

**POLK COUNTY CAPER DRAFT REPORT**

**Board of County Commissioners  
Health and Human Services  
HOUSING AND NEIGHBORHOOD  
DEVELOPMENT OFFICE**



Florida's Crossroads of Opportunity

**FY 2023-2024 CAPER**

**Consolidated Annual Performance & Evaluation Report  
Community Development Block Grant Year 45  
Emergency Shelter Grant Year 29  
HOME Investment Partnerships Program Year 29,**

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## 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, 2023, to September 30, 2024, 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 housing 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 Action Plan 2023 goal addressed was providing for a Suitable Living Environment/Quality of Life. This goal was met in 2023 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.

The expenditures for the CDBG-CV1 funds are detailed on the PR-26 Financial Summary Report for CDBG-CV funds attached in the reports section of this Consolidated Annual Performance and Evaluation Report (CAPER). Last year the County took applications for rent and mortgage assistance. The program was funded with CDBG-CV1 and CDBG-CV3 funds for a total of \$2.5 million. The CV mortgage assistance program ended June of 2024.

**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	10	10	20.00%	2	0	100%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	25	12	48.00%	18	9	50%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	250	51	20.40%	50	49	98.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	285	236	82.81%	5	236	205%

Expanding Economic Opportunities/Self Sufficiency	Non-Housing Community Development	CDBG: \$ / ESG: \$287967	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1550	1880	121.29%	1550	1880	121.29%
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	12560	1520	12.10%	26680	1520	5.70%
Suitable Living Environment/Quality of Life	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	250	0	00.00%	80	11	0%

**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 needs activities that were indicated by survey results during the five-year planning process. Additional input was gained during the 2023-2024 Action Plan planning process when the Polk County Housing and Neighborhood Development Office coordinated with various private and nonprofit agencies. These agencies whose missions are to assist in the provision of housing and social services, including mental health providers offer input as to the local priority needs of our low-income residents. These agencies focus their efforts on very low-, low- and moderate-income people. Additional consultations were conducted over the phone, through emails, and during one-on-one meetings with various agencies. During the 2023-2024 planning cycle Housing and Neighborhood Development staff attended various meetings to facilitate neighborhood planning for the Florence Villa/Boggy Bottom area, and other low-income areas such as the Haines City neighborhoods of Polk County. Staff members continue to support Neighborhoods by attending scheduled meetings for input as to how federal funds may assist with redevelopment, homeowner rehabilitation, and infrastructure improvements.

Over the last year the Housing and Neighborhood Development Manager was able to speak at several events for outreach of HND’s programs and services. Housing and Neighborhood Development (HND) staff members were able to reach out to hundred people with program information to support low-income neighborhoods and people. Many residents were interested in the rehabilitation programs offered by HND. The next most popular program was the Down Payment Assistance Program. This program is funded by the State of Florida State Housing Initiative Funds (SHIP) funds.

## 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	5,300	12	145
Black or African American	3,461	20	111
Asian	26	0	0
American Indian or American Native	15	0	1
Native Hawaiian or Other Pacific Islander	2	0	0
<b>Total</b>	<b>8,804</b>	<b>32</b>	<b>0</b>
Hispanic	1,316	1	21
Not Hispanic	7,488	21	236

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

### Narrative

The activities carried out in the fiscal year 2023-2024 were consistent with the objectives of the County's current five-year Consolidated Plan. This is the second year of a Five-Year Plan that began in 2021 and will conclude in 2025. 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 2023-2024 Action Plan.

The Housing and Neighborhood Development Office was able to provide Owner Occupied Rehabilitation for low-income residents and reconstruction activities were completed during the program year. This year the Housing and Neighborhood Development Rehabilitation Staff completed seven (7) demolition and reconstructions of single-family homes using HOME funds in the amount of \$1,176,154.55. Community Development Block Grant (CDBG) funds were used to complete the minor repair of two (2) homes in the amount of 441,232. Two (2) homes were completed for roof and septic tank repairs using CDBG funds this year. In total nine (9) homes were assisted with federal funds during this program year. Additional State Housing Initiatives Partnership (SHIP) funding was used to complete (14) replacement homes, (2) major home rehabilitations, and (59) minor rehabilitation projects which include correction health and safety violations such as failed septic tanks, sewer tie ins, handicapped accessibility in bathrooms, and roofing systems.

