



City of Palm Coast
Agenda
CITIZENS' ADVISORY TASK
FORCE

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

Wednesday, December 4, 2019

5:30 PM

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

MEETING MINUTES OF THE JUNE 12, 2019 CITIZENS' ADVISORY TASK FORCE MEETING

Public Hearings/Action Items

**RESOLUTION 2019-XX, APPROVAL OF THE CDBG CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1,
2018 TO SEPTEMBER 30, 2019**

Public Comments

Board Discussion

Adjournment

ATTACHMENTS

City of Palm Coast, Florida Agenda Item

Agenda Date: DECEMBER 4, 2019

Department	PLANNING	Amount
Item Key	6861	Account
		#
Subject	MEETING MINUTES OF THE JUNE 12, 2019 CITIZENS' ADVISORY TASK FORCE MEETING	
Background :		
Recommended Action : Approve as presented		



City of Palm Coast Minutes CITIZENS' ADVISORY TASK FORCE

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

Wednesday, June 12, 2019

6:30 PM

CITY HALL

RULES OF CONDUCT:

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Call to Order and Pledge of Allegiance

Mr. Davis (acting Chairperson) called the June 12, 2019 Citizens' Advisory Task Force (CATF) meeting to order at 6:30PM.

Roll Call and Determination of a Quorum

The Recording Secretary, Irene Schaefer, called the roll. Present and answering the roll were:

*Mr. Bongiovanni
Ms. Santa Maria
Ms. Sperber
Mr. Davis
Mr. Scully
Mr. Lehnertz
Mrs. Lucas
Ms. Shank*

Absent were:

*Mr. Dolney
Mr. Smith
Mr. DeMaria*

Mrs. Lucas nominated Ms. Shank as the chairperson for the CATF, no other member was nominated.

Approval of Minutes

1 MEETING MINUTES OF THE CITIZENS' ADVISORY TASK FORCE NOVEMBER 29, 2018 MEETING

Pass

Motion made to approve as presented made by Board Member Scully and seconded by Task Force Member Sperber

Approved - 8 - Chair Glenn Davis, Board Member Jake Scully, Board Member Pete Lehnertz, Board Member Sybil Dodson-Lucas, Task Force Member Carmen Bongiovanni, Task Force Member Dorothy Sperber, Task Force Member Sandra Shank, Task Force Member Denise Santa Maria

Public Hearings/Action Items

2 APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2019 (FY 2019/20) ANNUAL ACTION PLAN

Mr. Jose Papa, Senior Planner, gave a presentation which is attached to these minutes.

Mr. Scully discussed a prior recommendation regarding the "mini grant" program that was previously discussed, he recommended that the CATF members vote to get the "mini grant" program written, in place and advertised. Further discussion ensued about the process for writing the grant requests for the public service subrecipient assistance funds.

Mr. Papa clarified for the CATF members what the next steps would be to get a "mini grant" program in place. The steps required would be to provide for the mechanism to accept grants, to score grants and to monitor grants. These items would be created by someone who has created a similar program, typically the City would rely on its grant administrator (a consultant) to help the City setup these programs. Including the paperwork and establishing what standards the sub recipients need to meet to receive the grant. Once this process is complete, advertising would be the next step.

Mr. Papa clarified the time frame and cost associated with working with a consultant to document the process and procedure for a new "mini grant" program.

Discussion ensued about increasing the planning, administration and monitoring allocation within the proposed action plan to \$10,000, with a strong

recommendation for the board to initiate a plan to get the public services money out (to the potential recipients).

Mr. Papa clarified the role of a consultant which would include "ranking" of grants along with a need to avoid any conflict of interest in the awarding of any grants.

The committee members discussed alternative methods that the City Council has used to award GDBG funds other than a grant program. Mr. Papa clarified the rules for the recipient to qualify for a GDBG award.

