

POLK COUNTY
Board of County Commissioners
Health and Human Services

HOUSING AND NEIGHBORHOOD DEVELOPMENT OFFICE



DRAFT

FY 2019-2020

CAPER

Consolidated Annual Performance & Evaluation Report

Community Development Block Grant Year 41
Emergency Shelter Grant Year 25
HOME Investment Partnerships Program Year 25

Table of Contents

CR-05 - Goals and Outcomes.....	3
CR-10 - Racial and Ethnic composition of families assisted	8
CR-15 - Resources and Investments 91.520(a)	9
CR-20 - Affordable Housing 91.520(b)	17
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c).....	19
CR-30 - Public Housing 91.220(h); 91.320(j)	21
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)	22
CR-40 - Monitoring 91.220 and 91.230.....	25
CR-45 - CDBG 91.520(c).....	26
CR-50 - HOME 91.520(d)	27
CR-60 - ESG 91.520(g) (ESG Recipients only)	29
CR-65 - Persons Assisted	31
CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes	34
CR-75 – Expenditures	35

CR-05 - Goals and Outcomes

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

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

During the October 1, 2019, to September 30, 2020, Action Plan year, three Consolidated Plan Goals were addressed. The first goal addressed was Affordable Housing which was met by completing emergency repairs to owner-occupied low-income housing units, providing substantial repairs which may include reconstruction of the unit, and by using CDBG funds to support the Case Management for the provision of Tenant-Based Rental Assistance (TBRA) for elderly and disabled clients. The second AP2019 goal addressed was providing for a Suitable Living Environment/Quality of Life. This goal was met in 2019 by completing needed infrastructure improvements in various target areas in the low-income communities in Polk County. Our current Municipal Partners completed projects that address infrastructure and public facilities improvements this year. This goal is also met by reducing blighting influences on a spot basis countywide. The third goal addressed was expanding the Economic Opportunity/Self Sufficiency. Public Services dollars were expended on programs through our subrecipients to provide job skills training and promote employment opportunities for low-income residents.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Added	Household Housing Unit	5	4	80.00%	2	0	0.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	60	44	73.33%	37	6	16.22%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	310	64	20.65%	47	47	100.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	2055	116	5.64%			

Expanding Economic Opportunities/Self Sufficiency	Non-Housing Community Development	CDBG: \$ / ESG: \$283174	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3180	1288	40.50%	4880	128	2.62%
Expanding Economic Opportunities/Self Sufficiency	Non-Housing Community Development	CDBG: \$ / ESG: \$283174	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0				
Expanding Economic Opportunities/Self Sufficiency	Non-Housing Community Development	CDBG: \$ / ESG: \$283174	Homeless Person Overnight Shelter	Persons Assisted	0	11		0	0	
Expanding Economic Opportunities/Self Sufficiency	Non-Housing Community Development	CDBG: \$ / ESG: \$283174	Homelessness Prevention	Persons Assisted	0	0				
Suitable Living Environment/Quality of Life	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	335115	4733	1.41%	11595	1	0.01%

Suitable Living Environment/Quality of Life	Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		5500	0	0.00%
Suitable Living Environment/Quality of Life	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	250	153	61.20%	80	18	22.50%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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

Polk County CDBG funds were expended this year to address the highest priority activities that were indicated by survey results during the five-year planning process. Additional input was gained during the 2019-2020 Action Plan planning process through meetings with neighborhood groups.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME	ESG
White	74	8	37
Black or African American	50	49	41
Asian	0	0	0
American Indian or American Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Total	124	57	78
Hispanic	3	3	21
Not Hispanic	121	54	57

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

Narrative

The activities carried out in the fiscal year 2019-2020 were consistent with the objectives of the County's current Consolidated Plan. Funds were used to provide housing and non-housing programs. With the CDBG, HOME, and ESG funds available the Polk County Housing and Neighborhood Development office was able to offer consistent services as described in the FY 2019-2020 Action Plan.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	5,917,146	3,871,229
HOME	public - federal	3,221,763	1,245,576
ESG	public - federal	306,662	220,557
Other	public - federal	4,550,894	0
Other	public - state	4,550,894	0

