needs, in order to match the client to appropriate services and housing. For the purpose of this document, assessment will refer to a process (whether at primary screening and intake or at entry to a housing program) that reveals a client's eligibility, needs, barriers and strengths.
- **Chronic Homelessness- A chronically homeless individual is someone who has** experienced homelessness for a year or longer, or who has experienced at least four episodes of homelessness in the last three years and has a disability. A family with an adult member who meets this description would also be considered chronically homeless.
- **Coordinated Assessment** –relates to the utilization of the same assessment tool to connect clients to services as a means for a coordinated entry system. For the purpose of this document, that tool is the SPDAT (The Service Prioritization Decision Assistance Tool)
- **Coordinated Systems** – Within our community, coordinated systems is defined as interconnected network of systems that services homeless and at risk households, and consists of coordinated intake and assessment, diversion, prevention, rapid re-housing, transitional housing, permanent supportive housing and other tailored programs and services, and linkages to mainstream resources.
- **Diversion-** is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. The main difference between diversion and other permanent housing-focused interventions centers on the point at which intervention occurs. Prevention targets people at imminent risk of homelessness, diversion targets people as they are applying for entry into shelter, and rapid re-housing targets people who are already homeless.

- **Fiscal Agent** – For the purpose of this document, the entity that coordinates funding and provides oversight to the coordinated intake and assessment system.
- **HEARTH ACT** – The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) act of 2009 that includes Emergency Solutions Grant (ESG) and Continuum of Care (CoC) grants.
- **HMIS** – Homeless Management Information System; a centralized data base designated to create an unduplicated accounting of homelessness that includes housing and services.
- **Homeless** – HUD definition as of January 2012; an individual or family who lacks a fixed regular, and adequate nighttime residence, which includes a primary nighttime residence of: a place not designed for or ordinarily used as a regular sleeping accommodation (including car, park, abandoned building, bus/train station, airport or camping grounds); a publicly or privately operated shelter or transitional housing, including a hotel or motel paid for by government or charitable organizations. In addition a person is considered homeless if he or she is being discharged from an institution where he or she has been a resident for 90 days or less and the person resided in shelter (but not transitional housing) or place not meant for human habitation immediately prior to entering the institution.
- **Housing First** –Evidence-Based programming for housing homeless individuals and families according to the provisions of a standard lease without requiring services other than case management in order to attain and retain housing.
- **Housing Ready** – A case management/housing approach that placed homeless households into permanent housing only when determined the household was ready. Until that time, households were placed into long-term shelter or transitional housing programs. The approach is being replaced by the Evidence Based Practice of Housing First and “rapid re-housing.”
- **HUD** – The Department of Housing and Urban Development; the United States federal department that administers federal program dealing with homelessness. HUD oversees HEARTH-funded programs.
- **Information** – Specific facts about a program, such as its location, services provided, eligibility requirements, hours of operation, and contact information
- **Intake** – the general process between the client's initial point of contact and screening for eligibility. This step involves primary assessment of needs, strengths and resources to refer households into appropriate services
- **Homeless Resource Center** – The agency identified as the primary administrator of coordinated intake and assessment. For the purpose of this document, that is the Philip D. Lewis Center and the partners administering the coordinated assessment process; Gulfstream Goodwill Industries, Adopt-A-Family and the Homeless Outreach Teams.

