



Community Development Block Grant (CDBG)

FFY 2014 Annual Action Plan

Submitted To:

US Department of Housing and Urban Development (HUD)

ANNUAL ACTION PLAN

Annual Action Plan includes the [SF 424](#) and is due every year no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

Executive Summary 91.220(b)

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

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 2014 is the City's third Annual Action Plan. 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 2014.

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 continues to rely on the objectives, policies, and actions identified in various City documents such as: the **City Budget**, the **City Capital Improvements Plan (CIP)**, the **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**.

These objectives, policies, and actions include the following:

For Decent Housing:

- **Encourage Home Ownership and Reinvestment** by providing financial assistance programs for home repairs to retain the affordable housing stock.

For Suitable Living Environment:

- **Invest in Capital Projects** that improve the safety and livability of neighborhoods.
- **Expand Availability of Public Service** by expanding access to public service programs.

Based on the existing objectives, policies, and actions identified above, the proposed activities in the Action Plan-FFY 2014 correspond to priority needs and local specific objectives.



The City of Palm Coast has been advised that its CDBG allocation for FFY 2014 will be \$418,101. These funds will be programmed as follows:

Proposed CDBG Program Budget – Action Plan FFY 2014 (2014/2015)

Activity	Measure	# of Units	Allocation
Home Repair Financial Assistance for Owner-Occupied Unit	# of housing units	Est. 3	\$133,101
Public Service	# of clients	Est. 50	\$10,000
Construction of pedestrian-bicycle facilities	# of miles	Est. 1.5	\$250,000
Planning and Administration			\$25,000
TOTAL ALLOCATION FOR FFY-2014 (2014/15)			\$418,101

Citizen Participation and Consultation 91.200 and 91.220(b)

2. Provide a summary of the citizen participation and consultation process (including efforts to broaden public participation in the development of the plan).

a. Based on the jurisdiction's current citizen participation plan, provide a summary of the citizen participation process used in the development of the consolidated plan. Include a description of actions taken to encourage participation of all its residents, including the following:

1. low- and moderate-income residents where housing and community development funds may be spent;
2. minorities and non-English speaking persons, as well as persons with disabilities;
3. local and regional institutions and other organizations (including businesses, developers, community and faith-based organizations);
4. residents of public and assisted housing developments and recipients of tenant- based assistance;
5. residents of targeted revitalization areas.

The Citizen Participation Plan (CPP) was updated this year and adopted by City Council. The updated CPP is intended to demonstrate the City's compliance with HUD requirements contained in 24CFR 91.105(b).

The City of Palm Coast encourages participation by all qualified participants in its housing and community development programs. During the preparation of the Consolidated Action Plan, documents, such as annual reports from social service providers were reviewed to gauge need within the City. Communication/coordination with Continuum of Care staff (Flagler/Volusia Coalition for the Homeless), the Flagler County Department of Health, the City's Community Development Department, Engineering Department, Public Works Department, Recreation and Parks Department, as well as staff of the Palm Coast Business Assistance Center provided information that was used to determine needs and priorities in the Consolidated Action Plan.

Additionally, the Consolidated Plan relies on documents which were completed and reviewed with full involvement by the public. These documents include: the **City Budget**, the **City CIP**, the **City's 2035 Comprehensive Plan**, the **Pedestrian-Bicycle Master Plan**, the **Recreation and Parks Facilities Master Plan**, and **Prosperity 2021**, the City's Economic Development Plan.

b. Identify agencies, groups, and organizations that participated in the process. This should reflect consultation requirements regarding the following:

- 1. General §91.100 (a)(1) - Consult with public and private agencies that provide health services, social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons) during the preparation of the plan.**
- 2. Homeless strategy §91.100 (a)(2) – Consult with public and private agencies that provide assisted housing, health services, and social services to determine what resources are available to address the needs of any persons that are chronically homeless.**
- 3. Metropolitan planning §91.100 (a)(5) - Consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities, particularly for problems and solutions that go beyond a single jurisdiction, i.e. transportation, workforce development, economic development, etc.**
- 4. HOPWA §91.100 (b) - Largest city in EMSA consult broadly to develop metropolitan-wide strategy for addressing needs of persons with HIV/AIDS and their families.**
- 5. Public housing §91.100 (c) -- Consult with the local public housing agency concerning public housing needs, planned programs, and activities.**

The following public and private agencies, groups, and organizations were consulted in various ways during the preparation of the Consolidated Action Plan. Consultation with these entities came in the form of discussion, reviewing specific reports or plans prepared by an agency or service provider.