Table 3 - Resources Made Available

Narrative

Polk County receives yearly entitlement funds from CDBG, HOME, and ESG federal sources. Phased projects may overlap funding years. Expenditures are tracked by year internally and reported in the IDIS system. The expended amounts shown in the table above do not include administrative funds expended during this program year.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Auburndale	0		Municipal Partner
Bartow	3		
Countywide	68		Polk County CDBG target areas including municipal partner cities
Davenport	0		
Eagle Lake	0		
Frostproof	0		
Inwood	0		
Mulberry	0		
Polk City	0		
Wahneta Community	28		Wahneta Street Improv and Bomber Rd. street improvements. Includes drainage and sidewalks

Table 4 – Identify the geographic distribution and location of investments

Narrative

The following is the breakdown of the amount expended from October 1, 2019, to September 30, 2020. The Wahneta Infrastructure project expended \$847,716.30. The Lake Gwyn Park improvement project completed final draws of \$1,713,638.62. Polk County's Municipal Partners expended \$238,535. The CDBG Minor Repair Program completed \$47,480.73 in expenditures during this program year. CDBG Public Services Subrecipients completed \$439,456.82 in draws for this year's activities. The CDBG funded HOME program administration funds were expended in the amount of \$37,791.08.

Leveraging

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

HOME matching funds are derived from Polk County's Impact Fee waiver program. Impact fees are waived for single-family and multi-family units that are for residents 80% and below of the Area Median Income (AMI).

Polk County maintains an inventory of publically owner land suitable for affordable housing development. The Polk County Housing and Neighborhood Development Office assesses the available lots and offers them through a Request for Application (RFA) process to assist potential developers to build affordable housing units. Additional funds are provided for the down payment and closing costs assistance through the State Housing Initiatives Partnership (SHIP) program. These affordable housing units qualify for Polk County's Affordable Housing Impact Fee Waiver program.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	2,666,460
2. Match contributed during current Federal fiscal year	851,874
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,518,334
4. Match liability for current Federal fiscal year	80,093
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,438,241

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
108 4th Street S, Haines City, FL 33844	11/22/2019	0	\$7,657	0	0	0	0	\$7,657
1107 Peninsular Dr., Lake Wales, FL 33853	02/08/2020	0	\$5,465	0	0	0	0	\$5,465
112 4th Street S, Haines City, FL 33844	11/22/2019	0	\$7,657	0	0	0	0	\$7,657
1190 US Hwy 17 N, Ft. Meade, FL 33841	11/22/2019	0	\$7,916	0	0	0	0	\$7,916
1603 Fruitwood Dr., Lakeland, FL 33805	04/08/2020	0	\$7,657	0	0	0	0	\$7,657
1719 North Blvd W, Davenport, FL 33896	06/04/2020	0	\$7,657	0	0	0	0	\$7,657

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1909 MLK Jr. Way, Haines City, FL 33844	10/17/2019	0	\$7,657	0	0	0	0	\$7,657
2240 Dawn Heights Dr., Lakeland, FL 33801	05/28/2020	0	\$4,819	0	0	0	0	\$4,819
2303 Dille Street, Lakeland, FL 33815	11/22/2019	0	\$2,820	0	0	0	0	\$2,820
2525 Bishop James Cochran Way, Winter Haven, FL 33881	05/21/2020	0	\$2,820	0	0	0	0	\$2,820
315 Cleveland Street, Auburndale, FL 33823	10/17/2019	0	\$7,657	0	0	0	0	\$7,657

Match Contribution for the Federal Fiscal Year

Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
4389 Singletary Rd., Ft. Meade, FL 33841	04/09/2020	0	\$5,606	0	0	0	0	\$5,606
4602 Creek Meadow Trail, Lakeland FL 33810	08/12/2020	0	\$4,819	0	0	0	0	\$4,819
5242 Golden Gate Blvd., Polk City, FL 33868	04/09/2020	0	\$5,606	0	0	0	0	\$5,606
5515 Lorraine Street, Lakeland, FL 33810	06/16/2020	0	\$10,425	0	0	0	0	\$10,425
619 N. Orange Street, Ft. Meade, FL 33841	10/17/2019	0	\$7,657	0	0	0	0	\$7,657
631 Valencia Street, Lakeland, FL 33805	03/30/2020	0	\$9,274	0	0	0	0	\$9,274

