



City of Palm Coast
Agenda
CITIZENS' ADVISORY TASK
FORCE

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

Thursday, June 7, 2018

5:30 PM

COMMUNITY WING AT CITY HALL

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 OF THE NOVEMBER 29, 2017 CITIZENS' ADVISORY TASK FORCE MEETING

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

Public Comments

Board Discussion

Adjournment

City of Palm Coast, Florida Agenda Item

Agenda Date: June 7, 2018

Department Item Key	PLANNING 3517	Amount Account #
Subject	MEETING MINUTES OF THE NOVEMBER 29, 2017 CITIZENS' ADVISORY TASK FORCE MEETING	
Background :		
Recommended Action : Approve the meeting minutes as presented.		



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, Florida 32164

Meeting Minutes Citizens' Advisory Task Force

Member Carmen Bongiovanni

Member Glenn Davis

Member Sybil Dodson-Lucas

Member Christopher Dolney

Member James A. Jones

Member Joe Kowalsky

Member Pete Lehnertz

Member Denise Santa Maria

Member Jake Scully

Member Clinton Smith

Member Dorothy Sperber

Member Thomas Stauffacher

Member David Alfin

Member Sandra Shank

Member Sharon Demers

Wednesday, November 29, 2017

5:30 PM

City Hall Community Wing

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A. Call to Order and Pledge of Allegiance

Chair Alfin called the Citizens' Advisory Task Force (CATF) November 29, 2017 meeting to order @ 5:30PM.

B. Roll Call and Determination of Quorum

Present: 8 - Member Alfin, Member Demers, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, and Member Sperber

Absent: 7 - Member Bongiovanni, Member Davis, Member Dodson-Lucas, Member Dolney, Member Jones, Member Lehnertz, and Member Stauffacher

C Approval of Minutes

1 [17-323](#) MEETING MINUTES OF THE JUNE 1, 2017 CITIZENS' ADVISORY TASK FORCE MEETING

Chair Alfin questioned whether or not the reference in the minutes made by Ms. Sperber regarding a meeting to be scheduled with County staff is accurately recorded. Mr. Papa indicated that it was.

A motion was made by Member Smith and seconded by Member Kowalsky to accept the minutes as present. The minutes were approved by the following vote:

Approved: 8 - Member Alfin, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, Member Sperber, and Member Stauffacher

D. Public Hearings/Action Items

2 [17-423](#) PRESENTATION AND RECOMMENDATION ON THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

Mr. Jose Papa, Senior Planner for the City of Palm Coast introduced the agenda item including providing a role of the CATF members as there was one new member present. Mr. Papa gave a Power Point presentation which is attached to these minutes.

Ms. Santa Maria and Ms. Sharon Demers arrived at 5:38PM.

*Ms. Santa Maria: Do you use the same company to qualify these homes?
ANS: Mr. Papa: No, as I said to qualify the homes we use Rolston (referring to Flagler County SHIP program administrator). Yes, we use one grant management firm and that is Guardian Community Resource Management Inc.*

*Ms. Santa Maria: Is that a Palm Coast company?
ANS: Mr. Papa: No, they are out of Dade City (FL). I will tell you that maybe every 3 or 4 years we issue a RFP or RFQ (request for proposal/quote) to request services for*

this work and if there is an eligible Palm Coast company they are eligible to submit a proposal for the work.

Ms. Santa Maria: They have to be able to do all the work?

ANS: Mr. Papa: Yes, they have to be able to do what is in the scope of work.

Ms. Santa Maria: They have to be able to do the title searches and the environmental inspections?

ANS: Mr. Papa: They don't necessary have to be able to do the title searches since that can be contracted with a company. The scope of what they provide is static, they would have someone on staff that could go into the home and do an inspection. Look at the different things that may be wrong with the home (i.e. the eaves are falling), is that cosmetic or is that structural? Because CDBG will not pay for cosmetic improvements, they will not pay to repaint your house. But if there is a structural necessity than that would be eligible. So the grant consulting firm would have that expertise to determine what "repairs" would be eligible and what would not be eligible for CDBG funds.

Ms. Shank: Have we had any local companies bid in the past?

ANS: Mr. Papa: For the grant administration, surprisingly we have not. Now for the rehab itself, as in the construction, they have all been local companies.

Ms. Shank: What percentage of the "grant" funds would you say is allocated to the firm that does that (work)?

ANS: Mr. Papa: Less than 10%, CDBG limits your administration costs to 20% of the grant. We have not met that, we haven't even come close to allocating 20%.

