



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

## **FFY 2015 Annual Action Plan (Fiscal Year 2015/16)**

**Submitted To:**

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

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## 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 2015 is the City's fourth 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 2015.

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 2015 correspond to priority needs and specific local objectives.



The City of Palm Coast has been advised that its CDBG allocation for FFY 2015 will be \$438,979. These funds will be programmed as follows:

**Proposed CDBG Program Budget – Action Plan FFY 2015 (2015/2016)**

<b>Activity</b>	<b>Measure</b>	<b># of Units</b>	<b>Allocation</b>
Home Repair Financial Assistance for Owner-Occupied Unit	# of housing units	Est. 4	\$153,979
Public Service	# of clients	Est. 15	\$10,000
Construction of pedestrian-bicycle facilities	# of miles	Est. 1.5	\$250,000
Planning and Administration			\$25,000
<b>TOTAL ALLOCATION FOR FFY-2015 (2015/16)</b>			<b>\$438,979</b>

**Previous Accomplishments**

In previous years, the City has used CDBG funds to complete the following projects:

- Completed 3.5 miles of a total of 8 miles of bicycle-pedestrian facilities in the Seminole Woods neighborhood,
- Assisted 18 qualified youths to attend the City’s summer camp program,
- Finalized work orders to assist 6 homeowners with housing rehabilitation projects an additional 4 rehabilitation projects have been re-advertised for new bids (rehab construction may likely be completed by October 1), and
- Updated the Analysis of Impediments to Fair Housing.

**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 City of Palm Coast encourages comments from all residents and service providers regarding the City's CDBG program as well as 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.

<b>GENERAL, ADJACENT GOVERNMENTS</b>
<b>City of Palm Coast Departments/Divisions</b>



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

As part of the process in the completion of the Annual Action Plan, the City hosts a series of public workshops and hearings to seek input on the creation of the Annual Action Plan. A public workshop/hearing is hosted by the Citizens Advisory Task Force (CATF) that covers the proposed activities to be funded with annual allocation for the fiscal year. All interested parties (social service providers, citizens, etc.) are invited to attend and provide comment on the proposed action plan. In addition to the public workshop/hearing before the CATF, the City Council also holds a workshop followed by a public hearing.

In addition to the public workshop/hearing process, City staff will meet with local partners such as the Flagler County SHIP program coordinator to seek input on the Annual Action Plan. City staff from various departments such as public works, public utilities, economic development, Stormwater, parks and recreation will also provide input in helping to identify needs and programs that may have the potential to be funded with CDBG funds.

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

The Citizens Advisory Task Force (CATF) held a public hearing on June 17, 2015 to discuss and make recommendations on the Annual Action Plan. The 2015 Annual Action Plan was available for 30-day comment period between June 18, 2015 and July 18, 2015.

During the CATF public hearing, two citizens spoke on the need to allocate more funding for housing rehabilitation activities. This issue was discussed by the CATF with the recommendation that should more funding become available, these funds should be allocated to housing rehabilitation activities. Additionally, as the Seminole Woods multi-use path project wraps up, additional funds should become available for housing rehabilitation activities.

At the City Council Public Hearing held on August 4, a citizen spoke in favor of providing more funding for housing activities.

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

As described above, citizen comments on the Annual Action Plan focused on the need for additional funds for housing rehabilitation activities. As the City progresses with completion of the infrastructure project funded with CDBG funds (Seminole Woods multi-use path) more funding should become available that may be allocated to the housing rehabilitation activities. Additionally, City Council will consider reviewing the Consolidated Action Plan in the next fiscal year to potentially discuss funding priorities.

**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 \$438,979 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 City's NSP programs (1 and 3) are now closed.

**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.**



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**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 4 qualified affordable owner-occupied housing units. This is an on-going activity for the City.

**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

The City will move forward with completing the next phase of the Seminole Woods Neighborhood Multi-Use Path project (approximately 1.5 miles). Since 2012, the City has completed approximately 3.5 miles of the proposed 8 mile multi-use path. The City will continue to fund the project using CDBG dollars until the approximately 8 mile project is complete. The City if necessary will pre-fund segments of the project and seek reimbursement from CDBG allocation in future years. It is estimated that an additional \$615,000 is needed to complete the project.