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
722 W. Thomas Street, Lakeland, FL 33803	03/30/2020	0	\$9,274	0	0	0	0	\$9,274
8420 Gibson Oaks Drive, Lakeland FL 33809	05/21/2020	0	\$2,820	0	0	0	0	\$2,820
8904 Pine Tree Drive, Lakeland, FL 33809	06/09/2020	0	\$2,820	0	0	0	0	\$2,820
TBD - Old Winter Haven Rd., Auburndale, FL 33823	04/23/2020	0	\$719,406	0	0	0	0	\$719,406

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
204,898	31,992	204,898	0	31,992

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	352,165	0	0	352,165	0	0
Number	5	0	0	5	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Sollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	352,165	0	352,165			
Number	5	0	5			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired	0		0			
Businesses Displaced	0		0			
Nonprofit Organizations Displaced	0		0			
Households Temporarily Relocated, not Displaced	0		0			
Households Displaced	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	83	52
Number of Special-Needs households to be provided affordable housing units	1	1
Total	84	53

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	47	47
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	37	7
Number of households supported through Acquisition of Existing Units	0	0
Total	84	54

Table 12 – Number of Households Supported

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

From October 1, 2019, to February 2020 the Housing & Neighborhood Development Office (HND) workflow was consistent. Beginning in March the virus information and consequences began to impact the progress of projects slated for assistance. Polk County HND staff worked around quarantines and mandated office closures that were instituted locally. The office staff worked from home and rehabilitation staff saw a lag in contractors available to complete projects producing a slowdown in repairs for our clients' projects. Using CDBG funds, two (2) clients were assisted with minor repair projects. A roof replacement and a wheelchair ramp were the activities completed this year in the CDBG Minor Repair program. The original goal was sixteen (16) and was not met because of the COVID-19 reduction in available contractors due to quarantine, office shutdowns, and work slowdowns. Another factor in the slowdown was all Housing Case Managers were assigned to complete applications for Coronavirus Review Funds awarded by the state for Florida for Rental and Mortgage assistance for people who were laid off, had reduced hours, or who lost jobs due to the Coronavirus effect of local businesses.

Using HOME funds in FY 2019-2020 four (4) single-family reconstruction activities were completed using funds from FYs 2016, 2017, and 2018. The original goal was to complete five (5) projects during the 2019-

2020 Action Plan year. CDBG funds were planned to complete a reconstruction project for one (1) family and did not meet due to the virus complications for rehabilitation staff.

The CDBG Minor Repair Sewer Connection activity had a goal of fifteen (15) clients to be served. Many clients had difficulty with confirming property ownership due to the inherited property not being probated, some properties had multiple siblings on the deed who refused to sign off on the sewer connection documents. Many potential clients did not want to supply the required income documents for the file. Several people that contacted HND were renters and did not own the unit.

From October 1, 2019, through September 30, 2020, the number of households supported through Rental Assistance in the Tenant-Based Rental Assistance Program (TBRA) was a total of forty-seven clients (47). During the year two (2) clients were removed from the program. The reduction was due to death and lease violations.

Discuss how these outcomes will impact future annual action plans.

October 1, 2019, through September 30, 2020, CAPER is the fifth and final performance report of the current five-year planning cycle for Polk County, Florida. Polk County Housing staff will gradually increase caseloads and resume normal project management as we move into 2021. With more clients spending more time at home now more than in past it is paramount to assist residents with the rehabilitation of substandard units, emergency repairs, and public and homeless services.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	2
Low-income	2	49
Moderate-income	0	0
Total	2	51

Table 13 – Number of Households Served

Narrative Information

During the 2019-2020 Program Year, we set attainable goals to complete the number of units outlined in the 2019-2020 Action Plan. We did not encounter problems meeting these goals. From October 1, 2019, through September 30, 2020, the number of households supported through Rental Assistance in the Tenant-Based Rental Assistance Program (TBRA) was a total of forty-seven clients (47). During the year two (2) clients were removed from the program. The reduction was due to death and lease violations.