Mr. Kowalsky: What are the requirements to receive the scholarship (to summer camp)?

ANS: Mr. Papa: Yes, sir, the requirement is that they have to be from low to moderate income housing.

Mr. Kowalsky: And is there a grade qualifier from school?

ANS: Mr. Papa: I'm not sure what grades our summer camp admits.

Mr. Kowalsky: No I meant in terms of their classroom studies?

ANS: Mr. Papa: No, the GPA (grade point average) isn't a qualifier. No, here we have stuck to income mainly.

Chair Alfin: Who actually picks (the scholarship recipients), is that City Council?

ANS: Mr. Papa: Staff will do the income eligibility for the students.

Chair Alfin: Now when you have more (kids) than (slots allow), who picks? What happens if you have more students qualify then spots?

ANS: Mr. Papa: It is based on the first qualified with a completed application. And it is the same with our housing programs. There is no such thing as a waiting list, it is based on first qualified and first complete application, they receive the summer camp scholarship.

Chair Alfin gave some background used for the Analysis to Impediments to Fair Housing which was used outside this task force to request zoning for affordable type housing.

Chair Alfin gave an explanation as to the process used to allocate the CDBG funds.

Mr. Kowalsky: So you designated certain areas within the City as low to moderate income?

ANS: Mr. Papa: All based on the U.S. Census.

Ms. Shank: How many applicants did you receive?

ANS: Mr. Papa: Of all the eligible applicants we were able to help all of them.

Ms. Shank: Only 11 applied?

ANS: Mr. Papa: There may have been more that applied but only those 11 were qualified.

Ms. Shank: So how many applicants did you have this year?

ANS: Mr. Papa: I don't have that number, I can tell you that we haven't had to say no to anyone that was eligible. So in the future there may be a need to have more funds go to the housing rehab. I think the community is becoming more aware of it. But as I've mentioned, what we've seen is those that have been able to complete the paperwork and were deemed eligible we were able to provide some form of assistance to them.

Mr. Scully: Do you know what the household income is for qualification, off the top of your head? What the percentage is?

ANS: Mr. Papa: If you are asking me what the low to moderate income level is (to qualify for the owner occupied rehab)? For a family of 4 the median income is \$54,000., so 80% of that would be the top of the eligibility for a family of 4. It is adjusted based on family size, so if you are a household of 1 or 2.

Mr. Scully: It is a federal criteria then?

ANS: Mr. Papa: Yes, sir. The median income is also determined by the Feds. (Federal Government).

Chair Alfin asked Mr. Papa to provide the next steps involved with this project.

Ms. Shank: So what time are those meetings?

ANS: Mr. Papa: Both start at 9AM (workshop on 12/12 and 1st business meeting), held in this room (Council Workshop Room). Then the meeting on the 19th is a business meeting held in the larger room next door (Council Chambers).

Chair Alfin asked if any of the members have any questions @ 5:59PM.

Ms. Santa Maria: Is there a correlation to the age of the homes in relationship to the request for repairs?

ANS: Mr. Papa: Let's take a sample, I would say, most of the homes were built in the 2000's.

Ms. Santa Maria: Do you look at the home owner's assets?

ANS: Mr. Papa: Yes, we do but only to an extent, because HUD is very specific as to what counts as income. I don't think assets are considered for income eligibility, what they own, they own. It is based on income, either through social security, pension and even work is what is taken into account as your income.

Mr. Papa clarified for the Committee Members that there is a difference between the County SHIP program and the City's CDBG program with regard to income eligibility qualifications.

Ms. Santa Maria: What did you determine to do to make Palm Coast land available to build affordable housing?

ANS: Mr. Papa: We have not as far as this program (CDBG). Well, yes tied to what Mr. Alfin was talking about the Analysis to Impediments to Fair Housing and also within our Comprehensive Plan we do have policies that mention that we need to continue to provide more diverse housing stock. And so with some of the rezonings that have been requested recently, again taking into account their location and the appropriateness of that location, along with policy and knowing we need to diversify the housing stock within the City that information will go into feeding the recommendations to City Council from (City) staff.

Chair Alfin reflected on the findings of the Impediments to Fair Housing Report along with the completion of the Seminole Woods Multi Use Path project being a focus for the CATF in the new fiscal year and becoming part of their strategic thinking and planning going forward.

A motion was made by Member Kowalsky and seconded by Member Santa Maria to approve the recommendations of staff as presented. The motion was approved by the following vote:

Approved: 8 - Member Alfin, Member Demers, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, and Member Sperber

E. Public Comments

Chair Alfin opened the meeting to public comment at 6:05PM and seeing no one come forward Chair Alfin closed the meeting to public comment at 6:06PM.