In addition to public infrastructure improvements, the City will allocated CDBG funds to expand public service activities programmed by the City. Expansion of the program will improve accessibility/affordability of programs such as summer camp, or other recreational programs 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 2015/16, 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.

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### **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 \$153,979 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 4 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 15 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.

### **CONSULTATION**

The City hosts a series of public workshops and hearings to seek input on the creation of the Annual Action Plan. A public workshop/hearing is hosted by the Citizens Advisory Task Force (CATF) that covers the proposed activities to be funded with annual allocation for the fiscal year. All interested parties (social service providers, citizens, etc.) are invited to attend and provide comment on the proposed action plan. In addition to the public workshop/hearing before the CATF, the City Council also holds a public workshop followed by a public hearing.

In addition to the public workshop/hearing process, City staff will meet with local partners such as the Flagler County SHIP program coordinator to seek input on the Annual Action Plan. City staff from various departments such as public works, public utilities, economic development, Stormwater, parks and recreation will also provide

input in helping to identify needs and programs that may have the potential to be funded with CDBG funds.

## **LEAD AGENCY AND MONITORING 91.230**

The City of Palm Coast takes the lead in the development and implementation of the Annual Action Plan. The planning process for the development of the annual action plan is led by staff from the Community Development Department (CDD). In addition to providing the planning coordination services, the CDD staff provides environmental review and interagency coordination to develop and implement the activities and projects identified in the action plan.

To assist the City with specialized services for the CDBG program. The City retains a consultant to assist 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
<b>Individuals</b>				
<b>Beds</b>	Emergency Shelter	70	-	20
	Transitional Housing	144	-	87
	Permanent Supportive Housing	152	-	
	<b>Total</b>	<b>366</b>	<b>-</b>	<b>107</b>
<b>Persons in Families With Children</b>				
<b>Beds</b>	Emergency Shelter	102	-	-
	Transitional Housing	375	-	-
	Permanent Supportive Housing	221	-	-
	<b>Total</b>	<b>698</b>	<b>-</b>	<b>-</b>

**Continuum of Care: Homeless Population and Subpopulations Chart**

<b>Part 1: Homeless Population</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	<b>Emergency</b>	<b>Transitional</b>		
Number of Families with Children (Family Households):	4	103	83	190
1. Number of Persons in Families with Children	12	260	190	462
2. Number of Single Individuals and Persons in Households without children	90	231	822	1143
<b>(Add Lines Numbered 1 &amp; 2 Total Persons)</b>	<b>102</b>	<b>506*</b>	<b>1025*</b>	<b>1633*</b>
<b>Part 2: Homeless Subpopulations</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
a. Chronically Homeless		14	184	198
b. Seriously Mentally Ill		63		
c. Chronic Substance Abuse		112		
d. Veterans		55		
e. Persons with HIV/AIDS		1		
f. Victims of Domestic Violence		60		
g. Unaccompanied Youth (Under 18)		0		

Source:

\*Includes persons in households with only children.

HUD's 2014 Continuum of Care (CoC) Homeless Assistance Programs Homeless Populations and Subpopulations  
HUD's 2014 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**

<b>SPECIAL NEEDS SUBPOPULATIONS</b>	<b>Priority Need Level High, Medium, Low, No Such Need</b>	<b>Unmet Need</b>	<b>Dollars to Address Unmet Need</b>	<b>Multi-Year Goals</b>	<b>Annual Goals</b>
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
<b>TOTAL</b>		33,088-33,342			

