



**City of Palm Coast**  
**Agenda**  
**CITIZENS' ADVISORY TASK**  
**FORCE**

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoastgov.com](http://www.palmcoastgov.com)

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**Wednesday, November 28, 2018**

**5:30 PM**

**CITY HALL**

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**RULES OF CONDUCT:**

>Public Comment will be allowed consistent with Section 286.0114(3), Florida Statutes.

>Public comment on issues on the agenda or public participation shall be limited to 3 minutes for each speaker.

>The Board Chair shall call for public comment, each speaker shall be directed through the podium. All parties shall be respectful of other person's ideas and opinions. Clapping, cheering, jeering, booing, catcalls, and other forms of disruptive behavior from the audience are not permitted.

>The City of Palm Coast is not responsible for any mechanical failure of recording equipment.

>If you wish to obtain more information regarding the agenda, please contact Jose Papa at 386-986-2469.

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713 at least 48 hours prior to the meeting.

>All cell phones are to remain OFF while the meeting is in session.

**Call to Order and Pledge of Allegiance**

**Roll Call and Determination of a Quorum**

**Approval of Minutes**

**1 MEETING MINUTES FOR THE CITIZENS' ADVISORY TASK FORCE MEETING OF JUNE 7, 2018**

**Public Hearings/Action Items**

**2 PRESENTATION AND RECOMMENDATION ON THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2017 TO SEPTEMBER 30, 2018**

**Public Comments**

**Board Discussion**

**Adjournment**

## City of Palm Coast, Florida Agenda Item

Agenda Date:

<b>Department Item Key</b>	PLANNING 3778	<b>Amount Account #</b>
<b>Subject</b>	MEETING MINUTES FOR THE CITIZENS' ADVISORY TASK FORCE (CATF) MEETING OF JUNE 7, 2018	
<b>Background :</b>		
<b>Recommended Action :</b> Approve the meeting minutes of the June 7, 2018 CATF meeting.		



# City of Palm Coast Minutes CITIZENS' ADVISORY TASK FORCE

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
www.palmcoastgov.com

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**Thursday, June 7, 2018**

**5:30 PM**

**COMMUNITY WING AT CITY HALL**

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## RULES OF CONDUCT:

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## Call to Order and Pledge of Allegiance

*Chair Alfin called the June 7, 2018 Citizens' Advisory Task Force meeting to order at 5:30PM.*

## Roll Call and Determination of a Quorum

*Irene Schaefer the Recording Secretary called the roll.  
Present and responding to roll call were:*

*Chair Alfin  
Ms Santa Maria  
Mr.Scully  
Ms. Sperber*

## Approval of Minutes

### **1 MEETING MINUTES OF THE NOVEMBER 29, 2017 CITIZENS' ADVISORY TASK FORCE MEETING**

#### **Pass**

**Motion made to approve as presented made by Task Force Member Sperber and seconded by Task Force Member Santa Maria**

**Public Hearings/Action Items**

**2 PUBLIC WORKSHOP/PUBLIC HEARING ON THE PROPOSED COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2018  
ANNUAL ACTION PLAN**

*Chair Alfin introduced the agenda item and introduced Mr. Jose Papa, Senior Planner, who gave a presentation which is attached to these minutes.*

*Chair Alfin: The 10% increase we can attribute to what?*

*ANS: Mr. Papa: I believe the overall allocation for CDBG at the Federal level was increased by 10%.*

*Chair Alfin: So is that dependent on any statistical change here in our City?*

*ANS: Mr. Papa: Yes, sir there is also a little bit of that. Because I say 10% increase but actually, I think the CDBG budget, overall nationwide, might have gone up 20%. But in the formula for allocation, and I don't know the entire formula, they do take into account poverty levels and low to moderate income population levels so that it is not there it is not a straight (line) that 70,000 people equals 90,000 people in terms of allocation formula.*