F. Board Discussion

Mr. Papa explained the phone call notification process for all upcoming meetings.

G. Adjournment

The meeting was adjourned at 6:07PM.

*Respectfully submitted:
Irene Schaefer, Recording Secretary*

[17-425](#)

ATTACHMENTS

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 30, 2018

Department	PLANNING	Amount
Item Key	3621	Account
		#
Subject	PUBLIC WORKSHOP/PUBLIC HEARING ON THE PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2018 ANNUAL ACTION PLAN	
<p>Background: The Community Development Block Grant (CDBG) Program started in 1974 in order to provide funding for housing and community development. Activities or Programs funded by CDBG funds must meet one of the following the National Objectives of the Program:</p> <ol style="list-style-type: none">1) Benefit low- and moderate-income persons (LMI),2) Prevent or eliminate slum or blight, and3) Address urgent community development needs (Emergency) <p>Historically, CDBG funds have been used for various community development activities such as:</p> <ul style="list-style-type: none">• Housing Programs,• Public Services (Limited to 15% of Grant),• Public Infrastructure/Facilities (In Qualified Areas based on Census or benefits area 51% or greater LMI Area),• Economic Development, and• Planning/Administration/Monitoring of the Program (limited to 20% of allocation). <p>In the City of Palm Coast, CDBG funds have been used to fund the following activities:</p> <ul style="list-style-type: none">• the Seminole Woods Neighborhood Multi-Use Path,• rehabilitation of owner-occupied housing including program delivery activities such as certifying participant income-qualification, title search, housing rehabilitation inspection services, on-going monitoring during rehabilitation period, and advertisements to solicit applicants to the program,• youth activities (summer camp),• other public service activities (Flagler Free Clinic), and• overall planning, administration, and monitoring of the CDBG program. <p>In order to receive CDBG funds, an entitlement community is required to complete a Consolidated Plan, Strategic Plan, and Annual Action Plan. The Consolidated Plan is designed to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities. The Strategic Plan is an outlay of expected actions and programs to address City needs as consistent with the national objectives and the Annual Action Plan describes the intended use of CDBG funds over the coming year.</p> <p>The City is expected to receive \$506,673 in CDBG funds for FFY 2018. Consistent with</p>		

previous year's priorities the proposed FFY-2018 Action Plan will accomplish the following:

- complete the Seminole Woods Neighborhood Multi-Use Path
- continue financial assistance to homeowners for home repairs,
- provide funding for youth activities (summer camps, & swim lessons),
- provide grant opportunities for non-profit organizations, and
- fund activities to ensure that CDBG program remain compliant with federal regulations.

In addition to the activities funded above, an additional public service activity is proposed to be included in the Action Plan to provide senior community outreach program. This program will be provided by the City's Parks and Recreation Dept. and will expand the variety of available services for senior residents in Palm Coast. These services could include a meal program, educational opportunities, as well as fitness activities/programs.

In summary consistent with previous years' allocation, the proposed allocation for FFY 2018 is as follows:

Activity	Allocation
Financial Assistance for Home Repair Owner-Occupied Unit	\$276,673
Seminole Woods Multi-Use Path	\$175,000
Community Outreach Program	\$25,000
Youth Activities Program	\$15,000
Public Service Grant	\$10,000
Planning and Administration	\$5,000
TOTAL ALLOCATION FOR FFY-2018 (2018/19)	\$506,673

Recommended Action: Staff recommends that the CATF recommend approval of the proposed Annual Action Plan to the City Council.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FEDERAL FISCAL YEAR (FFY 2018)
ANNUAL ACTION PLAN

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As a CDBG entitlement community, the City of Palm Coast is required to submit an Annual Action Plan to direct use of CDBG funds. FFY 2018 is the second year of the City's 5-year Consolidated Action Plan (FFY 2017-2021). CDBG funding has previously been programmed for infrastructure improvements to qualified low-moderate income neighborhoods, financial assistance program for home repair for low-moderate income households, public service activities, as well as planning and administration activities. The City intends to continue with the above named activities in FFY 2018.

The City serves as the lead agency for administering and implementing projects and programs using CDBG funds. The City has an Interlocal Agreement (ILA) with Flagler County for the administration and implementation of a Joint Housing Program. The ILA has enabled the City and County to partner on the administration of projects using funds from the State Housing Initiative Partnership (SHIP), and in previous years; the Neighborhood Stabilization Program (NSP), and CDBG Small Cities program.