GENERAL, ADJACENT GOVERNMENTS
City of Palm Coast Departments/Divisions
Capital Improvements
Community Development
Public Works
Recreation and Parks
Stormwater
Utilities
Palm Coast Business Assistance Center
Flagler County Municipalities
Flagler County
Town of Beverly Beach
City of Bunnell
City of Flagler Beach
Town of Marineland
Flagler County Departments/Services
Flagler County Human Services
Flagler County Senior Services
Flagler County Veterans Services
Flagler County Housing
Flagler County Public Transportation
HOMELESS STRATEGY AND OTHER SOCIAL SERVICES
Volusia/Flagler Coalition for the Homeless
Star Shelter
Salvation Army Center
Stewart-Marchman ACT Behavioral Health Center
Children's Advocacy Center
Family Life Center
LEAD BASED PAINT HAZARDS
Flagler County Health Department
METROPOLITAN PLANNING
Volusia Transportation Planning Organization (TPO)
HOPWA
Health Planning Council of Northeast Florida
PUBLIC HOUSING AND HOUSING SERVICES
Flagler County Housing Authority
Mid-Florida Housing Partnership

3. Provide a summary of citizen comments or views on the plan.

The City made the 2014 Annual Action Plan available for 30-day comment period between _____ and _____. The City did not receive any comments on the 2014 Annual Action Plan.

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

The City did/did not receive any comments on the 2014 Annual Action Plan.

Resources 91.220(c)(1)) and (c)(2)

- 5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.**

The City expects to have approximately \$418,101 allocated through the CDBG program. There is no program income expected.

- 6. Identify federal resources the jurisdiction expects to receive from the Housing and Economic Recovery Act and the American Recovery and Reinvestment Act that will be used to address priority needs and specific objectives identified in the plan.**

Identify whether Neighborhood Stabilization Program funding is being used to address priority needs.

Identify whether CPD funding will be coordinated with Department of Energy's Energy Efficiency and Conservation Block Grants, and the Department of Labor's Workforce Investment Act programs to provide opportunities for unemployed, lower-skilled, and low-income women and men to advance along a middle class career track of increasing skills and wages.

The City received approximately \$4.1 million through the NSP 1 and NSP 3 program. NSP funds have been used to address priority needs identified in the City's Consolidated Action Plan. These needs include retaining the affordable housing stock, increasing the availability of affordable permanent housing, improving the safety and livability of neighborhoods, eliminating blighting influences and the deterioration of property and facilities to promote a suitable living environment. Through the purchase of foreclosed homes and eliminating their blighting effects on neighborhoods, the City's needs are met.

In addition to acquisition, NSP funds are also used to repair qualified housing units, and provide purchase assistance (down payment, mortgage buy-down, closing costs) to qualified participants.

As required by NSP rules, 25% of funds were set-aside to assist very-low income households. The City of Palm Coast allocated these funds to a non-profit housing provider to purchase housing units for rent to very-low income households.

The NSP program is expected to close out during the summer of 2014.

- 7. Explain how federal funds will leverage resources from private and non-federal public sources.**

Annual Objectives 91.220(c)(3)

**If not using the CPMP Tool: Complete and submit Table 3A.*

**If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

As appropriate CDBG funds will be leveraged by resources from private and non-federal public sources. To the extent possible, City intends to use available staff and resources to stretch the CDBG dollars. City staff may be used for construction, administrative, planning, or design/engineering activities related to CDBG projects.

8. Provide a summary of specific objectives that will be addressed during the program year.

Description of Activities 91.220(d) and (e)

**If not using the CPMP Tool: Complete and submit Table 3C*

**If using the CPMP Tool: Complete and submit the Projects Worksheets and the Summaries Table.*

9. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.

Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

The following is a summary of specific objectives and eligible programs and activities that will be addressed during the program year.

DH-3: Sustainability of Decent Housing

DH-3 (Outcome): Retaining the affordable housing stock

Create/preserve up to 3 qualified affordable owner-occupied housing units.

SL-1: Accessibility/Availability of Suitable Living Environment

SL-1 (Outcome): Improving the safety and livability of neighborhoods

SL-1 (Outcome): Expand public services to improve access/affordability for qualified participants

Complete approximately 1.5 miles of bicycle/pedestrian facilities for identified target areas.