*Chair Alfin: Has it been your experience that as the population continues to grow those segments will propable also increase as well and we may enjoy future increases of these monies?*

*ANS: Mr. Papa: Yes, that is fair.*

*Mr. Scully made a statement that for full disclosure his job at Coastal is working with the State of Florida and is migrating data for Tgrants, CDBG and workforce so I'm a little more acquainted with the programs and what goes on.*

*Mr. Scully: If you could please fill in a gap prior to this meeting, so obviously there are a lot of different programs that fall into CDBG and through a process we decided to focus on essentially three basic areas.*

*ANS: Mr. Papa: Three basic activities we have historically funded.*

*Mr. Scully: So how did we arrive at focusing on these three (activities)?*

*ANS: Mr. Papa: Yes, well I'd have to take you back to 2012 when we initially started CDBG.*

*Mr. Papa gave a historic explanation regarding the infrastructure funding for Seminole Woods Multi-Use Path and the fact that the City became an entitlement community in 2012.*

*Mr. Scully: So you are funded directly through the Federal Govenment?*

*ANS: Mr. Papa: Yes, sir that is correct.*

*Chair Alfin gave some additional history on the Infrastructure project for the benefit of the newer members.*

*Chair Alfin: Under public service the line item grants seems very general? I would like to talk about it being aligned with our housing initiative, a little better. In today's world a grant is so nebulous I don't know what that means. When we look at it next year and the year after we won't really know what it means.*

*ANS: Mr. Papa: That one has to be developed. It is to be for public service in whatever form that public service comes. Remember the 3 objectives of the CDBG program. It clearly must serve a low to moderate income clientele/area. Or it needs to be activity that eliminates slum or blight, however you define that. And of course the third one is for emergency purposes. So whatever non profit may come along, remember we haven't established how this grant program is going to work, they must meet one of those national objectives.*

*Mr. Scully expressed concerns about the limited amount of the \$50,000 not being allocated to people who can't afford a home and (asked the question) why the full 15% of \$76,000 isn't being allocated to the public service activity.*

*Mr. Papa: Are you saying for this action plan?*

*ANS: Mr. Scully: I don't know if that tooth paste is out of the tube, or if this is the forum to say but why don't we bump this to the full 15% allowed by the CDBG program?*

*Mr. Papa: This is the absolute forum.*

*Chair Alfin: Which would reduce the housing program allowance?*

*ANS: Mr. Papa: I would say that at this time we would have to pull it out of the housing activities portion.*

*Ms. Sperber expressed her interest in bumping up the grants (public service activity) to the full 15% of the CDBG funds.*

*Mr. Papa discussed how the grants portion needs to be developed via this group.*

*Discussion ensued among committee members regarding maxing out the grants monies to the full percentage of the CDBG funds.*

*Ms. Santa Maria: What is the percentage of owner occupied vs. rentals?*

*ANS: Mr. Papa: Yes, I want to say it is like 92% are owner occupied. It is very high, somewhere between 89% and 92%, those two numbers keep ringing in my head. It is significant.*

*Ms. Santa Maria: Is that just cerntain areas that we are looking at for CDBG funds?*

*ANS: Mr. Papa: No that is the whole of Palm Coast.*

*Chair Alfin: Jose, how is this (item) going to be presented to the City Council?*

*ANS: Mr. Papa: I will propably provide like this with a CATF recommendation that we max out the public service allocation portion to \$76,000, with a reduction to the housing program.*

*Chair Alfin: So we are making a recommendation to the City Council, they will be aware that there is a change based on the motion we just made.*

*ANS: Mr. Papa: Yes,*

*Mrs. Santa Maria: Isn't this our recommendation?*

*Chair Alfin: Yes*

*Mrs. Santa Maria: So this is the time to change it. This hasn't gone to City Council yet.*

*ANS: Mr. Papa: Actually this hasn't gone to City Council. We could present it to them. I only say that because the draft I presented to you (referring to the agenda item), I guess I'll have to tweek it. I will tweek it to show \$76,000 for Public Service and \$250,000 for housing.*