- **Linkage or Access to Mainstream Resources** – An approach to help people stabilize their housing for the long term by linking them to resources for which they are eligible within their community.
- **Navigator** – An intake worker whose responsibility is to provide coordinated intake and assessment for individuals or families seeking housing services.
- **Outcome** – The specific result of what was provided from a specific activity or service; in relation to HUD/HEARTH, a specific result as detailed by HUD/HEARTH funding requirements.
- **Prevention** – An approach that focuses on preventing homelessness by providing assistance to households that otherwise would become homeless and end up in a shelter or on the streets.
- **Progressive Engagement**- refers to a strategy of providing a small amount of assistance to everybody who enters your homelessness system, then waiting to see if that works. If it doesn't, you provide more assistance and wait to see if that works. If not, you apply even more, until eventually you provide your most intensive interventions to the few people who are left.
- **Rapid Re-housing** – An approach that focuses on moving homeless individuals and families into appropriate housing as quickly as possible by providing the type, amount and duration of housing assistance needed to stabilize the household. Clients do not need to be considered "Housing Ready".
- **Referral** – Referring a client to a particular program for possible help
- **Screening** – For the purpose of this document, the process by which eligibility for housing and services is determined at the initial point of contact through coordinated entry. Once screening determines eligibility, the intake and referral process follows.
- **Systems Change** – For the purpose of this document, the process by which our CoC has altered the way homeless and at-risk households engage with the homeless and housing providers within our communities. The purpose of system change is to implement practices that have shown to decrease the incidence and length of time in homelessness, with a long term goal of reducing and ending homelessness.
- **Tailored Programs and Services** – An approach to case management services that matches the services to the particular individual's or family's needs rather than using a one-size-fits-all approach.
- **Targeting** – Process of determining the population to whom assistance will be directed. That is, the target population. The targeting process can occur at both the system and the program levels.
- **Coordinated Intake Provider Network** – is a consortium of partners that includes homeless service providers, advocacy groups, government agencies, and homeless

individuals who are working together to address the housing and support needs of the homeless in Palm Beach Count.

- **Verification** – The gathering and review of information to substantiate the applicant’s/client’s situation and support program eligibility and priority determination.

ENTRY SYSTEM

Applicants and Clients :

- Clients who are in need of homeless prevention or housing services can access information and eligibility criteria through the HRC which serves as the Central Point of Access. Participants seeking assistance must be screened at the HRC by a Navigator or by the Homeless Outreach Teams during off-site outreach. Participants not eligible for services will be referred to other appropriate community resources.
- Eligibility. Individuals and families that are **“Literally Homeless”** (meeting HUD’s Category 1 definition of homelessness).
- Participation Requirement. All households (with the exception of households in domestic violence situations) must be screened prior to program entry.
- Clients can expect :
 - To be treated with respect and dignity
 - Their initial phone call for assistance to be answered live or returned within one business day
 - To be scheduled for an in-person, intake and assessment within two to seven business days as capacity allows
 - To be matched to an appropriate program based upon their unique needs, and referred based on their priority status to opening in a program
 - To wait until the system has the capacity to assist them, and to get help through diversion or other resource available to them.
- Responsibilities. Client must:
 - Answer all questions truthfully and to the best of their ability
 - Bring all required documentation
 - Keep their contact information current in order to be notified of available opening, and referred in a timely manner.

Providers :

- Participation Requirement.
 - All providers receiving funding through HEARTH or a HUD funded program are required to participate in the coordinated intake and assessment process.
 - Providers must be live on the HMIS system and must maintain data which is inputted no later than within 24 hours of a service or outcome being achieved or rendered.
 - Providers must have an appeal process for those applicants who have been denied service or entry into a program.

HRC Partners :

- It is the HRC Partners responsibilities to:
 - Regularly update and make current all program eligibility guidelines and program contact information so that Navigators can make the best referrals possible.
 - Ensure that when a placement referral is made, to confirm within two business days whether the referral is accepted, declined by provider, declined by client, or pending, or the provider is unable to contact the client.
 - Bring problems and suggestions to the monthly Standard Policies & Procedures Committee meeting.
 - Oversee provision of homeless diversion and housing services for eligible clients.
 - Ensure utilization of the same screening and assessment tool, data collection forms, policies on eligibility verification and referral/information-sharing systems.