To meet the statutory program goals of decent housing, a suitable living environment, and expanded economic opportunities to benefit low-moderate income persons and households, the City will continue to rely on the objectives, policies, and actions identified in various City documents such as the City Budget, City Capital Improvements Plan (CIP), 2035 Comprehensive Plan, the Recreation and Parks Facilities Master Plan, the Pedestrian and Bicycle Facilities Master Plan, and the City's Economic Development Plan, Prosperity 2021. Additionally, the City consults with various social service agencies including Flagler County Social Service Department, the Volusia/Flagler Continuum of Care and the Flagler County Free Clinic on public service needs as well as data for analysis.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

To meet the three goals of providing decent housing, providing a suitable living environment, and expanding economic opportunity; the City developed the following objectives:

Goal 1: Provide Decent Housing:

- **Encourage Home Ownership and Reinvestment** by providing financial assistance programs for home repairs to retain the affordable housing stock. City will also identify opportunities to expand housing activities without duplicating services provided by other entities. Activities to be considered could include first time home buyer programs.

Goal 2: Sustainable Living Environment:

- **Invest in Capital Projects** that improve the safety and livability of neighborhoods.
- **Expand availability and access** to public services.

Goal 3: For Expanded Economic Opportunities:

- **Identify economic activities** which may be assisted by CDBG funds.

Goal 4: Address urgent needs:

As a result of a declared emergency, identify potential use of CDBG funds to assist eligible persons and activities.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City has received approximately \$2.5 million in CDBG entitlement funds since 2012. These funds have been used to assist students to attend the City's summer camp, provide financial assistance to qualified home owners to repair and bring their homes to meet existing code requirements, and finally, to construct approximately 6 miles of multi-use paths to serve a low-moderate income neighborhood. The City seeks to continue these activities in an effort to assist low-moderate income households/families as well as providing improvements to low-moderate income neighborhoods.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

To complete the Annual Action Plan (AAP), the City consulted with various local and regional social service and housing advocate agencies. The City further hosted public workshop/public hearings to discuss housing and community development needs. In addition to non-profit agencies, the City continuously coordinates with the adjacent municipalities as well as regional planning agencies such as the Northeast Florida Regional Council, and the River to Sea Transportation Planning Organization.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

TO BE FILLED IN AFTER PUBLIC PROCESS.

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

TO BE FILLED IN AFTER PUBLIC PROCESS.

7. Summary

TO BE FILLED IN AFTER PUBLIC PROCESS.

DRAFT

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		Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Palm Coast Community Development Department is the responsible entity for administering the CDBG program. Staff works with other City departments (Finance, Central Services), non-profit organizations, Flagler County to carry out the goals of the Consolidated Plan. As an example, an infrastructure activity may require the coordination of various departments to implement the most cost-efficient project. One department (Construction Management & Engineering) may design and work on the necessary permitting for the project, while the Public Works Dept. does the actual construction. The capacity to coordinate various phases using existing City staff allows the available CDBG funds to be stretched, in essence, the City is providing an in-kind match to the implementation of CDBG activities.

Consolidated Plan Public Contact Information

Jose Papa, AICP, Senior Planner
Community Development Department
160 Lake Ave.
Palm Coast, FL 32164
386-986-2469
jpapa@palmcoastgov.com

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

1. Introduction

The CDBG program mandates the consultation of grant funding recipients with other public and private agencies, state or local social service agencies (for homeless services, child welfare services), adjacent governments, local Continuum of Care (CoC), and Public Housing authorities.

During the course of the administration and implementation of CDBG funded activities, the City continuously coordinates with these various agencies. The City reached out to social service and housing assistance service providers (including the Public Housing Authority) as part of the completion of the Analysis of Impediments to Fair Housing (AI). During the completion of this CAP as well as during the completion of the Annual Action Plan, the City provided notice of public workshops and meetings to discuss the use of CDBG funds.

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(l))

The City works consistently with the Flagler County SHIP program, the City and County have an Interlocal Agreement that allows for the coordination of services and information between the two entities. This coordination assists to minimize the duplication of services. Additionally, the City annually works with Mid-Florida Housing Partnership, the local Board of Realtors, local financial institutions, and the County to host the Annual Flagler County Housing Fair. This annual housing fair targets all families and provides information on available housing assistance programs in the County as well as information on opportunities for home-ownership.