The number of homes served by the Rehabilitation Program completed using CDBG funds for Minor Repairs was two (2). The original goal was sixteen (16) and was not met because of the COVID-19 reduction in available contractors due to quarantine and work slow down. HOME funds were used to complete the reconstruction of two (2) homes.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Polk County Housing and Neighborhood Development staff continue to work closely with the Homeless Coalition to develop strategies to end homelessness. Each year local homeless needs and gaps are evaluated. Working with the Homeless Coalition of Polk County staff researches and reviews innovations in programs and service delivery, and seeks out available and potential resources.

The County requests proposals for funding from area non-profits serving county residents and homeless persons through its CDBG and ESG grants. This year the Polk County contracted with eight (8) organizations/agencies for the provision of these services of \$493,592 in CDBG funds. Services provided by local nonprofits consisted of rehabilitation services for the blind, employment solutions for the disabled, child care services for the homeless, substance abuse services/programs for chronically homeless men, comprehensive youth development program, an internship job training program for the homeless, services for homeless low-income pregnant women including case management, life skills training, parenting skills, and job placement assistance, and support for homebound frail elderly residents.

The Emergency Solutions Grant (ESG) provided funds for the Talbot House, Peace River Center, the Salvation Army, and Catholic Charities to continue their service delivery to Homeless Persons. Emergency Solutions Grant funds of \$283,174 were allocated to these nonprofit agencies. They provided rental assistance and case manager staffing, shelter operations (Utility Payments for Talbot House) temporary shelter for homeless families with children and family empowerment programs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Polk County Housing and Neighborhood Development staff continue to work closely with the Homeless Coalition to develop strategies to end homelessness. Each year local homeless needs and gaps are evaluated. Working with the Homeless Coalition of Polk County staff researches and reviews innovations in programs and service delivery, and seeks out available and potential resources. The County requests proposals for funding from area non-profits serving county residents and homeless persons through its CDBG and ESG grants. This year the Polk County contracted with eight (8) organizations/agencies for the provision of these services of \$493,592 in CDBG funds. Services provided by local nonprofits consisted of rehabilitation services for the blind, employment solutions for the disabled, child care services for the homeless, substance abuse services/programs for chronically homeless men, comprehensive youth development program, an internship job training program for the homeless, services for homeless low-income pregnant women including case management, life skills training, parenting skills, and job placement assistance, and support for homebound frail elderly residents. The Emergency Solutions Grant (ESG) provided funds for the Talbot House, Peace River Center, Salvation Army, and Catholic Charities to continue their service delivery to Homeless Persons. Emergency Solutions Grant funds of \$283,174 were allocated to these nonprofit agencies. They provided rental assistance and case manager staffing, shelter operations (Utility Payments

for Talbot House) temporary shelter for homeless families with children and family empowerment programs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Discharge planning coordination is passed along to the Homeless Coalition of Polk County and its member agencies. This year as part of implementing the homeless discharge coordination policy, the Homeless Coalition/CoC providers have been meeting and reviewing these policies as they relate to preventing, preparing for, and responding to the Coronavirus. ESG-CV homeless prevention funds may be used to assist providers with various community mitigation interventions to reduce the further spread and controlling the impact on health care capacity.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Because of the Coronavirus and all the changes that are occurring locally to stop the spread of the virus, the next PIT count is under review. Last year as part of helping homeless persons with various forms of housing, Polk County Housing and Neighborhood Development (HND) staff continue to attend the Homeless Coalition of Polk County (HCPC)/Continuum of Care (CoC) monthly meetings. Last year the CDBG Program Supervisor was the Chair of the Demographics Committee for the Point in Time (PIT) homeless count for 2020. The Chair of the PIT committee assists the Coalition with planning for and conducting the annual point-in-time count of homeless persons within Polk County. The count includes both homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans counted as unsheltered homeless persons and persons living in emergency shelters and transitional housing counted as sheltered homeless persons.