*Mr. Scully: Would it be appropriate to say that this is what we brought before the CATF and this is what they recommended? Is that inappropriate?*

*ANS: Chair Alfin: No, no that is really my question, what are you going to explain. Because you are going to present this in front of City Council, you're going to present the recommendation you're not going to explain how we got to the recommendation?*

*ANS: Mr. Papa: Well, not.*

*Ms. Sperber: Will you put the additional \$76,000 under the grant or will you divide it up, because currently it is divided between the three.*

*ANS: Mr. Papa: What is your recommendation, you tell me.*

*Mr. Scully: Was the youth services adequate last go round?*

*ANS: Mr. Papa: It was adequate last go round, but having a bigger facility as the Community Center is now, they are able to take in more students. How many more students would seek to tap into summer camp scholarships? I'm not sure, we probably won't know until next year if we need more.*

*Chair Alfin indicated that he would entertain two votes on this item, the first being approved unanimously: Public service portion allocation be increased to the maximum amount allowable or roughly \$76,000.*

*With the second motion being approved unanimously: with the additional funding be divided between the three categories under public service in the same ratio they are currently presented.*

*Mr. Scully: May I ask what happened with the free clinic allocation that had been there the last two years?*

*ANS: Ms. Santa Maria: That would be under the grants.*

*Chair Alfin: When will we hear the results or details of any of these programs for well less than a year, a long way off in the future?*

*ANS: Mr. Papa: This funding does not become available until October 1st. So what you'll hear in November and December will be a report on how we fared spending last year's money.*

**Pass**

**Motion made to Approved as amended Public service portion allocation be increased to the maximum amount allowable or roughly \$76,000, with the additional funding should be divided between the three categories under public service in the same ratio they are currently. made by Board Member Scully and seconded by Task Force Member Sperber**

**Approved - 4 - Board Member Jake Scully, Task Force Member David Alfin, Task Force Member Dorothy Sperber, Task Force Member Denise Santa Maria**

## **Public Comments**

*Chair Alfin opened the meeting to public comment at 6:20PM.*

*Mr. Ralston Reodica, SHIP (State Housing Initiative Partnership) Administrator for Flagler County. Addressed the committee about his pleasure with their decision to put more money into public service based on the need in the community.*

*Mr. Papa asked Mr. Reodica if he would like to comment on other issues they should look into funding within the CDBG program. Mr. Reodica suggested that the Committee look into funding emergency repair for home owners.*

*Ms. Santa Maria suggested looking into aging in place programs as well.*

*Chair Alfin closed the public comment portion of this meeting at 6:25PM.*

## **Board Discussion**

## **Adjournment**

*The meeting was adjourned at 6:26PM.*

*Respectfully Submitted by:  
Irene Schaefer, Recording Secretary*



# **Community Development Block Grant (CDBG)**

**FFY 2018 Annual Action Plan  
Citizens Advisory Task Force  
Public Workshop/Public Hearing**

*Find Your Florida<sup>8</sup>*



# **Presentation Outline**

**History & Background**

**Required Planning and Procedures (Consolidated, Strategic,  
Action)**

**Findings**

**Proposed Activities**

**Next Steps**



# CDBG Program – History & Background

Federal Program that started in 1974, to provide funding for community development.

Program provides discretion to grantee on CDBG activities.

Activities **must meet one** of the National Objectives of the Program:

- 1) Benefit low- and moderate-income persons or Area, or
- 2) Prevent or eliminate slum or blight, or
- 3) Address urgent community development needs (Emergency).



# CDBG Program – History & Background

**To receive funding, the following needs to be completed:**

## **Consolidated Plan –**

Document intended to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities

## **Strategic Plan –**

Plan covering 3 or 5 year period that describes how jurisdiction intends to provide services that address CDBG goals



# CDBG Program – History & Background

## **Annual Action Plan**

1 year plan describes actions to occur over the coming year.