As part of the completion of the CAP, mental health, and service agencies are invited to attend the public workshops as well as to provide comments on the drafts of the CAP. The City continuously receives feedback and comment on activities which may be funded through the CDBG program.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Volusia/Flagler County Coalition for the Homeless (VFCCH) is the lead agency for the Continuum of Care (CoC) which serves Flagler County. The CoC is responsible for conducting the annual count of people experiencing homelessness, identifying the gaps in available housing and services to homeless subpopulations, and strategically planning and organizing the expansion of housing and supportive

services to meet the needs. As the lead agency to end homelessness in the Volusia/Flagler area, the Coalition is committed to implementing the following strategies:

- Provide fully transparent leadership in planning, policy making and implementation our community's response system to homelessness.
- Administer program monitoring, evaluation, and performance measurement with professionalism and neutrality
- Be guided by the mission of ending homelessness in its coordination and utilization of public and private resources
- Provide a highly skilled and experienced professional staff to implement and coordinate the CoC Plan.

The City in reviewing the 2015/16 CoC Strategic Action Plan recognizes the following objectives and actions identified in the plan.

Volusia-Flagler Continuum of Care (VFCoC) Objective 1: INCREASE RATE OF PEOPLE MOVING INTO PERMANENT HOUSING/ENDING HOMELESSNESS

VFCoC Objective 2: *RAPID-REHOUSING /FAMILIES W/ CHILDREN AND INDIVIDUALS*

VFCoC Objective 3: INCREASE ACCESS TO MAINSTREAM BENEFITS & HOMELESS PREVENTION SERVICES

VFCoC Objective 4: *ENHANCE EMERGENCY SHELTER TRANSITIONAL Housing / ACCESS TO FAMILIES AND INDIVIDUALS*

VFCoC Objective 5: ENHANCE COORDINATED ENTRY SYSTEM

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

The City of Palm Coast does not receive ESG funds. The City of Palm Coast receives a limited amount of funding through the CDBG program. The City of Palm Coast recognizes the VFCoC as the lead agency in determining how to allocate ESG funds and will provide support and coordinate efforts as necessary.

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

DRAFT

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Palm Coast
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City of Palm Coast serves the as the lead agency for the planning and administration of the CDBG program. The Community Development Department serves as the lead but consults with other departments such as Recreation and Parks, Utilities, & Construction Management & Engineering Services to identify projects and needs that may be funded with CDBG funds.
2	Agency/Group/Organization	Northeast Florida Regional Council
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Northeast Florida Regional Council (NEFRC) completed the Comprehensive Economic Development Strategy (CEDS) for the 7 county region in Northeast Florida including Flagler County. Additionally, the NEFRC assisted the City in the completion of the Analysis of Impediments to Fair Housing (AI) and provided valuable input into ensuring that the analysis was pertinent to the needs of the City in determining housing needs and fair housing issues.
3	Agency/Group/Organization	FLAGLER COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City coordinated with various departments of Flagler County government to gather data for the completion of the Consolidated Action Plan. Specifically, the Flagler County Social Service Department provided input during the completion of the Analysis of Impediments to Fair Housing process. The input was valuable in identifying needs of their clients who are mainly the elderly or veterans. Additionally, the City of Palm Coast and Flagler County have an Interlocal Agreement to provide a Joint Housing Program. Flagler County as the administrator of the SHIP program is consulted to ensure that there is minimal duplication of programs and services between the City and the County.
4	Agency/Group/Organization	MID-FLORIDA HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City is a partner with Mid-Florida in providing an annual Housing Fair. The Fair provides information on housing opportunities and housing programs available in Flagler County.
5	Agency/Group/Organization	VOLUSIA FLAGLER HOMELESS COALITION
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Volusia/Flagler County Coalition for the Homeless (VFCCH) is the lead agency for the Continuum of Care which covers Flagler County. Data and documents from the VFCCH were used in the completion of the Consolidated Action Plan.
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Identify any Agency Types not consulted and provide rationale for not consulting

The City coordinated with a wide range of agencies in the completion of this CAP. Comments and consultation from all agencies were welcomed and considered during the process.

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	Volusia-Flagler County Coalition for the Homeless	The strategic plan incorporates the goals of the Coalition's Strategic Action Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Palm Coast coordinates with a number of public entities in the implementation of the Consolidated Plan. For housing activities, the City will coordinate with Flagler County (as the SHIP program coordinator and social service provider) on intake and strategies to avoid duplication of services. In addition to housing activities, the City provides notice of upcoming infrastructure projects, if the project is adjacent to a neighboring local government.

During the course of implementation of the Consolidated Plan, the City coordinated with various state agencies to ensure a comprehensive environmental review that meets federal regulations. These state agencies depending on the activity have included: the Department of Environmental Protection, the Division of Historic Resources, the St. Johns River Water Management District, and the Department of Transportation.