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

Actions taken to address the needs of public housing

The Polk County Housing and Neighborhood Development Office contracts with the Keystone Challenge Fund, Inc. Established in 1991 in Lakeland, FL., Keystone is a non-profit organization assisting homebuyers in evaluating their readiness for a home purchase and helping them navigate the home buying process. Keystone staff members are HUD certified housing counselors and teach homebuyer education classes. Homebuyer education classes are held in English and Spanish and cover such topics as financial management, budget counseling, pre-purchase counseling, and predatory lending education. Keystone also conducts non- delinquency post-purchase, fair housing regulations, and credit counseling and identity theft workshops.

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

The Keystone Challenge Fund has active partnerships with the Lakeland Housing Authority, the Winter Haven Housing Authority, and the Bartow Housing Authority. Keystone works closely with them and their residents. Periodically Keystone holds homebuyer and financial literacy workshops for the residents. Individual financial education and counseling services are also provided to prepare residents for successful homeownership. This includes basic financial literacy, understanding and identifying their credit situation as it relates to qualifying for a mortgage loan, and household budgeting. Keystone notes that residents from the local Public Housing Authorities commonly attend monthly homebuyer education classes held in Bartow.

Actions taken to provide assistance to troubled PHAs

Polk County's local Housing Authorities are all standard performers.

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

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Polk County will continue to implement the following actions outlined in the Comprehensive Plan Housing Element and the Local Housing Assistance Plan (LHAP) following HUD Regulations 91.215 (b) and the provisions of Florida Administrative Code 67-37.007 to support affordable housing and remove potential barriers. This past year the Florida Housing Finance Agency (FHFA) changed the report on local affordable housing incentive strategies from every three years to annually. This means that each December starting in 2021 a report of local affordable housing incentives available will be developed and sent to the state for review.

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

The County addresses regulatory barriers to the development of affordable housing through granting of impact fee waivers for the development of affordable housing. The County amended, restated, and consolidated its Impact Fee Ordinance on May 9, 2007. Each year impact fees are waived for affordable housing single-family and multi-family units. This program remains one of Polk County's most popular programs in support of affordable housing development. From October 1, 2019, through September 30, 2020, a total of \$851,874 in impact fees were waived for the development of single-family and multi-family affordable housing units. This year we were able to waive \$714,406 in impact fees for a low-income housing tax credit project. The apartment complex is targeted to low-income elderly residents.

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

Polk County continues to evaluate and reduce lead-based paint hazards in all contracts funded with federal monies. Homes built before 1978 are evaluated for lead-based paint and are recommended for demolition and reconstruction. The Housing and Neighborhood Development Office (HND) conducts activities following its *Policy and Procedures* of notification, evaluation, and reduction of lead-based paint hazards to assure compliance with federal regulations. Affordable housing activities address lead-based paint liabilities and provide the required information to affected citizens. HND staff members are planning to attend Lead-based Paint classes when available. At this time, all housing activities comply with regulations regarding lead-based paint notification, evaluation, and abatement. When required, risk assessment, paint testing, lead hazard reduction, and clearance will be performed through contracts with qualified professionals following standards established in 24 CFR part 35, subpart R.

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

Polk County's anti-poverty strategy focuses upon wealth building for low-income families through the Substantial Rehabilitation/Replacement program using Federal HOME funds and State SHIP funds, and the SHIP funded homeownership Down Payment/Closing Cost Assistance program. Through the Substantial

Rehabilitation/Replacement program one (1) unit for a very low-income family and three (3) units for low-income families were completed using HOME funds.

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

Polk County Housing and Neighborhood Development Office continues to identify gaps and enhance coordination between institutional structures relating to the Consolidated Planning process and the yearly Action Plan projects. HND staff is available to provide information and technical assistance to low- and moderate-income persons residing in the CDBG target areas. Such activities include neighborhood meetings at community centers, churches, or other convenient locations, community outreach by HND staff, direct contact with neighborhood representatives, and written information concerning the program such as handouts and/or flyers. This year the Housing and Neighborhood Development informational brochure was updated and was made available in Spanish.

In the program year October 1, 2019, through September 30, 2020, through the Urban County partnership agreements the county contracted with seven (7) municipal jurisdictions to plan and complete projects using these funds. Polk County partners with non-profit organizations and other agencies for the effective delivery of services. Memoranda of understanding or subrecipient agreements identify the project scope of services; budget and timelines are entered into and used as a management tool ensuring objectives, performance measures, and project delivery are successfully met. Various divisions within the Polk County government provide guidance for project implementation, construction, and completion as well as legal and fiscal oversight.