## **Other documents:**

Analysis of Impacts to Fair Housing Choice (AI)

Comprehensive Annual Performance and Evaluation Report (CAPER) – end of year report

# CDBG Program – History & Background

## **CDBG Example Project/Programs**

- Housing Related Activities
- Public Services (Limited to 15% of Grant allocation)
- Economic Development
- Infrastructure Improvement (In qualified area or LMI census tracts)
- Planning/Administration/Monitoring for Program (limited to 20% of allocation)

# CDBG Program – History & Background

CDBG funded activities in City:

- Infrastructure Project in LMI Area
- Financial Assistance to LMI Households for home-repair
- Youth services through recreational programs (e.g. summer camp, swim lessons)

# Consolidated Action Plan – Findings

- Aging housing inventory
- City continues to be an aging community
- Increase in LMI population
- Public service needs exist
- Limited housing choice

# Consolidated Action Plan

Based on findings in Consolidated Plan, Strategic Plan there is recognition of the following:

- 1) Available funds are limited and cannot address all the city needs,
- 2) There are on-going City programs and activities that are eligible for use of CDBG funds consistent with CDBG National Objectives
- 3) There are social services and agencies serving the City.



# Annual Action Plan FFY 2018 – Proposed Allocation

Continue with on-going activities:

- Complete Seminole Woods Neighborhood Multi-use Path
- Continue homeowner repair assistance
- Continue youth activities (summer camp/swim lessons/other recreational activities)
- Public service grants

New activity

- Senior activities (meal program, wellness program, educational program)



# Annual Action Plan FFY 2018 – Proposed Allocation

Citizens Advisory Task Force held public meeting on June 7 and recommended providing additional funds to public service activities to serve more persons

# Annual Action Plan FFY 2018 – Proposed Allocation

Activity	Proposed Allocation
Housing Program	\$250,673
Infrastructure	\$175,000
Public Service (maximum 15% of allocation) Youth Services - \$22,800 Senior Services - \$38,000 Grants - \$15,200	\$76,000
Planning, Administration, & Monitoring (maximum 20% of allocation)	\$5,000
<b>TOTAL ALLOCATION FOR FFY 2018 (2018/19)</b>	<b>\$506,673</b>

# Annual Action Plan-Next Steps

- City Council Public Workshop (July)
- 30-day comment period (June - July)
- City Council Public Hearing (July/August)
- Action Plan Submittal to HUD (Aug. 15 Deadline)



# Questions?

# City of Palm Coast, Florida

## Agenda Item

Agenda Date : 11/28/2018

<b>Department</b>	PLANNING	<b>Amount</b>
<b>Item Key</b>	4800	<b>Account</b>
		<b>#</b>
<b>Subject</b>	PRESENTATION AND RECOMMENDATION ON THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2017 TO SEPTEMBER 30, 2018	
<b>Background:</b> In accordance with the regulations for the Community Development Block Grant (CDBG) program, participants are required to complete an annual performance report called the Consolidated Annual Performance and Evaluation Report (CAPER).		
The CAPER describes the activities and accomplishments during the recently completed program year (October 1, 2017 to September 30, 2018), using CDBG funds. This document provides information on expenditures of the CDBG funds received by the City through HUD. Additionally, this report provides an update on the City’s progress in implementing the CDBG programs and activities identified in the Consolidated and Annual Action Plan.		
The projects/activities and the accomplishments described in the CAPER, consistent with the national objectives of the CDBG program benefit low- and moderate-income persons or neighborhoods where there is a high percentage of low- and moderate income residents.		
During the reporting period, the City accomplished the following:		
<ul style="list-style-type: none"><li>• Completed rehabilitation of 4 single-family homes with an additional unit pending completion,</li><li>• Provided recreational activities scholarships to 37 low – moderate income students,</li><li>• Completed Flagler Free Clinic activity by providing health services to 155 low-moderate income patients, and</li><li>• Completed an additional 1.2 mile segment of the Seminole Woods Neighborhood Multi-use path system (final segment under construction).</li></ul>		
<b>Recommended Action:</b>		
Staff recommends that the Citizens Advisory Task Force recommend that the City Council approve the Consolidated Annual Performance and Evaluation Report for the program period of October 1, 2017 to September 30, 2018.		