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

Consistent with CDBG regulations and the City’s Citizen Participation Plan, the City hosted a public workshop and two public hearings on the Consolidated Plan. These public hearings were held on June 7, 2018 with the Citizens Advisory Task Force, and the City Council on ____.

Notice for the public meetings were published in the Daytona Beach News Journal. The notices were also posted on the City’s website.

The draft FFY 2018 Action Plan was published for a 30-day comment period from June 8, 2018 to July 8, 2018. The plan was also posted on the City’s website and was available by hard copy at City Hall.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City of Palm Coast's allocation for FFY 2018 is \$506,673. The City does not expect to receive any program income. The City anticipates receiving approximately the same amount of funds per year for the remainder of the Consolidated Plan Years (FFY 2019-2021) with a potential for a slight increase in allocation from year to year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	506,673	0	245,286	751,959	0	

Table 5 - Expected Resources – Priority Table

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

The CDBG program does not require a match from non-federal sources. Historically, the City has used in-house staff to provide administrative and planning functions for the CDBG program. Staff time is not charged to the CDBG program. Additionally, on infrastructure projects, the City will typically use in-house staff to design and construct the project. CDBG funds are used to purchase construction materials only.

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

Other than the use of public right-of-way for the construction of the Seminole Woods Neighborhood Multi-use Path, the City does not anticipate to use publically owned land or property to address needs identified in the plan.

Discussion

DRAFT

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Housing Assistance	2017	2021	Affordable Housing		Housing Programs	CDBG: \$276,673	Homeowner Housing Rehabilitated: 4 Household Housing Unit
2	Provide Public Service Assistance	2017	2021	Homeless Non-Homeless Special Needs		Public Service	CDBG: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit: 125 Persons Assisted
3	Infrastructure Projects	2017	2021	Non-Housing Community Development		Public Infrastructure	CDBG: \$175,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7045 Persons Assisted
4	Maintain compliance with CDBG rules and regulation	2017	2021	Planning, Administration, and Monitoring			CDBG: \$5,000	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Housing Assistance
	Goal Description	Provide financial assistance for repair of owner-occupied housing units.
2	Goal Name	Provide Public Service Assistance
	Goal Description	The goal of this activity is to expand the availability of public services.
3	Goal Name	Infrastructure Projects
	Goal Description	Complete infrastructure projects in low-moderate income neighborhoods.
4	Goal Name	Maintain compliance with CDBG rules and regulation
	Goal Description	Maintain compliance through monitoring of CDBG activities.

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Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Palm Coast intends to carry-out activities which are consistent with previous activities funded by the CDBG program. Specifically, these projects include: owner-occupied housing rehabilitation, the Seminole Woods neighborhood multi-use path, summer camp/youth activities scholarships, community outreach activities targeted at the senior population (new activity), and grant program for non-profit organizations, and general planning, administration, and monitoring.

Projects

#	Project Name
1	Seminole Woods Neighborhood Multi-use Path
2	Housing Rehabilitation Program
3	Public Service Grant
4	Community Outreach Service Activities
5	Summer Camp Scholarships/Youth Activities
6	General Planning, Administration, and Monitoring of CDBG Program

Table 7 - Project Information

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

The data in the needs assessment and market analysis prepared for the Consolidated Action Plan indicate that there is a shortage of affordable housing units. Combined with an aging housing stock and a population that continues to be more elderly than the state average indicates the need to address the preservation of the existing units currently occupied by low-moderate income households. Additional input into priorities came from through the consultation and public input process, as well as the advisory committee.

The following are identified as obstacles to meeting underserved needs:

- The primary obstacle to meeting underserved needs is the limited financial resources available to address identified priorities.
- The City will continue to have a significant population over the age of 65, the need for increased supportive services for the elderly population (especially those on a fixed income) is significantly impacted by a downturn in the economy. Again, the limited resources available to the City place a significant obstacle in providing for the needs of the elderly.
- As the City's housing stock and neighborhoods begin to age, additional resources will be needed

to prevent the dilapidation of neighborhoods.