NOTE : *This system acknowledges that the needs of a household fleeing or attempting to flee, domestic violence , dating violence, sexual assault or stalking, may be different than the needs of non-victims. Navigators will be trained on sensitivity in regards to victim's assistance, and referrals will only be made to domestic violence providers.*

ASSESSMENT TOOLS & PROTOCOLS

This system is focused on providing a continuum of care including prevention, diversion, rapid re-housing and permanent supportive housing approaches. The plan requires each Navigator to assess household's eligibility for services. Prevention services target people at imminent risk of homelessness and will be referred to available homeless prevention programs. Diversion services will target participants as they are applying for entry into shelter. For housing programs, rapid re-housing services will target participants who are already homeless and the SPDAT score warrants the most appropriate housing. Housing first and permanent supportive housing will target participants that are chronically homeless and the SPDAT score identifies this housing type.

Applicants and Clients :

- Each applicant is evaluated on a variety of criterion, including rental history, criminal history, domestic violence, mental health challenges, disabling conditions, language barriers, educational attainment, employment status, and length of homelessness. Services are then assigned based on the SDPAT score.
- The Assessment tool provides a procedure for determining which applicants are eligible and appropriate for the variety of housing and support services available in the community as well as other eligibility factors such as for permanent supportive housing must have a disabling condition and lack the resources to obtain housing.

Providers :

- Each participant who is referred for housing or services will have been evaluated through an assessment based on their current barriers to obtaining and successfully maintain permanent housing.
- The Assessment will be used as a guide, with the understanding that each applicant has a unique set of circumstances.

HRC Partners and CoC Partners:

- The Service Prioritization Decision Assistance Tool (SPDAT) is the assessment tool utilized for this system.
- The SPDAT will utilize 15 domains for individuals and 20 for families to determine an acuity score that will help inform Navigators and Providers about the following :
 - ✓ People who will benefit most from Permanent Supportive Housing
 - ✓ People who will benefit most from Rapid Re-Housing
 - ✓ People who are most likely to end their own homelessness with little to no intervention on your part

- ✓ Which areas of the person's life that can be the initial focus of attention in the case management relationship to improve housing stability.
- ✓ How individuals and families are changing over time as result of case management process.
- The SPDAT will be integrated into the HMIS System and each agency will ensure data is being maintained and monitored.
- The HRC Partners will provide a system of care that allows clients to give feedback on suggestions and improvements of the Intake and Assessment Process.
- The HRC Partners will ensure that the SPDAT is not used to :
 - Provide a diagnosis
 - Assess current risk or be a predictive index for future risk
 - Take the place of other valid and reliable instruments used in clinical research and care

CoC Partners that receive federal CoC and ESG funds and any local funds required by the funder must participate in the Coordinated Assessment process and track data in the Client Management Information System (CMIS). Only Domestic Violence providers are exempt from the CMIS required as per Florida Statute and Federal regulations. CoC partners receiving federal CoC and ESG funds or any other local funds dedicated to homeless services must fill vacant beds based on acuity from highest to lowest as per CPD-14-012.

PREVENTION / DIVERSION (Category 2 Homeless Definition)

According to the National Alliance to End Homelessness many people seeking homeless assistance still have an opportunity to remain in their current housing situation, whether it's their own housing or the housing of a friend, relative, acquaintance or coworker. In light of this prevention and shelter diversion are key interventions in the fight to end homelessness. Immediate screening for these possibilities at entry is an important tactic, and can preserve emergency beds for individuals/households that truly have nowhere else to go. Access to rental subsidies and case management at entry is often enough to ensure the household successfully remains housed.

While prevention and diversion are two separate concepts, they are utilized almost interchangeably in this strategy, as they both focus on preventing homelessness. Prevention targets people at imminent risk of homelessness, diversion targets people as they are applying for entry into shelter, and rapid re-housing targets people who are already homeless.

Once an individual/household enters into the system, they should be assessed to determine what housing needs they have. To determine which individuals/households are appropriate for

prevention/diversion, Navigators can ask applicants a series of questions during the assessment, such as those delineated below.