Pass

Motion made to approve as amended to accept the annual action plan with an adjustment to increase the planning and administration allocation, based on the thumbnail estimate to \$10,000 in order to account for the additional consulting work that would be necessary to properly implement a mini grant program, which the CATF strongly recommends made by Board Member Scully and seconded by Board Member Dodson-Lucas

Approved - 8 - Chair Glenn Davis, Board Member Jake Scully, Board Member Pete Lehnertz, Board Member Sybil Dodson-Lucas, Task Force Member Carmen Bongiovanni, Task Force Member Dorothy Sperber, Task Force Member Sandra Shank, Task Force Member Denise Santa Maria

Public Comments

Chair Shank opened the meeting to public comment at 7:10PM. Mr. Ralston Reodica commented in support of the recommendations from the CATF however he also mentioned the need for funding mental health, suicide prevention and homeless assistance programs with the City of Palm Coast. Mr. Reodica discussed the requirements of monitoring on the City's behalf and the need to fully fund these programs to ensure a large number of Palm Coast residents can benefit from these programs.

Board Discussion

Adjournment

Motion made that the meeting be adjourned by Mr. Scully and the motion was seconded by Mr. Smith. The meeting was adjourned at 7:12PM.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

ATTACHMENT

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 4, 2019

Department	PLANNING	Amount
Item Key	7402	Account
		#
Subject	RESOLUTION 2019-XX, APPROVAL OF THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2018 TO SEPTEMBER 30, 2019	
Background: 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, 2018 to September 30, 2019), 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">• Completed rehabilitation of 6 single-family homes with an additional 7 units pending completion,• Provided recreational activities scholarships to 62 low – moderate income students, and• Completed the final 1.8 mile segment of the approximately 8.5 mile Seminole Woods Neighborhood Multi-use path system		
Recommended Action: 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, 2018 to September 30, 2019		

RESOLUTION 2019-____
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
(CAPER) FFY 2018 (FY 2018/19)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2018 (FY 2018/19) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER); AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE THE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS, PROVIDING FOR IMPLEMENTING ACTIONS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Palm Coast (the “City”) participates in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program as an entitlement jurisdiction; and

WHEREAS, the City has prepared all the necessary documents, notices and forms to participate in the CDBG program; and

WHEREAS, the City Council has adopted a Citizen Participation Plan establishing the policies and procedures to be followed to encourage participation by residents and affected parties in the development of the City’s CDBG programs; and

WHEREAS, the City implemented the policies and procedures of the Citizen Participation Plan to ensure appropriate and adequate citizen participation; and

WHEREAS, the City has completed a five-year consolidated plan (Consolidated Action Plan), which is a required comprehensive planning document in order to receive funding under the CDBG program; and

WHEREAS, the City prepared a one-year action plan (Annual Action Plan) to outline the proposed use of the available CDBG funds for the fiscal year; and

WHEREAS, the City has prepared a Consolidated Annual Performance and Evaluation Report (CAPER) for the period beginning October 1, 2018 and ending September 30, 2019, to report on the accomplishments and on-going progress of activities funded through the CDBG program; and

WHEREAS, the Citizens Advisory Task Force (CATF) held a public hearing on December 4, 2019, to hear public testimony of all interested parties regarding the FFY 2018 CAPER; and

WHEREAS, the CATF has recommended that the City Council approve the FFY 2018 CAPER; and

WHEREAS, the FFY 2018 CAPER was available for 15-day public comment period from November 21, 2019 to December 5, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

SECTION 1. APPROVAL OF THE ANNUAL ACTION PLAN. The City Council of the City of Palm Coast hereby approves the FFY 2018 CAPER, as attached hereto and incorporated herein by reference as Exhibit “A.”

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the necessary documents.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on the 17th day of December 2019.

CITY OF PALM COAST, FLORIDA

ATTEST:

MILISSA HOLLAND, MAYOR

VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit "A" – FFY 2018 CAPER

Approved as to form and legality

William E. Reischmann, Jr., Esq.
City Attorney



Consolidated Annual Performance and Evaluation Report (CAPER)

FFY 2018

(October 1, 2018 to September 30, 2019)

Submitted To:

US Department of Housing and Urban Development (HUD)

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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.