Public service activities programmed by the City will dedicate CDBG funding to expand/provide recreation program scholarships, summer camp, or other public services to qualified participants.

EMERGENCY OR URGENT NEED OBJECTIVES

Emergency Objectives Outcome: Address Community Needs before, during, and after an emergency from life threatening conditions.

Utilizing available funding, the City will be prepared to address community needs before, during and after an emergency, if the need arises. Activities that may be funded may include infrastructure work, housing activities (repair), or public service. These are activities which are consistent with on-going actions funded by CDBG funds.

Geographic Distribution/Allocation Priorities 91.220(d) and (f)

10. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

Housing assistance and public service programs offered under this program will be available to all qualified residents Citywide. Infrastructure improvements to be funded under this program will be focused on qualified areas with the infrastructure needs identified in the City's Consolidated Action Plan.

There are no concentrated minority areas in the City of Palm Coast. However, the areas which qualify under the "Area Benefit" criteria has been identified for implementation of public infrastructure projects. For FY 2014/15, approximately \$250,000 of the available funds will be directed to a qualified area. The area for infrastructure improvement was identified and prioritized due to the lack of bicycle-pedestrian facilities within the neighborhood.

11. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.

Seminole Woods Multi-Use Path Project

The target area includes a portion of the City in need of bicycle/pedestrian facilities. While most major arterials and roadways in the City have a bicycle facility, the main roadway (Seminole Woods Parkway) through the target area (Seminole Woods neighborhood) still lacks any type of pedestrian/bicycle amenity. An obstacle to providing this underserved need has been the lack of available funding for bicycle/pedestrian projects from the City, State, or Federal government. The completion of providing bicycle/pedestrian facilities in the Seminole Woods neighborhood will total approximately 8.1 miles. CDBG funds were previously dedicated for the implementation of this facility.

Due to accidents and fatalities that previously occurred in the neighborhood, the City has proposed to advance this project by using capital funds from other City projects and eventually seeking reimbursement from future year's allocation of CDBG funds. The completion of the project will entail the use of \$250,000 from each year of the FFY 2014-2017 allocation (Total of \$1.0 million). This proposal to use pre-award costs to accelerate the time frame for completion of the Seminole Woods Multi-Use Path has been approved by the U.S. Housing and Urban Development. (January 28, 2014 Letter from Gary A. Causey, Director Community Planning and Development Division, 4HD)

As required by the approval letter the City will include the Seminole Woods Multi-Use Path from FFY 2014-2017 to seek the pre-award costs for completing the Seminole Woods Multi-Use Path project.

Housing Rehabilitation and Public Services

The rationale for targeting housing and public service assistance citywide is a recognition that the City has needs for maintaining housing stock and that concentrations of residents who may benefit from public services provided under the CDBG program are scattered throughout the City. The obstacle for providing underserved needs is again the lack of adequate funding for the demand in financial assistance for housing improvements.

Data from the Shimberg Center indicates that 25% of all owner-households are moderately or severely cost burdened (greater than 30% of gross income goes to mortgage).

Annual Affordable Housing Goals 91.220(g)

**If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

**If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

12. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

The City will allocate approximately \$158,101 for financial assistance for repair of owner-occupied housing units. This allocation is consistent with objectives to protect the City's affordable housing stock.

Public Housing 91.220(h)

13. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

Not Applicable.

14. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Not Applicable.

Homeless and Special Needs 91.220(i)

15. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

The Homeless Strategic Plan for Volusia/Flagler County is contained in the Volusia/Flagler County Coalition for the Homeless Ten-year Plan. The City will conduct no direct activities in this area but supports the efforts of the Coalition.

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.

Strategies and programs in the Consolidated Action Plan such as funding to assist low-moderate income households with home repair, or assistance through the expansion of public services aims to assist low-moderate income household financially and prevent them from falling into the homeless category.

16. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e).

The City will provide assistance for special needs population through the following programs: financial assistance for home repair, infrastructure improvements to promote investment in neighborhoods and create healthier neighborhoods, and providing improved access/availability to public services.

DH-3: Sustainability of Decent Housing

DH-3 (Outcome): Retaining the affordable housing stock

Preserve up to 3 affordable owner-occupied housing units.

SL-1: Accessibility/Availability of Suitable Living Environment

SL-1 (Outcome): Improving the safety and livability of neighborhoods

Complete the 8.1 miles of bicycle/pedestrian facilities in the Seminole Woods neighborhood. (Project to be implemented in phases).