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

Technical Assistance workshops and individual technical assistance to help develop viable project proposals are also conducted for municipal partners and public service providers before submitting grant applications to assure that potential projects are more likely to be successful if selected for funding. Attendance at the workshop is strongly recommended for public service providers to be considered for funding. This service provides Housing and Neighborhood Development staff the opportunity to clarify the objectives of the CDBG program and build the capacity of local service providers and municipalities that share similar goals. Links to the HUD Exchange and other reference materials outlining the grant rules and regulations are provided to workshop attendees, program-specific handouts to assist with grant application preparation.

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

After review of the data, the following impediments to fair housing choice were identified:

Impediment # 1. Need for education and outreach;

Action Taken: During the 2019-2020 program year the HND informational brochures were redesigned and a Spanish version was developed. Staff distributed the Spanish language brochure at yearly neighborhood events.

Impediment # 2. Need for coordination between area agencies, local governments, and local housing authorities;

Action Taken: During the 2019-2020 program year the Housing and Neighborhood Development Manager has been meeting one on one with local governments, city managers, housing, and planning staff.

Impediment # 3. Need for rental subsidy and financing mechanisms to assist low to moderate-income homebuyers and renters;

Action Taken: Significant funding support for affordable housing developments is offered through the federal Low-Income Tax Credits (LIHTC) program. The LIHTC program is governed by the U.S. Dept. Of the Treasury, and Florida's allocation is administered by the Florida Housing Finance Corporation (FHFC). The LIHTC program provides a dollar-for-dollar reduction in federal tax liability in exchange for the development or rehabilitation of units to be occupied by very low- and low-income households. HND staff monitors the release of these applications and works closely with developers during the HND competitive application. Last year a Request for Application (RFA) process was developed to assist with various applications for the development of affordable rental housing. This year impact fees were waived in the amount of \$714,406 for the successful applicant. This approved LIHTC project will result in 102 new elderly apartment units here in Polk County. Funding for rental housing is available in a variety of loans, bridge loans, and grants. Most developers rely on multiple funding sources when applying for these funds.

Impediment # 4. Need for homebuyer education to assist the purchaser to qualify for a home loan. Recommended Actions; a. Increase awareness by providing fair housing information on the County website.

Action Taken: This impediment will be addressed in the next year following revisions to the Fair Housing Information to meet the ADA standards for the Polk County website publications.

b. Continue to receive and update fair housing information flyers from Florida Commission on Human Relations.

Action Taken: HND staff member recently attended Fair Housing training at a yearly Florida Housing Coalition Conference. New contacts were made with the Florida Commission of Human Relations for updates and future assistance with the Analysis of Impediments to Fair Housing (AI) plan updates. HND will distribute fair housing materials at community events.

Action Taken: The staff provides this information at local events. The staff works with cities, housing authorities to further fair housing choice, hold joint meetings and workshops.

Action Taken: Continue Polk County Homebuyer Education Programs, including a segment for Fair Housing Rights and information about filing a complaint locally.

Action Taken: The Housing Counseling Agency contracted to provide Home Buyer Education classes continues to address Fair Housing in all classes held in English and Spanish.

Impediment #5. Address Fair Housing in the following Polk County Housing Programs: a. Polk County Tenant-Based Rental Assistance (TBRA) Program. b. Polk County Housing Rehab Programs. c. Polk County State Housing Initiatives Partnership Program (SHIP).

Action Taken: Reviewed existing Fair Housing client educational fair housing materials and update handouts and brochures.

CR-40 - Monitoring 91.220 and 91.230

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

Last year, to ensure compliance with the program and comprehensive planning requirements, staff referred to CFR 570 and CFR 2 Part 200. When appropriate, staff confers with our HUD Representative in Jacksonville for regulatory guidance. During the implementation process, each project is evaluated and verified for eligibility requirements with the CDBG 24 CFR.570 regulations, the "CDBG Desk Guide", and the "CDBG Guide to Eligible Activities". A risk factor analysis is performed for each contract for grant funds. When a risk factor is established the project manager determines the extent to which the client will need technical support during the program year. Technical assistance is provided to each subrecipient by professionally trained CDBG/HOME program managers. Weekly contact ensures program compliance and prohibits the inaccurate expenditure of funds. Monthly reports are required for each project to confirm adherence to program regulations and to evaluate progress. HND follows a policy of long-term monitoring in addition to monitoring projects being carried out during the current program year. Long-term monitoring applies to projects that have oversight requirements in force after the initial agreement ends.