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AP-38 Project Summary
Project Summary Information

DRAFT

1	Project Name	Seminole Woods Neighborhood Multi-use Path
	Target Area	
	Goals Supported	Infrastructure Projects
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$175,000
	Description	Infrastructure project to construct multi-use path in the Seminole Woods neighborhood.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	7,045 persons in the Seminole Woods Neighborhood will directly benefit from the construction of a multi-use path on Sesame Blvd.
	Location Description	The infrastructure activity is within City of Palm Coast Census Tract 602.8 BG 1 and 2.
	Planned Activities	
2	Project Name	Housing Rehabilitation Program
	Target Area	
	Goals Supported	Provide Housing Assistance
	Needs Addressed	Housing Programs
	Funding	CDBG: \$276,673
	Description	Financial assistance to repair owner-occupied housing units for low-moderate income households.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 4 low-moderate income families will benefit from this activity.
	Location Description	The rehabilitation program are on scattered sites throughout the City.
	Planned Activities	
3	Project Name	Public Service Grant
	Target Area	
	Goals Supported	Provide Public Service Assistance

	Needs Addressed	Public Service
	Funding	CDBG: \$10,000
	Description	Funding will be available for non-profit organizations to provide public service benefits to low-moderate income persons or households.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 25 low-moderate income persons may benefit from the proposed activities.
	Location Description	
	Planned Activities	
4	Project Name	Community Outreach Service Activities
	Target Area	
	Goals Supported	Provide Public Service Assistance
	Needs Addressed	Public Service
	Funding	CDBG: \$25,000
	Description	Funding will be used to fund community outreach activities directed at the City's senior population (55+) from qualified low-moderate income households, such programs may include but not be limited to meals, learning activities, wellness assistance, etc.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that up to 100 low-moderate income persons may be assisted by the proposed activities.
	Location Description	Community outreach activities for seniors are likely to be provided at the City of Palm Coast Community Center.
	Planned Activities	
5	Project Name	Summer Camp Scholarships/Youth Activities
	Target Area	
	Goals Supported	Provide Public Service Assistance
	Needs Addressed	Public Service

	Funding	CDBG: \$15,000
	Description	Financial assistance for qualified students to attend City of Palm Coast Summer Camp and recreational activities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that up to 40 low-moderate income students may be assisted by the proposed activity.
	Location Description	The proposed activities will likely occur at the City of Palm Coast Community Center or the City-owned Frieda Zamba Aquatic Center.
	Planned Activities	
	Planned Activities	
6	Project Name	General Planning, Administration, and Monitoring of CDBG Program
	Target Area	
	Goals Supported	Maintain compliance with CDBG rules and regulation
	Needs Addressed	
	Funding	CDBG: \$5,000
	Description	Funds will be used to ensure program compliance with federal statutes and CDBG rules.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

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

The City has not identified a specific geographic area where assistance will be directed due to low-income or minority concentration. It is important to note however that Census Tracts/Block Groups which have greater than 51% low-moderate income households qualify for the use of CDBG funds, if the project has an areawide benefit. The City through the course of preparing the Annual Action Plan may identify infrastructure projects within low-moderate income census tracts and elect to fund qualified infrastructure projects or qualified activities with CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City has not created a priority for allocating investments geographically in a specific area of the City. The housing program to be funded with CDBG funds will be available Citywide and will be available to benefit low-moderate income households.

Discussion

As previously stated the City has not identified any specific geographic areas for targeted use of CDBG funds. However, consistent with CDBG National Objectives, activities or projects may be funded in low-moderate income Census Tracts, Block Groups if the activity or project provide an areawide benefit.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City intends to allocate a majority of the available CDBG funds to expand the available housing program in the City. The City's housing program is available to all low-moderate income homeowners.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	4
Special-Needs	0
Total	4

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	4
Acquisition of Existing Units	0
Total	4

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City's housing rehabilitation assistance program is intended to provide financial assistance to low-moderate income families to bring existing housing up to minimum code standards.

AP-60 Public Housing – 91.220(h)

Introduction

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast.

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

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast.

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

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast.

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

The Flagler County Housing Authority does not manage any housing units within the City of Palm Coast. However, it is important to note that the Flagler County Housing Authority is not designated as troubled.

Discussion

N/A

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

Introduction

Due to limited funding availability and staff, the City does not directly provide services to address the homeless and other special needs activities. However, when appropriate, the City will coordinate with efforts of the CoC and social service agencies which provide assistance to homeless and special needs population.

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

As previously stated, due to limited funding and institutional capacity, the City does not provide direct outreach service to the homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

As previously stated, due to limited funding and institutional capacity, the City does not intend to carry out activities directly to provide emergency shelter and transitional housing needs of homeless persons.

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

Due to limited funding availability and staff, the City does not directly provide services to address homeless programs that provide assistance for households that make the transition to permanent housing and independent living. As with other needs to assist the homeless, the City will coordinate with the CoC to ensure that the proper referrals and contacts are made to agencies who have the capacity to provide homeless services.