SL-1 (Outcome): Expand public services to improve access by and affordability for qualified participants

Provide recreational services/day care/summer camp activities for up to 50 qualified participants.

17.Homelessness Prevention—Describe planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

The City will take the following steps over the next year to address the individual and families with children at imminent risk of becoming homeless:

- Provide financial assistance for home repair to assist low-moderate income households from becoming overburdened with home repair costs,
- Provide public services to low-moderate income persons to assist with cost of living, by providing recreational scholarships to qualified persons, and
- Infrastructure improvements to promote investment in neighborhoods and create healthier neighborhoods.

Barriers to Affordable Housing 91.220(j)

18.Describe the actions that will take place during the next year to remove barriers to affordable housing.

The City will continue to coordinate with Flagler County consistent with the existing Interlocal Agreement for Joint Local Housing Assistance Program. This agreement allows the City and County to partner in the delivery of housing programs to qualified participants in Palm Coast/Flagler County. Currently, this interlocal agreement enables Flagler County staff to provide intake services as part of the City's Neighborhood Stabilization Program. The interlocal agreement has also allowed SHIP dollars intended for the City to be used on a Countywide basis under the administration of Flagler County SHIP program. This collaboration between the City and County has resulted in more efficient use of program funding.

The City's CDBG program will provide financial assistance to maintain the housing stock for qualified low/moderate income households.

Finally, the Comprehensive Plan and City Land development regulations allow the use of Master Planned Development agreements to encourage flexibility in development. This flexibility is designed to encourage maximum use of available

density on parcels through design techniques such as clustering of units, smaller lot sizes, and additional height.

Other Actions 91.220(k)

19. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (i), (j), (k), and (l)).

Meeting Underserved Needs: Funds from CDBG will be dedicated to further implement the City's goals and objectives targeting the following:

- For Decent Housing:
 - Encourage Home Ownership and Reinvestment by providing financial assistance programs for home repairs to retain the affordable housing stock.
- For Sustainable Living Environment:
 - Invest in Capital Projects that improve the safety and livability of neighborhoods.
 - Improve availability/accessibility of public service activities to low-moderate income persons.

Foster & Maintain Affordable Housing: The City will dedicate CDBG funding to provide financial assistance for repair of owner-occupied housing units.

Lead-Based Paint Hazards: During the primary inspection, to determine eligibility for the City's CDBG program, testing will be undertaken to determine the presence of lead. The City will incorporate the current procedures for hazard reduction as defined in 24 CFR Part 35.

Reduce the Number of Poverty-Level Families: The City will dedicate CDBG funding to provide recreation program scholarships to qualified participants.

Institutional Structure & Enhance Coordination between Public and Agencies: The City's strategy to improve institutional structures occurs predominantly through communication and partnership with private, public, and nonprofit organizations. Due to the City's NSP program, there is close coordination between the City, County, and non-profit organizations providing housing services such as housing counseling, and rental management. This coordination will probably be strengthened as the City continues to expand services using CDBG funds.

20. Describe the actions to coordinate its housing strategy with its transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation.

Currently, Palm Coast/Flagler County does not have fixed transit service. The public transportation service available in the County is door-to-door paratransit service provided by Flagler County Public Transportation. It is important to note that the City's state-mandated Comprehensive Plan includes a policy that identifies criteria for potential sites for affordable housing. The Policy reads:

***Policy 3.1.3.3** – The City shall provide assistance to housing developers in identifying sites for affordable housing for very low, low, and moderate-income households. Potential sites shall be evaluated based on the following criteria:*

- A. Availability of existing or planned roads and central utilities;*
- B. Proximity of existing or planned schools, parks, and other public facilities;*
- C. Proximity of existing or planned employment centers; and*
- D. Proximity to grocery stores and medical facilities.*

The City intends to continue to follow and implement this policy in identifying appropriate locations for affordable housing.

Additionally, the City along with Flagler County and the City of Bunnell have become part of a Transportation Planning Organization (TPO). Joining the TPO may likely open avenues for additional transit service in Palm Coast/Flagler County.

PROGRAM SPECIFIC REQUIREMENTS

CDBG 91.220(I)(1)

- 1. Identify program income expected to be received during the program year, including:**
 - amount expected to be generated by and deposited to revolving loan funds;**
 - total amount expected to be received from each new float-funded activity included in this plan; and**
 - amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.**

The City will not receive any program income during the program year. The City does not have program activities that will generate income.