**Table 1C: Summary of Specific Objectives**

**Grantee Name: City of Palm Coast**

<b>Decent Housing with Purpose of New or Improved Availability/Accessibility (DH-1)</b>								
<b>Specific Objective</b>		<b>Source of Funds</b>	<b>Year</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Percent Completed</b>	
<b>DH 1.1</b>			2012				%	
			2013				%	
			2014				%	
			2015				%	
			2016				%	
			<b>MULTI-YEAR GOAL</b>					
<b>Decent Housing with Purpose of New or Improved Affordability (DH-2)</b>								
<b>DH 2.1</b>			2012				%	
			2013				%	
			2014				%	
			2015				%	
			2016				%	
			<b>MULTI-YEAR GOAL</b>					
<b>Decent Housing with Purpose of New or Improved Sustainability (DH-3)</b>								
<b>DH 3.1</b>	Provide financial assistance for home repair to owner-occupied housing units.		2012	Number of homes repaired.			%	
			2013				3	%
			2014				3	%
			2015				4	%
			2016				4	%
			<b>MULTI-YEAR GOAL</b>				16	
<b>Suitable Living Environment with Purpose of New or Improved Availability/Accessibility (SL-1)</b>								
<b>SL 1.1</b>	Expand public services to improve availability/accessibility for Low/Moderate income persons.		2012	Number of participants			%	
			2013				%	
			2014				15	%
			2015				15	%
			2016				15	%
			<b>MULTI-YEAR GOAL</b>				45	
<b>Suitable Living Environment with Purpose of New or Improved Affordability (SL-2)</b>								
<b>SL 2.1</b>			2012				%	
			2013				%	
			2014				%	
			2015				%	
			2016				%	
			<b>MULTI-YEAR GOAL</b>					
<b>Suitable Living Environment with Purpose of New or Improved Sustainability (SL-3)</b>								
<b>SL 3.1</b>	Provide new or improved public facilities in Low/Mod income neighborhoods.		2012	Miles of bicycle/pedestrian facilities constructed.			%	
			2013				1.5	%
			2014				1.5	%
			2015				1.5	%
			2016				1.5	%
			<b>MULTI-YEAR GOAL</b>				7.5	

**Table 1C: Summary of Specific Objectives**

**Grantee Name: City of Palm Coast**

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



**Table 2A**  
**Priority Housing Needs/Investment Plan Table**

PRIORITY HOUSING NEEDS (households)		Priority		Unmet Need
<b>Renter</b>	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	
<b>Owner</b>	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	
<b>Non-Homeless Special Needs</b>	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**

<b>Priority Need</b>	<b>5-Yr. Goal Plan/Act</b>	<b>Yr. 1 Goal Plan/Act</b>	<b>Yr. 2 Goal Plan/Act</b>	<b>Yr. 3 Goal Plan/Act</b>	<b>Yr. 4 Goal Plan/Act</b>	<b>Yr. 5 Goal Plan/Act</b>
<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	15	2	2	3	4	4
<b>Homeless*</b>						
Individuals	0	0	0	0	0	0
Families	0	0	0	0	0	0
<b>Non-Homeless Special Needs</b>						
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**

<b>Priority Need</b>	<b>5-Yr. Goal Plan/Act</b>	<b>Yr. 1 Goal Plan/Act</b>	<b>Yr. 2 Goal Plan/Act</b>	<b>Yr. 3 Goal Plan/Act</b>	<b>Yr. 4 Goal Plan/Act</b>	<b>Yr. 5 Goal Plan/Act</b>
<b>CDBG</b>						
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	15	2	2	3	4	4
Homeownership assistance	0	0	0	0	0	0
<b>HOME*</b>						
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
<b>HOPWA*</b>						
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
<b>Other</b>						

\*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*
	<b>Rental Housing Objectives</b>					
	<b>Owner Housing Objectives</b>					
	Financial Assistance for Home Repair	CDBG	# of Homes Repaired	4		DH-3
	<b>Homeless Objectives</b>					
	<b>Special Needs Objectives</b>					
	<b>Community Development Objectives</b>					
	<b>Infrastructure Objectives</b>					
	<b>Public Facilities Objectives</b>					
	Construct bicycle/pedestrian facility	CDBG	Feet or miles of facility constructed	1.5 miles		SL-3
	<b>Public Services Objectives</b>					
	Expand Availability/Accessability	CDBG	# of recreational program scholarships	Up to 15		SL-1
	<b>Economic Development Objectives</b>					
	Technical Assistance for Small Businesses	CDBG				EO-3
	<b>Other Objectives</b>					