In FFY 2018 (FY October 1, 2018 to September 30, 2019), the City accomplished the following:

- Completed 6 low- and moderate- income households with home repairs, (there are an additional 7 units currently under repair), additionally, the City just completed two Housing Rehabilitation workshops to kick-start the next cycle of housing rehabilitation program,
- Provided scholarships to 62 low- and moderate- income students to participate in a variety of City recreational activities, including, summer camp, swim and golf lessons.
- Completed the last 1.8 mile segment of the Seminole Woods Neighborhood Multi-use path. This completes the entire 8.3 mile facility that serves the Seminole Woods neighborhood.

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%	7045	11000	156.14%
Maintain compliance with CDBG rules and regulation	Planning, Administration, and Monitoring	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
Provide Housing Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	7	70.00%	5	3	60.00%
Provide Public Service Assistance	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	373	210	56.30%	248	62	25.00%

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 generally meeting its target to meeting the strategic goals of completing the

Seminole Woods Neighborhood Multi-use path project, continuing to provide financial assistance to homeowners for home-repairs, as well as providing assistance to low-moderate income persons through public service programs (youth activities). It is noted that a more concentrated effort is needed to ensure that available funds for public service activities are expended. To accomplish the strategic plan goals of providing public service, the City has directed its consultant to design a grant program for non-profit public service providers. This program is intended to assist in the disbursement of funding to benefit the low-moderate income population in the City.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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	21
Black or African American	20
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	41
Hispanic	4
Not Hispanic	37

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

Narrative

The expanded table shown as an attachment to this report provides a break down of the racial and ethnic composition of families assisted. It is important to note that the City did not receive racial and ethnic composition information from some beneficiaries, the City attempts to collect this information during the application process, but some participants may elect to withhold the information. (See Attachment 3)

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	public - federal	506,673	475,632

Table 3 - Resources Made Available

Narrative

Based on IDIS Report PR-23 (See Attachment 1), the City expended \$475,631.71 in CDBG funds in Program Year 2018. \$251,631.65 was expended for the Seminole Woods Neighborhood Multi-use path, and \$224,000.06 for housing rehabilitation program, another \$21,340 were expended for public service youth activities and \$4,090 for general administration of the program. The PR 23 does not reflect the funds used for public service and general administration, it is expected that these amounts will be drawn from HUD after the closeout of the Fiscal Year.

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 was completed 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	6
Number of Special-Needs households to be provided affordable housing units	0	0
Total	4	6

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	6
Number of households supported through Acquisition of Existing Units	0	0
Total	4	6

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 of completing 4 homes per year by completing 6. There are currently 7 homes under rehabilitation and the City is in the middle of income qualification phase for the next cycle.

The City will continue to rely on services from a grant management/administration firm to assist in implementing housing activities.

Discuss how these outcomes will impact future annual action plans.

Other in-house staff members will be trained to assist in implementation of the CDBG program.

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	1	0
Low-income	2	0
Moderate-income	3	0
Total	6	0

Table 7 – Number of Households Served

Narrative Information

The homes completed through the rehabilitation program this year were from extremely low (<30% of area median income), low (31% to <50% of area median income), and moderate (51% to <80% of area median income) families.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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 the construction of two multi-family projects that would add up to 300 additional multi-family units in the City. These projects are partially financed through the Florida Housing Finance Corporation and would therefore have a certain number of units that will be required to be rented at the Fair Market Rent for the City of Palm Coast.

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.

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.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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.