- 2. Program income received in the preceding program year that has not been included in a statement or plan.**

Not Applicable. See response to Question 1, above.

- 3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.**

Not Applicable. See response to Question 1, above.

- 4. Surplus funds from any urban renewal settlement for community development and housing activities.**

Not Applicable. City does not have any such funds.

- 5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.**

Not Applicable. See response to Question 1, above.

- 6. Income from float-funded activities.**

Not Applicable. See response to Question 1, above.

- 7. Urgent need activities, only if the jurisdiction certifies.**

Not Applicable. See response to Question 1, above.

- 8. Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.**

Approximately 90% of the total funding allocated will be used for activities that benefit persons of low and moderate income. The balance will be used for planning and program administration.

HOME 91.220(I)(1)

- 1. Describe other forms of investment. (See Section 92.205)**

If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254.

Not applicable.

- 2. If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).**

Not applicable.

- 3. Resale Provisions -- For homeownership activities, describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).**

Not applicable.

- 4. HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of a HOME funds for tenant based rental assistance program.**

If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.

Not applicable.

- 5. If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.**

Not applicable.

- 6. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.**

Not applicable.

- 7. Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.**

Not applicable.

- 8. If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, state its financing guidelines required under 24 CFR 92.206(b).**

Not Applicable.

HOPWA 91.220(I)(3)

- 1. One year goals for the number of households to be provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family, tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.**

Not Applicable.

OTHER NARRATIVES AND ATTACHMENTS

Include any action plan information that was not covered by a narrative in any other section. If optional tables are not used, provide comparable information that is required by consolidated plan regulations.

MONITORING 91.230

The City intends to be the lead agency in implementing the activities and projects identified in the Consolidated Action Plan. The City will retain a consultant to serve as the Grant Administrator to assist in program administration. The grant administrator will be responsible for items such as: documentation regarding income verification; confirming project eligibility; and ensuring that all appropriate procurement procedures including the promotion of minority and women owned businesses are followed. The Grant Administrator will also check that federal regulations such as Davis-Bacon wage are followed and that sub-recipients are operating within program rules (including any sub-recipient agreements).

Ultimately, the City will be responsible to ensure that activities and procedures are properly monitored. The City as the lead implementation agency will be responsible for the timely expenditure of funds and that the activities in the Action Plan are completed in a timely manner. Furthermore, as the lead agency in the implementation of the housing activities, the city will use City staff to ensure long-term compliance with housing codes, including any necessary on-site inspections.

APPENDIX A

HUD TABLES

Table 1A
Homeless and Special Needs Populations

Continuum of Care: Housing Gap Analysis Chart

		Current Inventory	Under Development	Unmet Need/ Gap
Individuals				
Beds	Emergency Shelter	54	-	19
	Transitional Housing	199	-	22
	Permanent Supportive Housing	158	-	
	Total	411	-	41
Persons in Families With Children				
Beds	Emergency Shelter	65	-	-
	Transitional Housing	426	-	-
	Permanent Supportive Housing	130	-	-
	Total	618	-	-

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households):	26	100	12	138
1. Number of Persons in Families with Children	65	302	30	397
2. Number of Single Individuals and Persons in Households without children	83	221	1426	1730
(Add Lines Numbered 1 & 2 Total Persons)	148	523	1456	2127
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless		3	256	259
b. Seriously Mentally Ill		42		
c. Chronic Substance Abuse		81		
d. Veterans		51		
e. Persons with HIV/AIDS		0		
f. Victims of Domestic Violence		51		
g. Unaccompanied Youth (Under 18)		0		

Source:

HUD's 2013 Continuum of Care (CoC) Homeless Assistance Programs Homeless Populations and Subpopulations
 HUD's 2013 Continuum of Care Homeless Assistance Programs Housing Inventory Chart Report
 CoC Number: FL-504,
 CoC Name: Daytona Beach/Daytona/Volusia, Flagler Counties CoC

Table 1B
Special Needs (Non-Homeless) Populations

SPECIAL NEEDS SUBPOPULATIONS	Priority Need Level High, Medium, Low, No Such Need	Unmet Need	Dollars to Address Unmet Need	Multi-Year Goals	Annual Goals
Elderly	M	16,036	0	0	0
Frail Elderly	L	4,776	0	0	0
Severe Mental Illness	L	1,706	0	0	0
Developmentally Disabled	L	1,706	0	0	0
Physically Disabled	L	1,707	0	0	0
Persons w/ Alcohol/Other Drug Addictions	L	6,802-7,056	0	0	0
Persons w/HIV/AIDS	L	96	0	0	0
Victims of Domestic Violence	L	259	0	0	0
Other (Farmworkers)	N	0	0	0	0
TOTAL		33,088-33,342			