HND has in house monitoring staff that conducts monitoring during this specified length of time as a means of ensuring compliance with these requirements. Additionally, HND monitors those CDBG projects that require extended oversight such as phased large infrastructure projects with multi-year funding.

Minority Businesses are encouraged to bid on HND demolition, rehabilitation, and reconstruction projects.

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

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

Notice of availability of a draft copy of the Consolidated Annual Performance and Evaluation Report (CAPER) for public inspection and comment was published Monday, December 7, 2020, in the Lakeland Ledger. The public comment period ran from Monday, December 7, 2020, to Monday, December 21, 2020. The notice was also posted on the Polk County Website under the Housing and Neighborhood Development tab at: <https://www.polk-county.net/health-and-human-services/housing-and-neighborhood-development>.

CR-45 - CDBG 91.520(c)

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

This year there have been significant changes to Polk County Housing and Neighborhood Development's Office program objectives as a result of the Coronavirus and its implications. Additional CDBG and ESG funds were received for assistance to prevent, prepare for, and respond to the coronavirus. The Annual Action Plan is being submitted for Amendment No. 3 following HUD's directives to program the new funds to assist locally with various community mitigation interventions to be implemented to reduce the further spread and controlling the impact on public health care capacity.

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

No

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

N/A

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Polk County inspects the Tenant-Based Rental Assistance (TBRA) units annually as outlined in the Polk County TBRA program policies manual. §92.504(d)(1)(iii) is revised to confirm the reference to the applicable property standards at 24 CFR 982.401 (HQS) or any successor requirements imposed by HUD. The requirement for annual on-site inspections of housing occupied by TBRA recipients to determine compliance with property standards has not changed.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The following actions were taken during FY 2019-2020 to address affirmative marketing goals: continued to develop affordable housing; implementing outreach and educational program targeted to potential purchasers, and identifying zoning and land use regulations that present statutory impediments to fair housing. All notices for funding advertisements were in the local newspapers with the largest circulation. Homebuyer education classes were scheduled monthly in English and Spanish. Extra classes were available on request to local communities and churches. Representatives from the local nonprofit housing organization attend the L.B. Brown Festival each year to distribute information on Home Buyer classes and units available for purchase developed by the Community Housing Development Organization (CHDO). Information regarding existing rental assistance is located under the HOME tab on the Housing and Neighborhood Development's Polk County Web page.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Data relating to the amount and use of program income for projects and project characteristics are summarized on the attached Integrated Disbursement and Information System (IDIS) reports. Polk County uses HOME program income for current rehabilitation/reconstruction projects. At the beginning of the program year 2019, Housing and Neighborhood Development had a balance of \$204,898 of HOME Program Income (PI). These funds have not been assigned to a project to date.

For the program year 2019-2020, HOME program income of \$31,991.93 was received. Of this amount, \$3,199.191 was budgeted for grant administration and \$28,792.74 will be used to complete the reconstruction next year.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Polk County uses HOME funds and State SHIP funds as the primary source of funds for affordable housing. In the fiscal year 2019-2020, Polk County expended \$409,899.65 in HOME funds reconstruction. The 2019-2020 CHDO funds are currently in the project planning stage. SHIP funds of \$2,123,879.22 were used for owner-occupied major/minor rehabilitation and demolition/ reconstruction of housing units. CDBG funds of \$47,534.78 were used for the Minor Repair Program. Rental assistance was provided to very low-income households through the HOME funded Tenant-Based Rental Assistance (TBRA) program. At the beginning of the year, fifty (50) very low-income households were assisted with the HOME Tenant-Based Rental Assistance (TBRA), by the end, the number had dropped to forty-seven (47). The reduced number of clients served is due to death and clients opting to leave the program. This year the State SHIP funds of \$367,000 were expended to assist twenty-six clients with down payment and closing costs. Home Buyer Education classes were held this year in English and Spanish. Seven hundred and twenty-one (72) people attended these classes this year. English classes were attended by five hundred and ninety-two people, and Spanish classes had one hundred and twenty-nine in attendance.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in e-snaps