**Outcome/Objective Code**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	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*
	<b>Rental Housing Objectives</b>					
	<b>Owner Housing Objectives</b>					
	Financial Assistance for Home Repair	CDBG	# of Homes Repaired	4		DH-3
	<b>Homeless Objectives</b>					
	<b>Special Needs Objectives</b>					
	<b>Community Development Objectives</b>					
	<b>Infrastructure Objectives</b>					
	<b>Public Facilities Objectives</b>					
	Construct bicycle/pedestrian facility	CDBG	Feet or miles of facility constructed	1.5 miles		SL-3
	<b>Public Services Objectives</b>					
	<b>Economic Development Objectives</b>					
	Public Service	CDBG	# of recreational program scholarships	Up to 15		EO-3
	<b>Other Objectives</b>					

**Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	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
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	4		<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"/>
<b>Total Sec. 215 Beneficiaries*</b>	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
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"/>
<b>Total Sec. 215 Affordable Rental</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
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	4		<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"/>
<b>Combined Total Sec. 215 Goals*</b>	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	4		<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: Various

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Decent Housing
Start Date (mm/dd/yyyy) 10/1/2015	Completion Date (mm/dd/yyyy) 9/30/2016
Performance Indicator Number of units assisted	Annual Units Est. 4
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$153,979
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$153,979

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: Seminole Woods Neighborhood

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Suitable Living Environment
Start Date (mm/dd/yyyy) 10/1/2015	Completion Date (mm/dd/yyyy) 9/30/2016
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: Service to be provided at Palm Coast Community Center

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective Economic Development
Start Date (mm/dd/yyyy) 10/1/2015	Completion Date (mm/dd/yyyy) 9/30/2016
Performance Indicator # of Counseling Sessions	Annual Units Est. 15
Local ID	Units Upon Completion

**Funding Sources:**

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

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) 10/1/2015	Completion Date (mm/dd/yyyy) 9/30/2016
Performance Indicator	Annual Units Est. N/A
Local ID	Units Upon Completion

<b>Funding Sources:</b>	
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
<b>Restoration and Revitalization</b>	No Such Need (NSN) (City of Palm Coast does not have Public Housing)	
Capital Improvements		
Modernization		
Rehabilitation		
Other (Specify)		
<b>Management and Operations</b>	NSN	
<b>Improved Living Environment</b>	NSN	
Neighborhood Revitalization (non-capital)		
Capital Improvements		
Other (Specify)		
<b>Economic Opportunity</b>	NSN	
Resident Services/ Family Self Sufficiency		
Other (Specify)		
<b>Total</b>	NSN	

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# APPENDIX

## SF-424 and Certifications

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<b>2. DATE SUBMITTED</b> August 7, 2015	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name: City of Palm Coast, Florida	<b>Organizational Unit:</b> Department: Community Development Department
Organizational DUNS: 174541107	Division: Planning Division
<b>Address:</b> Street: 160 Cypress Point Parkway, Suite B-106	<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: First Name: Jose
City: Palm Coast	Middle Name
County: Flagler	Last Name Papa
State: FL	Zip Code 32164
Country:	Suffix:
	Email: jpapa@palmcoastgov.com

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b>  5 9 - 3 6 1 4 2 9 4	Phone Number (give area code) 386-986-2469	Fax Number (give area code)
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<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)  Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) C. Municipal Other (specify)
	<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development (HUD)

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b>  TITLE (Name of Program): Community Development Block Grants/Entitlement Grants 1 4 - 2 1 8	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> CDBG Entitlement Program to benefit low-moderate income persons and low-moderate income areas.
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Palm Coast, Florida	

<b>13. PROPOSED PROJECT</b> Start Date: 10/1/2015      Ending Date: 9/30/2016	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant #6      b. Project #6
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<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal      \$      438,979 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant      \$      . <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State      \$      . <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local      \$      . <sup>00</sup>	
e. Other      \$      . <sup>00</sup>	
f. Program Income      \$      . <sup>00</sup>	
g. TOTAL      \$      438,979 <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix	First Name Jim	Middle Name
Last Name Landon	Suffix	
b. Title City Manager	c. Telephone Number (give area code) 386-986-3702	
d. Signature of Authorized Representative	e. Date Signed August 7, 2015	



## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying --** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

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

  
 \_\_\_\_\_ 8/6/15  
 Signature/Authorized Official                      Date

City Manager  
 \_\_\_\_\_  
 Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

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

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015 , \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

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

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official

8/6/15

Date

City Manager

Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

 8/6/15  
Signature/Authorized Official                      Date

City Manager  
\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).