Table 1C: Summary of Specific Objectives

Grantee Name: City of Palm Coast

Decent Housing with Purpose of New or Improved Availability/Accessibility (DH-1)							
Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed	
DH 1.1		2012				%	
		2013				%	
		2014				%	
		2015				%	
		2016				%	
		<u>MULTI-YEAR GOAL</u>				%	
Decent Housing with Purpose of New or Improved Affordability (DH-2)							
DH 2.1		2012				%	
		2013				%	
		2014				%	
		2015				%	
		2016				%	
		<u>MULTI-YEAR GOAL</u>				%	
Decent Housing with Purpose of New or Improved Sustainability (DH-3)							
DH 3.1	Provide financial assistance for home repair to owner-occupied housing units.	2012	Number of homes repaired.		2	%	
		2013				2	%
		2014				3	%
		2015				3	%
		2016				3	%
		<u>MULTI-YEAR GOAL</u>				13	%
Suitable Living Environment with Purpose of New or Improved Availability/Accessibility (SL-1)							
SL 1.1	Expand public services to improve availability/accessibility for Low/Moderate income persons.	2012	Number of participants		50	%	
		2013				%	
		2014				%	
		2015				%	
		2016				%	
		<u>MULTI-YEAR GOAL</u>				50	%
Suitable Living Environment with Purpose of New or Improved Affordability (SL-2)							
SL 2.1		2012				%	
		2013				%	
		2014				%	
		2015				%	
		2016				%	
		<u>MULTI-YEAR GOAL</u>				%	
Suitable Living Environment with Purpose of New or Improved Sustainability (SL-3)							
SL 3.1	Provide new or improved public facilities in Low/Mod income neighborhoods.	2012	Feet or miles of bicycle/pedestrian facilities constructed.		1.5	%	
		2013				1.5	%
		2014				1.5	%
		2015				1.5	%
		2016				1.5	%
		<u>MULTI-YEAR GOAL</u>				7.5	%

Table 1C: Summary of Specific Objectives

Grantee Name: City of Palm Coast

Economic Opportunity with Purpose of New or Improved Availability/Accessibility (EO-1)						
Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO 1.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%
Economic Opportunity with Purpose of New or Improved Affordability (EO-2)						
EO 2.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%
Economic Opportunity with Purpose of New or Improved Sustainability (EO-3)						
EO 3.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%
Neighborhood Revitalization (NR-1)						
NR 1.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%
Other (O-1)						
O 1.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%
Other (O-2)						
O 2.1		2012				%
		2013				%
		2014				%
		2015				%
		2016				%
		<u>MULTI-YEAR GOAL</u>				%

Table 2A
Priority Housing Needs/Investment Plan Table

PRIORITY HOUSING NEEDS (households)		Priority		Unmet Need
Renter	Small Related	0-30%	L	Reference to Table Cost
		31-50%	L	Burden by
		51-80%	L	Household Type,
	Large Related	0-30%	L	Tenure,
		31-50%	L	Income
		51-80%	L	
	Elderly	0-30%	L	
		31-50%	L	
		51-80%	L	
	All Other	0-30%	L	
		31-50%	L	
		51-80%	L	
Owner	Small Related	0-30%	M	
		31-50%	M	
		51-80%	H	
	Large Related	0-30%	M	
		31-50%	M	
		51-80%	H	
	Elderly	0-30%	M	
		31-50%	M	
		51-80%	H	
	All Other	0-30%	M	
		31-50%	M	
		51-80%	H	
Non-Homeless Special Needs	Elderly	0-80%	M	
	Frail Elderly	0-80%	L	
	Severe Mental Illness	0-80%	L	
	Physical Disability	0-80%	L	
	Developmental Disability	0-80%	L	
	Alcohol/Drug Abuse	0-80%	L	
	HIV/AIDS	0-80%	L	
	Victims of Domestic Violence	0-80%	L	