# **Consolidated Annual Performance and Evaluation Report (CAPER)**

**FFY 2017**  
**(October 1, 2017 to September 30, 2018)**

**Submitted To:**

**US Department of Housing and Urban Development (HUD)**

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

FFY 2017 was the first year of the City of Palm Coast's new 5-year Consolidated Action Plan. Accomplishments for the year include:

- Assisted 4 low- and moderate- income households with home repairs,
- Provided recreational activities scholarships to 37 low – moderate income students,
- Completed Flagler Free Clinic activity by providing health services to 155 low-moderate income patients, and
- Completed an additional 1.2 mile segment of the Seminole Woods Neighborhood Multi-use path system.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Infrastructure Projects	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6898	11000	159.47%	6898	11100	160.92%
Provide Housing Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	6	4	66.67%	4	4	100.00%



Provide Public Service Assistance	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	192	153.60%	125	192	153.60%
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City in its Consolidated Action Plan identified infrastructure projects, housing assistance, and public service as its three main activities. The expenditures in the completed fiscal year reflect that the City is on target to meeting its strategic goals of completing the Seminole Wood Neighborhood Multi-use path project, continuing to provide assistance to homeowners to repair their homes, as well as continuing to provide assistance to low-moderate income persons through public service programs (summer youth activities and health care).

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	23
Black or African American	10
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>33</b>
Hispanic	8
Not Hispanic	25

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The expanded table shown as attachment below includes racial and ethnic background of beneficiaries from the Flagler County Free Clinic health services activity. This activity began in FFY 2016 and concluded in program year 2017. Based on the table below the the racial demographic of persons receiving CDBG assistance in 2017 is 65% are white, with African-American and Mixed or Other races receiving the remaining 35% of assistance. Additionally, 10.4% of persons receiving assistance identified as of Hispanic background

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	485,286	469,400
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

Based on IDIS Report PR-23 (see Attachment 1), the city expended \$469,399.83 in CDBG funds in Program Year 2017. \$318,711.58 was expended for the Seminole Woods Multi-use Path, \$130,688.25 for housing rehabilitation program and \$20,000 for youth activities. The City recently hosted a housing workshop for homeowners interested in the City's CDBG home-owner rehabilitation program and expects a greater number of participants in the upcoming cycle.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

There are no target areas for CDBG activities in the City of Palm Coast. Housing units receiving CDBG funding are on individual scattered sites, while individuals receiving assistance through CDBG funds are qualified based on income. Finally, the infrastructure project is within a low-moderate income Census Tract.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

### **City In-Kind Services**

The City's main strategy in leveraging available CDBG funding is to provide in-kind services or the use of in-house staff to complete project tasks. City staff will typically complete planning, design, and construction services as part of an infrastructure project. Consistent with previous City activities, the Construction Management and Engineering Services Division will continue designing the final phase of the Seminole Woods Multi-use Path, as well as complete the permitting process. Additionally, the City's Senior Environmental Planner coordinates the completion of the environmental review and the necessary environmental permitting for the Seminole Woods multi-use path. The construction of the Seminole Woods Multi-use Path will be carried out by the City's Public Works Dept.

The housing program is administered and managed by the Community Development Department with the assistance of a consulting firm, Guardian Community Resources Management.

Along with administering the housing program, the Community Development Department completes the necessary planning documents for the CDBG program including: the Consolidated Action Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and the Citizens Participation Plan as well as any updates to the documents named above.