## 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	\$4,254,219	\$3,362,730.28
HOME	public - federal	\$1,711,558	\$337,113.37
ESG	public - federal	\$350,635	\$348,278.04
RUSH - ESG Disaster Relief Grant	public - federal	\$374,935	\$334,915.53
<b>Other</b>	public - federal	0	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 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	2	2	Municipal Partner
Bartow	3	3	Municipal Partner
Countywide	66	66	Polk County CDBG target areas including municipal partner cities
Dundee	1	1	Municipal Partner
Eagle Lake	1	1	Municipal Partner
Frostproof	1	1	Municipal Partner
Mulberry	1	1	Municipal Partner
Wahneta Community	20	20	Target area
Winter Haven	6	6	Municipal Partner



**Narrative**

**Table 4 – Identify the geographic distribution and location of investments**

The following is the breakdown of the amount expended from October 1, 2023, to September 30, 2024.

The following public facilities projects were completed during the 2023-2024 program year, **Help of Ft. Meade** – expended \$200,000 to purchase a vacant lot to build their new facility on. Help of Ft. Meade is a nonprofit organization that provides rent, mortgage, and utility payment assistance for families experiencing short-term emergencies. We operate a thrift store (all proceeds go back into the organization for expenses), we distribute food and provide two computers for job search and signing into Florida Access. There are also other programs available through our partners that we refer our clients to.

**Gospel Village** used \$200,000 to renovate thirteen (13) units at this location to provide housing and services to homeless clients. CDBG funds were used to remodel 13 units at Gospel Village to include interior repairs, wiring replacement, plumbing, flooring, wall repairs, roofing and remodeling/installing bathrooms and kitchens.

The **Lake Wales Care Center** was awarded \$54,179.16 to replace the substandard roofs on two of their transitional living houses.

**The Peace River Center Group Home** located in Lakeland was awarded funding in the amount of \$51, 033.38 to replace the flooring that was loose and posing a trip hazard for the clients. Clients receive direct skills supervision and training, paraprofessional counseling, medication supervision and training, crisis intervention, interaction therapy, and socialization skills training while in the program.

The Salvation Army’s **HALO Child Enrichment Center** was awarded \$87,500 in CDBG funds to expand by 1,750 square feet to serve approximately one hundred and eighty-two homeless (182) children and youths.

**The Women’s Resource Center (WRC)** expended \$37,000 to complete flooring and energy efficient air conditioning upgrades to their facility. WRC provides Independence Programs such as mentoring, financial literacy, job coaching, Back to Work Program, a Computer Lab, Mental Health Counseling, Emergency Utility Assistance, Housing Assistance (Homeless Prevention, Rapid Rehousing), and a Food Pantry.

Municipal Partner projects completed for 2023-2024 -

**City of Auburndale –**

Proposed Project #1: The city proposes to construct an asphalt parking area on Cleveland Street to serve as overflow parking for the City’s adjacent Community Center Gymnasium. To accomplish this, the City will acquire two adjacent properties that currently have excessive amounts of code enforcement liens. Parcel# 25281100000023058 is being acquired through the code enforcement foreclosure process, due to existing liens, from the current property owner. Parcel #

25281100000023059 is also being acquired through the code enforcement foreclosure process, due to existing liens, from the same property owner. Following property acquisition, the City will contract for demolition of each respective structure and will contract for construction of an asphalt parking lot that will accommodate approximately 45 parking spaces. The parking lot will have 4" subgrade and 6" lime rock base. Curb stops, curbing, striping, lighting, and any necessary landscaping will also be included. Engineering services will be utilized to design the asphalt parking facility.

Proposed Project #2: The city proposes to utilize FY 23/24 CDBG funding to purchase a backup generator for an existing stormwater lift station located in public right-of-way at the intersection of Bridgers Avenue and Clinton Street. This existing lift station is susceptible to experiencing power outages, causing stormwater flooding into the adjacent neighborhood streets and neighborhood residences.

### **City of Bartow -**

The City of Bartow is seeking to fund the construction of an outdoor ADA restroom at Carver Recreation Center which will include drinking water fountains as well. This park improvement will help the residents throughout the neighborhood and surrounding communities to use the park more comfortably with drinking water and restroom access. The park at Carver Recreation Center is located on the east side of Bartow and serves several low- and moderate-income communities. This city park is used by residents and visitors of all ages and capabilities. In recent years the restroom that once was open to the public fell into disrepair and ultimately had to be permanently closed. Both the City Commission and city leaders want to see a restroom that is ADA accessible and available to all those who visit the park. The property that would be used, is owned by the City of Bartow. The park serves the neighborhood that is in Census Tract 152, Block Group 4 (57.56% low/mod). For the surrounding neighborhoods, Carver Recreation is the closest or only park/outdoor recreational area within walking distance.