For Paperwork Reduction Act

1. Recipient Information-All Recipients Complete

Basic Grant Information

Recipient Name	Polk County
Organizational DUNS Number	078315959
EIN/TIN Number	596000809
Identify the Field Office	JACKSONVILLE
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Lakeland CoC

ESG Contract Name

Prefix	Ms
First Name	Nancy
Middle Name	A
Last Name	Hurley
Suffix	0
Title	Program Manager

ESG Contract Address

Street Address 1	P.O. Box 9005, Drawer HS04
Street Address 2	0
City	Polk County
State	FL
ZIP Code	-
Phone Number	8635345244
Extension	0
Fax Number	8635340349
Email Address	nancyhurley@polk-county.net

ESG Secondary Contract

Prefix	Mrs
First Name	Tamara
Last Name	West
Suffix	0
Title	Housing & Neighborhood Development Manager
Phone Number	8635345238
Extension	0
Email Address	tamarawest@polk-county.net

2. Reporting Period-All Recipients Complete

Program Year Start Date 10/01/2019

Program Year End Date 09/30/2020

3. a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient of Contractor Name: Polk County

City: Bartow

State: FL

ZIP Code: 33831, 9005

DUNS Number: 078315959

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 283174

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Shelter Utilization	
Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	38,796
Total Number of bed-nights provided	34,448
Capacity Utilization	0.00%

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

The Polk County Housing and Neighborhood Development (HND) Office coordinates with the Homeless Coalition of Polk County (HCPC)/Continuum of Care (CoC) to develop performance standards for evaluating the effectiveness of the ESG Program funded activities within the Polk County CoC geographic area. After the Emergency Solutions Grant (ESG) contracts are approved technical assistance is provided to each grantee. As part of the contract monitoring process, each subrecipient must submit a monthly status report outlining project performance statistics. Site visits are conducted every quarter during the contract period, and this information is shared with HCPC/CoC staff. A final monitoring review takes place at the close of the contract. HND staff attend monthly HCPC Leadership meetings, serving on the governing board. Additional staff members attend the Continuum of Care monthly membership meetings. HND personnel participates in the yearly Point-In-Time survey and as the committee chair. The Housing and Neighborhood Development manager is appointed to the CoC Governance Board. Duties of this Board include the evaluation of CoC funded projects.

Project outcome data is coordinated with the HMIS system and the reports uploaded into the SAGE system by Polk County's ESG subrecipients. Data is shared and reviewed by HND and the HCPC/CoC staff.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services – Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	4,198	77,924
Subtotal Homelessness Prevention	0	4,198	77,924

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services – Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	5,399	67,024
Subtotal Rapid Re-Housing	0	5,399	67,024

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Essential Services	0	0	0
Operations	0	21,000	40,208
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	0	21,000	40,208

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Street Outreach	0	0	0
HMIS	30,000	30,000	30,000
Administration	0	0	0

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2017	2018	2019
15,605,948	30,000	1,010,839	14,565,109

Table 29 - Total ESG Funds Expended

11f. Match Source

	2017	2018	2019
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	0	0	0
Private Funds	0	0	0
Other	138,5980	196,725	2,357,687
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	0	0	0

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2017	2018	2019
15,605,948	30,000	1,010,839	14,565,109

Table 31 - Total Amount of Funds Expended on ESG Activities

Polk County IDIS Reports for CAPER October 1, 2019 to September 30, 2020:

PR-01 HUD Grants and Program Income

PR-02 List of Activities by Program Year and Project 2019-2020

PR-22 HOME Status of Open Activities and Activities Completed in the Last Year

PR-25 Status of CHDO Funds by Fiscal Year 2019-2020

PR-26 CDBG Financial Summary Report Program Year 2018

PR-27 Status of HOME Grants

PR-33 HOME Match Liability Report

2019 HUD ESG CAPER/SAGE Report HESG – Submitted in the SAGE System