The City's strategy to use in-house talent to complete tasks related to the CDBG program allows the CDBG dollars to be used directly for the delivery of projects and stretches the availability of CDBG dollars to the community.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	4	4
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>4</b>	<b>4</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	4
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>4</b>	<b>4</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City met its stated one-year goal.

**Discuss how these outcomes will impact future annual action plans.**

The City met its stated one-year goal but will have a challenge as more CDBG funding is allocated for housing activities. City may rely on additional assistance from grant management/administration to assist in implementing the housing activities.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2	0
Low-income	2	0
Moderate-income	0	0
<b>Total</b>	<b>4</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

The households receiving assistance through the CDBG housing program were 2 from Extremely Low Income and 2 from Low income households.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The Volusia/Flagler County Coalition for the Homeless (The Coalition) has the primary responsibility for providing leadership in the Continuum of Care planning process to identify homeless and homelessness prevention priorities for the Flagler-Volusia County area. As the lead agency, the Coalition has the following responsibilities:

- Apply For, Administer and Coordinate CoC, and Basic Needs Funds,
- Operate the Homeless Information Management System (HMIS) Database,
- Meet Federal and State CoC Requirements,
- Lead and CoC Planning Process,
- Educated the Community, and
- Advocate for the Homeless

As stated in the Consolidated Plan, the City recognizes the conclusions and recommendations provided in the Coalition's report titled: **Come Home: A Roadmap to End Homelessness in Volusia and Flagler Counties**. This document which serves as a roadmap to ending homelessness in the Volusia-Flagler County areas establishes goals and outcomes as a "means to effect change and end homelessness".

It is the City's strategy to identify actions to complement the allocation priorities established within the Coalition's report. The City's plan to address homeless needs through other priorities is necessitated by recognition of the following: limited funds are available to the City through the CDBG program to address all the needs in the City, the City's limited capacity to provide social services, however, the City recognizes that there are local agencies and services available, which will be used as a resource to address homeless needs, and finally, a recognition that there are limited homeless persons in the City and that the most effective way to address homelessness in the City is to assist households from becoming homeless.

Prevention or assisting households from becoming homeless is consistent with strategies and programs addressed within the Consolidated Action Plan such as funding to assist low-moderate income households with home repair, expanding public services to assist low-moderate income persons, and providing for public facilities and infrastructure that assists whole neighborhoods to maintain a desirability and livability condition that encourages additional new investment from the community.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

See narrative above.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

See narrative above.

**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**

See narrative above.



## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

There are no Public Housing Authority units operating within the City of Palm Coast.

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

There are no Public Housing Authority units operating within the City of Palm Coast.

### **Actions taken to provide assistance to troubled PHAs**

There are no Public Housing Authority units operating within the City of Palm Coast.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken 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. 91.220 (j); 91.320 (i)**

One of the items identified in the City's Analysis of Impediments to Fair Housing Choice (2016) is the less than ideal supply of multi-family units available in the City of Palm Coast. Over the past year, the City approved zoning changes that increased the opportunities to construct multi-family units within the City. The approval of these zoning changes are based on consistency with the City's Comprehensive Plan and its compatibility with surrounding community.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

As stated above, the Analysis of Impediments identified the supply of multi-family housing units as a detriment to housing choice in Palm Coast. City has coordinated with land owners to identify appropriate sites for potential multi-family housing developments.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The CDBG housing activity incorporates the proper procedures for addressing potential lead-based paint hazards as part of the housing program.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Public Service activities though not specifically targeting poverty-level families will have the impact of assisting families who may fall into poverty level due to added costs of child care or health care.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City relies on in-house staff and grant administration consultants to implement CDBG activities. The city will continue to rely on developing in-house staff to carry out CDBG activities while relying on consultant staff to assist with details on administration and program requirements.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City will continue to consult with housing providers and social service agencies in the development of the Consolidated Action Plan and Annual Action Plan.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