Client :

Clients who are being referred for prevention/diversion will be asked:

- Where did you sleep last night? *If they slept somewhere safe where they could potentially stay again, this might mean they are good candidates for diversion*
- What other options do you have for the next few days or week? *Even if there is an option outside of shelter that is only available for a very short time, it worth exploring if this housing resource can be used.*
- (If staying in someone else's housing) What issues exist with you remaining in your current housing situation? Can those issues be resolved with financial assistance, case management, etc? *If the issues can be solved with case management, mediation, or financial assistance (or all of the above), diversion is a good option.*
- (If coming from their own unit) Is it possible/safe to stay in your current housing unit? What resources would you need to do that (financial assistance, case management, mediation, transportation, etc.)? *If the individual or family could stay in their current housing with some assistance, systems should focus on a quick prevention-oriented solution that will keep the individual or family in their unit.*

Providers :

Referrals to prevention/diversion providers must be at imminent risk of homelessness AND meet the following threshold.

- No appropriate subsequent housing options have been identified;
- The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
- The household lacks support networks needed to obtain immediate housing or remain in its existing housing

HRC Partner Agency :

The following list includes some, but not all risk factors that may be considered when determining imminent risk of homelessness. SPDAT will be utilized to determine acuity of the risk factors (scores 0-5 for families and 0-4 for individuals):

- Eviction within two weeks from a private dwelling (including housing provided by family or friends)
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation
- Sudden and significant loss of income

- Sudden and significant increase in utility cost
- Mental health and/or substance abuse issues
- Physical disabilities and other chronic health issues including HIV/AIDS
- Severe housing cost burden (greater than 50% of income for housing costs);
- Homeless in last 12 months
- Young head of household (under 25 with children or pregnant)
- Current or past involvement with child welfare, including foster care
- Pending foreclosure of rental housing
- Extremely low income (less than 30% of AMI);
- High overcrowding (the number of person exceeds health and/or safety standards for housing unit size)
- Past institutional care (prison, treatment facility, hospital)
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities.
- Credit problems that preclude obtaining of housing or
- Significant amount of medical debt.

Some participants may not be good candidates for diversion programs due to a lack of safe and appropriate housing alternative and require immediate admittance to shelter, e.g. client fleeing domestic violence. A client's safety should always be the top consideration when developing an individual /household referral to a program.

RAPID REHOUSING

Generally, rapid re-housing is intended to assist eligible participants to quickly obtain and sustain stable, permanent housing. Effective rapid re-housing requires case management and financial assistance, as well as housing search and locations services. Support and duration of service are tailored to meet the needs of each household and each household has a lease in their name and is connected to mainstream resources in the community in which they reside.

Clients :

Eligible households must:

- Be literally homeless as defined by HUD
- Be prepared to put together a reasonable plan that shows how they are going to maintain housing once housing assistance has ended, a budget, a financial worksheet and or a narrative description of changes in household circumstances that made them homeless.

- Entry is based on SPDAT Acuity score (highest to lowest)

Providers :

Providers who are funded for rapid re-housing:

- Will utilize the **“Progressive Engagement”** methodology; that is, providers will determine the amount of rent and utility assistance and/or supportive services that a household will receive using the progressive engagement approach. Household will be asked to identify the minimum amount and duration of assistance needed to achieve housing stability. If it becomes clear that a rapid re-housing intervention is insufficient and or inappropriate for a particular household, the provider will work with the Navigator and/or other housing provider to find a more suitable program.
- Households should be housed within 30 days of acceptance into the program.
- Providers are expected to remain engaged with the household from first contact to program exit as per the CoC approved Rapid Re-Housing Standards.

CoC Partners:

The following process will be used to refer clients to any Rapid Re-Housing program. Providers will receive referrals from any of the following sources, provided they have been assessed by the Navigator and all eligibility and vacancy information is up to date in HMIS.

- Coordinated Access Point and/or Outreach Workers
- Shelters
- Transitional Housing Programs

All households being referred for Rapid Re-Housing must be assessed by a Navigator. While they may be identified through other resources, e.g., shelter or transitional housing provides, McKinney-Vento Liaisons in school districts, or other service providers, they will require screening and assessment through the HRC Coordinated Intake and Assessment System. School Liaisons can conduct the SPDAT and provide this information to the Navigator to be included on Rapid Re-Housing Placement Priority List.