Table 2A
Priority Housing Needs/Investment Plan Goals

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<u>Renters</u>						
0 - 30 of MFI	0	0	0	0	0	0
31 - 50% of MFI	0	0	0	0	0	0
51 - 80% of MFI	0	0	0	0	0	0
<u>Owners</u>						
0 - 30 of MFI	0	0	0	0	0	0
31 - 50 of MFI	0	0	0	0	0	0
51 - 80% of MFI	13	2	2	3	3	3
Homeless*						
Individuals	0	0	0	0	0	0
Families	0	0	0	0	0	0
Non-Homeless Special Needs						
Elderly	0	0	0	0	0	0
Frail Elderly	0	0	0	0	0	0
Severe Mental Illness	0	0	0	0	0	0
Physical Disability	0	0	0	0	0	0
Developmental Disability	0	0	0	0	0	0
Alcohol/Drug Abuse	0	0	0	0	0	0
HIV/AIDS	0	0	0	0	0	0
Victims of Domestic Violence	0	0	0	0	0	0
<u>Total</u>	0	0	0	0	0	0
<u>Total Section 215</u>						
<u>215 Renter</u>	0	0	0	0	0	0
<u>215 Owner</u>	0	0	0	0	0	0

* Homeless individuals and families assisted with transitional and permanent housing

Table 2A
Priority Housing Activities

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
CDBG						
Acquisition of existing rental units	0	0	0	0	0	0
Production of new rental units	0	0	0	0	0	0
Rehabilitation of existing rental units	0	0	0	0	0	0
Rental assistance	0	0	0	0	0	0
Acquisition of existing owner units	0	0	0	0	0	0
Production of new owner units	0	0	0	0	0	0
Rehabilitation of existing owner units	13	2	2	3	3	3
Homeownership assistance	0	0	0	0	0	0
HOME*						
Acquisition of existing rental units	N/A	N/A	N/A	N/A	N/A	N/A
Production of new rental units	N/A	N/A	N/A	N/A	N/A	N/A
Rehabilitation of existing rental units	N/A	N/A	N/A	N/A	N/A	N/A
Rental assistance	N/A	N/A	N/A	N/A	N/A	N/A
Acquisition of existing owner units	N/A	N/A	N/A	N/A	N/A	N/A
Production of new owner units	N/A	N/A	N/A	N/A	N/A	N/A
Rehabilitation of existing owner units	N/A	N/A	N/A	N/A	N/A	N/A
Homeownership assistance	N/A	N/A	N/A	N/A	N/A	N/A
HOPWA*						
Rental assistance	N/A	N/A	N/A	N/A	N/A	N/A
Short term rent/mortgage utility payments	N/A	N/A	N/A	N/A	N/A	N/A
Facility based housing development	N/A	N/A	N/A	N/A	N/A	N/A
Facility based housing operations	N/A	N/A	N/A	N/A	N/A	N/A
Supportive services	N/A	N/A	N/A	N/A	N/A	N/A
Other						

*City of Palm Coast is not expected to receive HOME or HOPWA funds.

Table 2B
Priority Community Development Needs

Priority Need	Priority Need Level	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
Acquisition of Real Property						
Disposition						
Clearance and Demolition						
Clearance of Contaminated Sites						
Code Enforcement						
Public Facility (General)						
Senior Centers						
Handicapped Centers						
Homeless Facilities						
Youth Centers						
Neighborhood Facilities						
Child Care Centers						
Health Facilities						
Mental Health Facilities						
Parks and/or Recreation Facilities						
Parking Facilities						
Tree Planting						
Fire Stations/Equipment						
Abused/Neglected Children Facilities						
Asbestos Removal						
Non-Residential Historic Preservation						
Other Public Facility Needs						
Infrastructure (General)						
Water/Sewer Improvements						
Street Improvements						
Sidewalks						
Solid Waste Disposal Improvements						
Flood Drainage Improvements						
Other Infrastructure (Multi-use Paths)	H		CDBG			
Public Services (General)	H		CDBG			
Senior Services	H		CDBG			
Handicapped Services						
Legal Services						
Youth Services	H		CDBG			
Child Care Services	H		CDBG			
Transportation Services						
Substance Abuse Services						
Employment/Training Services						
Health Services						
Lead Hazard Screening						
Crime Awareness						
Fair Housing Activities						
Tenant Landlord Counseling						
Other Services						
Economic Development (General)						
C/I Land Acquisition/Disposition						
C/I Infrastructure Development						
C/I Building Acq/Const/Rehab						
Other C/I						
ED Assistance to For-Profit						
ED Technical Assistance						
Micro-enterprise Assistance						
Other						
Transit Oriented Development						
Urban Agriculture						