### **Town of Dundee –**

The Town of Dundee owns a vacant lot located at 124 Dundee Road, Dundee Florida 33838. This site has been one of the proposed locations for a new Veteran's Memorial Park. This location is ideal for such a project because it is visible from Dundee Road and directly in front of the United States Postal Service Office. The Park design improvement will include a Monument, columns for family recognition, (3-4) benches, hedges, shrubs, flower beds and trees. This park will have lighting to enhance the tall standing flag poles and flags and the memorial column area.

### **City of Eagle Lake – Request -**

The City would like to set aside 2023-2024 CDBG funds for this year to provide an ADA Accessible and Non-Accessible Playground/Recreation Equipment and an ADA Accessible and Non- Accessible Surfacing Project with the \$17,395.00 allocation to be received in 2023/2024 fiscal year.

The 2023-2024 Project is to acquire and install ADA Accessible and Non-Accessible Playground/Recreational Equipment and Surfacing to integrate into existing playground at Eagle Lake Park. The City of Eagle Lake has a park located at 370 Eagle Ave. The park does have an adequate playground area or recreation equipment. The goal of the city is to continue to provide accessible recreation equipment and surfacing that is not possible with one year of funding.

### **City of Lake Alfred -**

The proposed project will demolish the current restrooms in the Highlands Community Center to create two ADA-compliant unisex restrooms. The current restrooms do not meet ADA standards, and this project will increase access to the public facility.

**City of Winter Haven** – Winter Haven Recreational & Cultural Center Improvements Project - For CDBG program year 2023-2024 the City of Winter Haven proposes to use CDBG funding to (1.) complete the design of the proposed Lake Conine Recreation Elements Project and (2.) construct a portion of the Project's recreational facilities.

Activity (1.) Design of the Project is currently underway and will be completed by the time CDBG funding is allocated.

Activity (2.) Construction will develop recreational elements at this site, creating a park setting. The recreational components will be designed to complement the natural resource elements of the park.

The northern edge of the site allows for some upland development which will include a playground and a small restroom facility along with a parking lot, fishing pier, kayak launch, picnic facilities, interpretive/educational signage, and landscaping. The recreational elements will also include three trail components:

1. A connector trail to the State Designated Chain of Lakes Trail located about 1/4 mile to the west (this 3.6-mile trail connects downtown Winter Haven to the 1-mile Lake Alfred Trail)
2. An exercise/multi-use trail
3. A loop nature trail

## Leveraging

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

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 publicly owned 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.

<b>2023 – 2024 Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$6,077,665.35
2. Match contributed during current Federal fiscal year 2021-2022	\$170,918.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	<b>\$6,248,583.35</b>
4. Match liability for current Federal fiscal year	\$118,430.88
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$6,130,152.47

**Table 5 – Fiscal Year Summary - HOME Match Report**

**Match Contribution for the Federal Fiscal Year 2023-2024**

<b>Project No. or Other ID</b>	<b>Date of Contribution</b>	<b>Cash (non-Federal sources)</b>	<b>Foregone Taxes, Fees, Charges</b>	<b>Appraised Land/Real Property</b>	<b>Required Infrastructure</b>	<b>Site Preparation, Construction Materials, Donated labor</b>	<b>Bond Financing</b>	<b>Total Match</b>
5044 Allison Avenue, Lake Wales, FL 33859	11/01/23	0	\$7,018.00	0	0	0	0	\$7,018.00
4485 Fruitville Ave., Lake Wales, FL 33859	11/13/23	0	\$13,026.00	0	0	0	0	\$13,026.00
195 Pool Branch Rd. Fort Meade, FL 33841	11/16/23	0	\$7,018.00	0	0	0	0	\$7,018.00
3928 Avenue R NW, Winter Haven, FL 33881	11/28/23	0	\$6,274.00	0	0	0	0	\$6,274.00
2687 Snapping Turtle Dr., Lake Wales, FL 33898	11/28/23	0	\$7,044.00	0	0	0	0	\$7,044.00
118 Swannanoa St., Lakeland, FL 33805	01/05/24	0	\$11,943.00	0	0	0	0	\$11,943.00
4570 Sarver Avenue, Lake Wales, FL 33859	02/29/24	0	\$13,026.00	0	0	0	0	\$13,026.00
5471 8th St., Highland City, FL 33846	04/16/24	0	\$6,050.00	0	0	0	0	\$6,050.00
0 Avenue C E, Wahnetta; Winter Haven, FL 33830	05/03/24	0	\$7,044.00	0	0	0	0	\$7,044.00
1157 Lake Lowery Rd., Haines City, FL 33844	05/07/24	0	\$7,044.00	0	0	0	0	\$7,044.00
2105 Sugar Creek Dr., Lakeland, FL 33811	05/17/24	0	\$12,825.00	0	0	0	0	\$12,825.00
5044 Allison Avenue, Lake Wales, FL 33859	05/17/24	0	\$7,018.00	0	0	0	0	\$7,044.00
4485 Fruitville Ave., Lake Wales, FL 33859	07/29/24	0	\$13,026.00	0	0	0	0	\$6,051.00
195 Pool Branch Rd. Fort Meade, FL 33841	08/09/24	0	\$7,018.00	0	0	0	0	\$7,044.00