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.

As stated previously, In recognition of the following limitations for the City: limited funds are available through the CDBG program to address all the needs in the City, and limited capacity to provide social services. The City will focus on prevention or assisting households from becoming homeless as a step to eliminating chronic homelessness.

Discussion

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

Introduction:

As previously discussed, within the City of Palm Coast, the lack of a diverse housing supply is a challenge that can be linked to the availability of affordable housing. The low supply of rental housing presents a challenge for households to have a housing choice. As reported in the City's most recent Analysis of Impediments to Fair Housing Choice, the lack of a diverse housing supply provides a challenge not just in supply but also translates to the affordability of rentals or home-ownership.

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

The strategy to remove or ameliorate the barriers to affordable housing is to provide the opportunities to diversify the housing supply. Diversification of housing supply not only comes with an increase in the amount of rental units in the city, but also through the diversification of lot sizes for single-family residential development. Smaller lot sizes can serve as a way of addressing the need for "starter" homes which was highlighted by anecdotal evidence from various sources during the completion of the Analysis of Impediments for Fair Housing Choice study.

Discussion:

N/A

AP-85 Other Actions – 91.220(k)

Introduction:

In recognition of the City's limited capacity to provide assistance for certain activities, the City seeks to partner with existing agencies to provide the assistance needed by segments of the population not covered by direct City activities.

Actions planned to address obstacles to meeting underserved needs

As previously stated, the main obstacle to meeting underserved need is funding and the limited capacity to provide social service. The City when appropriate can provide support and assistance to the CoC or social service agencies to carry out their mission.

Actions planned to foster and maintain affordable housing

The City's main activity for the use of CDBG funds is to provide financial assistance to repair owner-occupied housing units. The intent of this activity is the maintenance/preservation of housing units which are serving low-moderate income households.

Actions planned to reduce lead-based paint hazards

As specified within the Local Housing Assistance Plan for the CDBG program, the following process controls activities related to lead-based paint hazards:

In order for a house to be considered feasible for rehabilitation, the proposed rehabilitation scope of work (SOW) must:...

b) Provide interim controls or abatement for lead-based paint hazards as required by HUD and EPA for structures constructed prior to 1978. All houses built prior to 1978 will be tested for lead based paint. If lead based paint is found, interim control procedures will be used for all houses rehabilitated at or below \$25,000. Houses above \$25,000 will be rehabilitated using abatement procedures. The occupants will be notified of the hazards of lead-based paint, the symptoms and treatment of lead poisoning, how to avoid poisoning, lead level screening requirements, and appropriate abatement procedures;

Actions planned to reduce the number of poverty-level families

In addition to expanding economic opportunity through the City's Business Assistance Center, the City also uses the strategy of providing financial assistance to qualified homeowners to repair and rehabilitate their primary dwelling units. This strategy becomes more important as the City's housing stock begins to age and as the elderly population of the City continues to grow. Providing financial assistance for housing rehabilitation ensures that the City continues to have decent, and safe affordable

housing and that qualified households do not become overburdened with housing costs for repair and maintenance.

Actions planned to develop institutional structure

City staff participates in webinars to remain up-to-date to changes in CDBG rules as well as to keep informed of best practices in the administration of the CDBG program. Additionally, the city consults with local social service providers during the completion of the Annual Action Plan. This consultation process provides the opportunity to coordinate and dialogue on on-going and upcoming items for consideration in the City's CDBG activities.

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

City staff will continue to foster relationships with public and private housing and social service agencies to provide coordination and avoid duplication of services. Additionally, the City's Interlocal Agreement with Flagler County for a Joint Housing Program ensures that there is constant coordination between agencies.

Discussion:

City intends as required by the CDBG program to consult with various service providers in identifying community development needs in the City of Palm Coast. Furthermore, City staff responsible for the administration of the CDBG program regularly coordinates with other City departments to identify infrastructure projects which may qualify for CDBG funds.

Program Specific Requirements

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

Introduction:

The activities identified in the FFY 2018 Action Plan are consistent with activities carried out in previous CDBG program years. The City does not anticipate any program income at this time. However, it should be noted that program income from the Neighborhood Stabilization Program (NSP) are to be administered as part of the CDBG program. Should any income from the NSP program come to the CDBG program it will be allocated to housing activities funded by the CDBG program.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(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	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

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.	70.00%

The overall benefit will cover the period from FFY 2017 to FFY 2019.

Annual Action Plan 2018	31
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