As previously stated, the Analysis of Impediments identified the supply of multi-family housing units as a detriment to housing choice in Palm Coast. City has coordinated with land owners to identify appropriate sites for potential multi-family housing projects. Additionally, the City works with partners such as Mid-Florida Housing Partnership, and the Flagler County Board of Realtors in promoting an annual Housing Fair. The fair provides an opportunity to educate the community of available resources and information on fair housing. As stated in the Analysis of Impediments, education and outreach is another important part of building community consensus on the importance of fair housing and housing choice.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City continues to follow guidelines outlined in various sources provided by the HUD. The recipient of a subrecipient grant was monitored by the City on a quarterly basis to ensure that progress on the stated activity (health care services) continued .

Program managers work with the City's grant administration consultants to reach-out to minority businesses for potential services.

Finally, the City follows the requirements in its Citizen Participation Plan to ensure that public input on the Consolidated Action Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) are considered. Newspaper Ads for the public workshops/hearings are published as well as posting of the workshop notice on the City's website.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

As required by the Citizen Participation Plan a public hearing for the CAPER was advertised in the local newspaper at least 10 days prior to the public hearing. Additionally, the CAPER was posted for public comment on the City's website for 15 days prior to final approval.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

At this time, the city does not intend to change the program objectives based on the results of previous activities.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI)**

**grants?**


No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

DRAFT - 15 Day Comment Period November 15 to November 29, 2018

# Attachment 1

## PR23 Report

	U.S. Department of Housing and Urban Development	DATE: 11-06-18
	Office of Community Planning and Development	TIME: 10:58
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	CDBG Summary of Accomplishments Program Year: 2017	

PALM COAST

**Count of CDBG Activities with Disbursements by Activity Group & Matrix Code**

Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Housing	Rehab: Single-Unit Residential (14A)	2	\$130,688.25	0	\$0.00	2	\$130,688.25
	Rehabilitation Administration (14H)	1	\$0.00	0	\$0.00	1	\$0.00
	<b>Total Housing</b>	<b>3</b>	<b>\$130,688.25</b>	<b>0</b>	<b>\$0.00</b>	<b>3</b>	<b>\$130,688.25</b>
Public Facilities and Improvements	Sidewalks (03L)	1	\$37,500.00	2	\$281,211.58	3	\$318,711.58
	<b>Total Public Facilities and Improvements</b>	<b>1</b>	<b>\$37,500.00</b>	<b>2</b>	<b>\$281,211.58</b>	<b>3</b>	<b>\$318,711.58</b>
Public Services	Youth Services (05D)	1	\$20,000.00	0	\$0.00	1	\$20,000.00
	Health Services (05M)	1	\$0.00	0	\$0.00	1	\$0.00
	<b>Total Public Services</b>	<b>2</b>	<b>\$20,000.00</b>	<b>0</b>	<b>\$0.00</b>	<b>2</b>	<b>\$20,000.00</b>
General Administration and Planning	General Program Administration (21A)	0	\$0.00	1	\$0.00	1	\$0.00
	<b>Total General Administration and Planning</b>	<b>0</b>	<b>\$0.00</b>	<b>1</b>	<b>\$0.00</b>	<b>1</b>	<b>\$0.00</b>
<b>Grand Total</b>		<b>6</b>	<b>\$188,188.25</b>	<b>3</b>	<b>\$281,211.58</b>	<b>9</b>	<b>\$469,399.83</b>

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PALM COAST

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Program Year		
			Open Count	Completed Count	Totals
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	9	0	9
	Rehabilitation Administration (14H)	Housing Units	0	0	0
	<b>Total Housing</b>		<b>9</b>	<b>0</b>	<b>9</b>
Public Facilities and Improvements	Sidewalks (03L)	Persons	0	11,100	11,100
	<b>Total Public Facilities and Improvements</b>		<b>0</b>	<b>11,100</b>	<b>11,100</b>
Public Services	Youth Services (05D)	Persons	37	0	37
	Health Services (05M)	Persons	63	0	63
	<b>Total Public Services</b>		<b>100</b>	<b>0</b>	<b>100</b>
<b>Grand Total</b>			<b>109</b>	<b>11,100</b>	<b>11,209</b>