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

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 result 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.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

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 result 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.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

Attachment

Attachment 1 - PR 23 Report

	U.S. Department of Housing and Urban Development Office of Community Planning and Development Integrated Disbursement and Information System CDBG Summary of Accomplishments Program Year: 2018	DATE: 11-12-19 TIME: 10:39 PAGE: 1
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PALM COAST

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

Activity Group	Activity Category	Open Activities		Completed		Program Year Count	Total Activities Disbursed
		Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed		
Housing	Rehab; Single-Unit Residential (14A)	1	\$202,287.00	1	\$21,713.06	2	\$224,000.06
	Rehabilitation Administration (14H)	1	\$0.00	0	\$0.00	1	\$0.00
	Total Housing	2	\$202,287.00	1	\$21,713.06	3	\$224,000.06
Public Facilities and Improvements	Sidewalks (03L)	1	\$39,131.65	1	\$212,500.00	2	\$251,631.65
	Total Public Facilities and Improvements	1	\$39,131.65	1	\$212,500.00	2	\$251,631.65
Public Services	Youth Services (05D)	0	\$0.00	1	\$0.00	1	\$0.00
	Total Public Services	0	\$0.00	1	\$0.00	1	\$0.00
Grand Total		3	\$241,418.65	3	\$234,213.06	6	\$475,631.71

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2018

DATE: 11-12-19
TIME: 10:39
PAGE: 2

PALM COAST

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Housing	Rehab; Single-Unit Residential (14A)	Housing Units	0	5	5
	Rehabilitation Administration (14H)	Housing Units	0	0	0
	Total Housing		0	5	5
Public Facilities and Improvements	Sidewalks (03L)	Persons	0	5,550	5,550
	Total Public Facilities and Improvements		0	5,550	5,550
Public Services	Youth Services (05D)	Persons	0	55	55
	Total Public Services		0	55	55
Grand Total			0	5,610	5,610

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)



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	3	1
	Other multi-racial	0	0	2	1
	Total Housing	0	0	5	2
Non Housing	White	33	13	0	0
	Black/African American	15	0	0	0
	Other multi-racial	7	3	0	0
	Total Non Housing	55	16	0	0
Grand Total	White	33	13	3	1
	Black/African American	15	0	0	0
	Other multi-racial	7	3	2	1
	Total Grand Total	55	16	5	2

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)




PALM COAST

CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Non Housing	Extremely Low (<=30%)	0	0	11
	Low (>30% and <=50%)	0	0	3
	Mod (>50% and <=80%)	0	0	4
	Total Low-Mod	0	0	18
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	18

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

Attachment 2 - PR 26 Report

	Office of Community Planning and Development	DATE:	10-22-19
	U.S. Department of Housing and Urban Development	TIME:	15:57
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG Financial Summary Report		
	Program Year 2018		

PALM COAST, FL

PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	741,420.17
02 ENTITLEMENT GRANT	506,673.00
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)	1,248,093.17
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	475,631.71
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	475,631.71
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)	475,631.71
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	772,461.46
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	475,631.71
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	475,631.71
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	0.00
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)	0.00
32 ENTITLEMENT GRANT	506,673.00
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)	506,673.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%
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	506,673.00
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)	506,673.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2018
PALM COAST, FL

DATE: 10-22-19
TIME: 15:57
PAGE: 2

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
2016	4	31	6272769	Seminole Woods Neighborhood Multi-Use Path	03L	LMA	\$212,500.00
2017	1	32	6272769	Seminole Woods Neighborhood Multi-use Path	03L	LMA	\$39,131.65
					03L	Matrix Code	\$251,631.65
2016	3	28	6272769	Single-family Residential Rehabilitation Program	14A	LMH	\$21,713.06
2017	2	33	6272769	Housing Rehabilitation - Scattered Site single-family homes	14A	LMH	\$202,287.00
					14A	Matrix Code	\$224,000.06
Total							\$475,631.71

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27
Report returned no data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37
Report returned no data.

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)

Attachment 3 - Race and Ethnicity of Public Service Beneficiaries

Table 2a: Race and Ethnicity of Public Service Beneficiaries (Program Year 2018)

Race	
White	15
Black or African American	20
Asian	0
American Indian or American Native	0
Native Hawaiian or Pacific Islander	0
Mixed Race	5
No Response	22
TOTAL	62
Ethnicity	
Hispanic	4
Non-Hispanic	40
No Response	18
TOTAL	62

For 15-Day Comment Period
(November 21, 2019 to December 5, 2019)