- Navigators are responsible for gathering documentation for verification of homeless status.
- All Rapid Re-Housing clients must be entered into HMIS by the Navigator once the provider has confirmed entry into the program. Information should all include all HUD required data elements.

HOUSING AND/OR MORE INTENSIVE PROGRAM REFERRAL

Participants unable to be served by prevention, diversion or rapid re-housing programs will most likely need more intensive housing and service interventions, such as transitional housing or permanent supportive housing. Those fleeing domestic violence that are not eligible or appropriate for prevention and rapid re-housing services may fall into this category of needing more intensive service intervention, and should be referred to a domestic violence provider prior to intake and/or HMIS data entry.

Table 1 below delineates the characteristics of Permanent Support Housing and Transitional Housing Programs.

Characteristics of Transitional Housing & Permanent Supportive Housing Programs

Programs & Characteristics	Transitional Housing	Permanent Supportive Housing
Length of Stay	Maximum stay 24 month	No time limit
Occupancy Agreement	Participant are clients , not tenants and sign an occupancy or program agreement instead of a lease	Participant have a lease
Service Requirements	Services are required	Services are optional
Eligibility	Applicant must meet HUD's definition of homeless	Applicant must meet HUD's definition of homeless and member of the household must have a disabling condition

Provider:

Transitional Housing: programs that provide transitional housing to individuals and/or families, usually for a period of four to twenty-four months along with supportive services to help them become self-sufficient. In addition to providing a place to live, transitional housing providers should help participant to increase their life management skills and resolve the problems that have contributed to their homelessness. Individuals/Households who are homeless and have two or more of the following barriers are appropriate for referral to Transitional Housing:

- Domestic Violence victims fleeing a domestic violent situation
- youth (18-24)
- No income
- Poor rental history
- Sporadic employment history
- No high school diploma or GED
- History of homelessness
- Poor rental history (i.e current eviction, rent/utility arrears)

Permanent Supportive Housing: As a minimum, candidates for Permanent Supportive Housing must meet the following basic requirements:

- Literally homeless
- Lacks the resources to obtain housing
- Has a member of the household with a severe or significant disabling condition
- Qualifies as a high need based on the SPDAT
- Priority is given to those meeting the definition of homelessness

Permanent Supportive Housing is targeted to individuals/households who need services in order to maintain housing and there is prioritization for those who have been homeless for long periods of time or have experienced repeat episodes of homelessness as defined as chronic homeless per HUD.

CoC Partner Agencies :

The navigator provides: needed housing navigation services, frequent communication with the client and serves as the primary liaison between the client and the housing provider. The CoC Partner Agency is responsible for overseeing and ensuring that:

- Advocacy and services to collect required housing documentation are provided
- A climate of trust is created and maintained between clients and navigators.
- A current housing inventory is maintained within HMIS
- Clients are housed based upon a prioritization determination; that is, those who score on the SPADAT as the most vulnerable will be prioritized for housing depending on the availability of housing and services. Legacy programs with beds not dedicated to CH must prioritize the beds for CH individuals and Families as bed become available.

If the Partner Agency is denying the placement, the Agency must submit in writing the reasons for denial to the HRC Partners.

UNACCOMPANIED YOUTH AND YOUNG ADULTS

Unaccompanied youths is a fast growing and underserved sub- populations, in our community.

Clients:

Unaccompanied Youth and Young Adults are defined as youth (ages 13-17) and young adults (ages 18-24) who are unaccompanied by a parent or guardian and are without shelter where appropriate care and supervision are available, whose parent or guardian is unable or unwilling to provide shelter and care, or who lack a fixed, regular and adequate nighttime residence. Undocumented unaccompanied youth and young adults may also be served under these provisions except where exclusions are noted. Unaccompanied youth may be encountered

during outreach but would not enter the Homeless Resource Center due to their age. (City provisions prevent anyone under 18 from entering the program unless they had legally been emancipated as an adult. Those under 18 would be connected to the appropriate program based on their age and circumstances.