Table 2C
Summary of Specific Housing/Community Development Objectives
(Table 2A/2B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing Objectives					
	Owner Housing Objectives					
	Financial Assistance for Home Repair	CDBG	# of Homes Repaired	3		DH-3
	Homeless Objectives					
	Special Needs Objectives					
	Community Development Objectives					
	Infrastructure Objectives					
	Public Facilities Objectives					
	Construct bicycle/pedestrian facility	CDBG	Feet or miles of facility constructed	1.5 miles		SL-3
	Public Services Objectives					
	Expand Availability/Accessability	CDBG	# of recreational program scholarships	Up to 50		SL-1
	Economic Development Objectives					
	Technical Assistance for Small Businesses	CDBG				EO-3
	Other Objectives					

Outcome/Objective Code

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

**Table 3A
Summary of Specific Annual Objectives**

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	Rental Housing Objectives					
	Owner Housing Objectives					
	Financial Assistance for Home Repair	CDBG	# of Homes Repaired	3		DH-3
	Homeless Objectives					
	Special Needs Objectives					
	Community Development Objectives					
	Infrastructure Objectives					
	Public Facilities Objectives					
	Construct bicycle/pedestrian facility	CDBG	Feet or miles of facility constructed	1.5 miles		SL-3
	Public Services Objectives					
	Economic Development Objectives					
	Public Service	CDBG	# of recreational program scholarships	50		EO-3
	Other Objectives					

Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Table 3B

ANNUAL AFFORDABLE HOUSING COMPLETION GOALS

Grantee Name: City of Palm Coast Program Year: 2012/2013	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Beneficiaries*	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Rental			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Combined Total Sec. 215 Goals*	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Overall Housing Goal	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Palm Coast, FL

Priority Need
Encourage home ownership and reinvestment.

Project Title
Financial Assistance for Owner-Occupied Home Repair

Description
Program will provide financial assistance to qualified households in owner-occupied units to bring homes back to minimum standards.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
This program is available Citywide to income qualified households.

Street Address:
City, State, Zipcode:

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Decent Housing
Start Date (mm/dd/yyyy) 10/1/2014	Completion Date (mm/dd/yyyy) 9/30/2015
Performance Indicator Number of units assisted	Annual Units Est. 3
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$133,101
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$133,101

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Palm Coast, FL

Priority Need

Invest in Capital Projects that improve the safety and livability of neighborhoods.

Project Title

Pedestrian-Bicycle Facilities Construction

Description

Construction of pedestrian-bicycle facilities in qualified target area to promote safety and livability.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

Seminole Woods neighborhood.

Street Address:

City, State, Zipcode:

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Suitable Living Environment
Start Date (mm/dd/yyyy) 10/1/2014	Completion Date (mm/dd/yyyy) 9/30/2015
Performance Indicator # of miles	Annual Units Est. 1.5
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$250,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$250,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Palm Coast

Priority Need

Increase availability/accessibility of public services.

Project Title

Recreation Program Scholarships

Description

Program will provide recreational scholarships to income qualified participants.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area

This program is available to all income qualified persons.

Street Address:

City, State, Zipcode:

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Economic Development
Start Date (mm/dd/yyyy) 10/1/2014	Completion Date (mm/dd/yyyy) 9/30/2015
Performance Indicator # of Counseling Sessions	Annual Units Est. 50
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$10,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Palm Coast

Priority Need
Planning and Administration of CDBG Program

Project Title
Planning and Administration of CDBG Program Activities

Description
Planning and Administration of CDBG Program Activities

Objective category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Citywide.

Street Address:
City, State, Zipcode:

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Economic Development
Start Date (mm/dd/yyyy) 10/1/2014	Completion Date (mm/dd/yyyy) 9/30/2015
Performance Indicator	Annual Units Est. N/A
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$25,000
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$25,000

The primary purpose of the project is to help: the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Table 4
Priority Public Housing Needs
Local Jurisdiction

Public Housing Need Category	PHA Priority Need Level High, Medium, Low, No Such Need	Estimated Dollars To Address
Restoration and Revitalization	No Such Need (NSN) (City of Palm Coast does not have Public Housing)	
Capital Improvements		
Modernization		
Rehabilitation		
Other (Specify)		
Management and Operations	NSN	
Improved Living Environment	NSN	
Neighborhood Revitalization (non-capital)		
Capital Improvements		
Other (Specify)		
Economic Opportunity	NSN	
Resident Services/ Family Self Sufficiency		
Other (Specify)		
Total	NSN	

APPENDIX

SF-424 and Certifications