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PALM COAST

CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Housing	White	0	0	7	0
	Other multi-racial	0	0	2	1
	<b>Total Housing</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>1</b>
Non Housing	White	75	11	0	0
	Black/African American	21	0	0	0
	Other multi-racial	4	2	0	0
	<b>Total Non Housing</b>	<b>100</b>	<b>13</b>	<b>0</b>	<b>0</b>
Grand Total	White	75	11	7	0
	Black/African American	21	0	0	0
	Other multi-racial	4	2	2	1
	<b>Total Grand Total</b>	<b>100</b>	<b>13</b>	<b>9</b>	<b>1</b>

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PALM COAST

CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Housing	Extremely Low (<=30%)	2	0	0
	Low (>30% and <=50%)	2	0	0
	Mod (>50% and <=80%)	0	0	0
	Total Low-Mod	4	0	0
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	4	0	0
Non Housing	Extremely Low (<=30%)	0	0	15
	Low (>30% and <=50%)	0	0	12
	Mod (>50% and <=80%)	0	0	10
	Total Low-Mod	0	0	37
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	37

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# Attachment 2 PR26 Report

	Office of Community Planning and Development	DATE: 11-06-18
	U.S. Department of Housing and Urban Development	TIME: 14:56
	Integrated Disbursement and Information System	PAGE: 1
	PR26 - CDBG Financial Summary Report	
	Program Year 2017	

PALM COAST , FL

## PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	725,534.00
02 ENTITLEMENT GRANT	485,286.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,210,820.00

## PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	469,399.83
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	469,399.83
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	469,399.83
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	741,420.17

## PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	469,399.83
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	469,399.83
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

## LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

## PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	20,000.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	20,000.00
32 ENTITLEMENT GRANT	485,286.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	485,286.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	4.12%

## PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	0.00
42 ENTITLEMENT GRANT	485,286.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	485,286.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%



Office of Community Planning and Development  
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**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	1	12	6167274	Seminole Woods Multi-Use Path Project	03L	LMA	\$31,211.58
2015	4	27	6167274	Seminole Woods Neighborhood Multi-Use Path	03L	LMA	\$250,000.00
2016	4	31	6167274	Seminole Woods Neighborhood Multi-Use Path	03L	LMA	\$37,500.00
					<b>03L</b>	<b>Matrix Code</b>	<b>\$318,711.58</b>
2017	3	29	6167274	Youth Activities-Recreation	05D	LMC	\$20,000.00
					<b>05D</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
2015	2	21	6167274	Housing Rehabilitation	14A	LMH	\$7,833.25
2016	3	28	6167274	Single-family Residential Rehabilitation Program	14A	LMH	\$122,855.00
					<b>14A</b>	<b>Matrix Code</b>	<b>\$130,688.25</b>
<b>Total</b>							<b>\$469,399.83</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	3	29	6167274	Youth Activities-Recreation	05D	LMC	\$20,000.00
					<b>05D</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
<b>Total</b>							<b>\$20,000.00</b>

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Report returned no data.

### Attachment 3 - Race and Ethnicity of Beneficiaries (2017)

Table 2a: Race and Ethnicity of Beneficiaries (Program Year 2017)

	CDBG	%
White	125	65.1%
Black or African American	48	25.0%
Mixed or Other	19	9.9%
American Indian or American Native	0	
Native Hawaiian or Other Pacific Islander	0	
<b>Total</b>	<b>192</b>	
Hispanic	20	10.4%
Not Hispanic	172	89.6%

DRAFT - 15 Day Comment Period November 15 to November 29, 2018