Providers:

Providers of services for unaccompanied youth and young adults should be able to provide safe and high quality housing and supportive services (scattered-site independent apartments, host homes, and shared housing) to youth and young adults experiencing homelessness that involve integrated affordable housing, intensive strength-based case management, self-sufficiency services, trauma informed care, and positive youth development approaches.

HRC Agency:

All housing service referrals for unaccompanied youth and young adults must be screened and assessed. The HRC Agency is responsible for overseeing and ensuring that:

- Young adults willingly engage with coordinated intake for a screening and when appropriate, a full SPDAT.
- Low barriers of entry for this highly vulnerable population are necessary.
- Navigators consult with expert providers of this population when conducting intake to properly match clients and providers, and reduce the risk of flight for this highly vulnerable population.

PROGRAM EVALUATION

Coordinated Intake and Assessment is one of many projects within our community that addresses the needs of individuals and families that are at risk or experiencing homelessness within our communities. The HRC Partner Agencies will evaluate the effectiveness as well as required HEARTH Act outcomes by utilizing data from HMIS. As recommended by the National Alliance to End Homelessness, the HRC Partner Agencies will track progress in the following areas to evaluate the Coordinated Intake and Assessment process:

- Length of stay, particularly in shelter: If participants are referred to the right interventions and those interventions have the necessary capacity, fewer individuals and families should be staying in shelter waiting to be moved elsewhere. Also if clients are referred immediately to the right provider, over time, clients will likely spend less time jumping from program to program looking for help, which could reduce their overall length and/or repeated episodes of homelessness.
- New entries into homelessness: if every individual and family seeking assistance coming through the front door and the front door has prevention and diversion resources

available, more people should be able to access these resources and avoid entering a program unnecessarily.

- Repeat episodes of homelessness: If clients are sent to the intervention that is the best suited to meet their needs on the first time, families are more likely to remain stably housed.

To track the outcomes summarized above, the CoC Lead Agency will analyze the following Performance Measures annually.

- 1) PBC CoC will reduce the number of person experiencing homelessness.
 - a. Reduction in the total number of person experiencing homelessness
 - b. Reduction in the total number of persons experiencing first time homelessness.
- 2) PBC CoC will reduce the length of homelessness episodes
 - a. Reduction in the mean length of homelessness episode for individuals
 - b. Reduction in the mean length of homelessness episode for families with children
 - c. Reduction in the mean length of homelessness episode for youth
- 3) PBC CoC will reduce the number of persons returning to homelessness.
 - a. Reduction in return to homelessness within one year following exit
 - b. Increase in exits to permanent housing
 - c. Increase in income at exit

Measuring the success of this system and transparency with the community and providers will be a key to the success of coordinated assessment process. The CoC Lead Agency will summarize the data annually. The performance measures are utilized for all CoC programs regardless of funding source. For CoC funded and ESG funded programs, these criteria will be utilized for consideration for renewal or new projects based on the program type.

Moving forward, the CoC Lead Agency will expand the evaluation of outcomes by establishing mechanisms to monitor the quality of service through system-wide monitoring. For example, once a client enters shelter an assessment is to be completed within 72 hours. Procedures will be built into the monitoring system to determine how often this goal is met. This will allow for ongoing monitoring of the quality of services and how the program and Providers are able to follow through with this goal.

As part of the evaluation process, as recommended by the National Alliance to End Homelessness, the CoC Lead Agency will set a goal to establish an integrated feedback loop

that involves using information gained from these assessments to make any necessary program/process adjustments to the system. Additionally, the CoC Lead Agency will continue working to develop data tools to ensure overall system efficiency and effectiveness.

Ratified by Homeless & Housing Alliance Executive Committee -February 23, 2015
Adopted by Homeless & Housing Alliance Membership - February 26, 2015

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