3928 Avenue R NW, Winter Haven, FL 33881	08/09/24	0	\$6,274.00	0	0	0	0	\$7,018.00
2687 Snapping Turtle Dr., Lake Wales, FL 33898	08/12/24	0	\$7,044.00	0	0	0	0	\$6,306.00
118 Swannanoa St., Lakeland, FL 33805	08/30/24	0	\$11,943.00	0	0	0	0	\$13,026.00
2254 George Wheeler Rd., Lakeland, FL 33810	09/19/24	0	\$12,825.00	0	0	0	0	\$12,825.00
6020 Citrus Highlands Dr. N, Bartow, FL 33830	09/19/24	0	\$7,018.00	0	0	0	0	\$7,018.00
573 Old Avon Park Rd., Frostproof, FL 33843	09/27/24	0	\$6,274.00	0	0	0	0	\$6,274.00
Total		0	\$170,918.00	0	0	0	0	\$170,918.00

**Table 6 – Match Contribution for the Federal Fiscal Year**

<b>Program Income – HOME Program Income October 1, 2023, to September 30, 2024 – total amount to be forwarded to 2024-2025 PY</b>				
<b>Balance on hand at beginning of reporting period \$</b>	<b>Amount received during reporting period \$</b>	<b>Total amount expended during reporting period \$</b>	<b>Amount expended for TBRA \$</b>	<b>Balance on hand at end of reporting period \$</b>
<b>\$121,298.33</b>	<b>\$130,060.84</b>	<b>\$248,805.91</b>	<b>0</b>	<b>\$2,553.26</b>

**Table 7 – Program Income**

<b>HOME MBE/WBE report During the 2023-2024 Program No. MBE or WBE bid on projects</b>						
<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>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</b>						
	Total	Minority Property Owners				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**



<b>Relocation and Real Property Acquisition</b> – 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 Property 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.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	54	54
Number of non-homeless households to be provided affordable housing units	51	49
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>54</b>	<b>49</b>

**Table 11 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	51	51
Number of households supported through The Production of New Units	2	0
Number of households supported through Rehab of Existing Units	11	11
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>67</b>	<b>62</b>

**Table 12 – Number of Households Supported**

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

From October 1, 2023, to February 2024 the Housing & Neighborhood Development Office (HND) workflow was catching up from the backups created by the Covid Virus. Continuing from last year the virus’s local impacts and consequences still affect the progress of projects slated for assistance. Polk County HND Rehabilitation staff continue to experience labor shortages due to Hurricanes Helene and Milton. Contractor shortages continue to challenge work schedules as well. The price for materials is on the rise as well, making maintaining reasonable budgets a challenge.

Rehabilitation staff continued to see a lag in contractors available to complete projects producing a slowdown in repairs for our clients’ projects. Using CDBG funds, two clients were assisted with minor repair projects. A roof replacement and a roof and accessibility repairs were completed. The original goal was four (4) and this goal was met this year, which was exceeded by three units for the HOME reconstruction projects.

Using HOME funds in FY 2023-2024 seven (7) single-family reconstruction activities were completed this program year. The original goal was to complete four (4) projects during the 2023-2024 Action Plan year. CDBG funds were expended to complete two (2) minor repair projects for clients at or below 80% of the area median income.

From October 1, 2023, through September 30, 2024, the number of households supported through the Tenant-Based Rental Assistance Program (TBRA) was a total of forty-nine (49) clients. Total number of clients served during the program year of October 1, 2023, to September 30, 2024, were forty-nine (49), eighteen (18) are elderly ranging in ages from 61 to 91. The other nineteen (19) are disabled and are ages 33 to 61. Of the forty-nine (49), Tenant Based Rental Assistance (TBRA) clients served three (3) are veterans, and three identify as (3) Hispanic white. Of the total forty-eight (48) are disabled and of those clients sixteen (16) are white and thirty-two (32) are black. Thirty-five (35) of the TBRA clients are at the 30% AMI income level and thirteen (13) are at the 50% AMI level for the program and one is at 60% area median income.

**Discuss how these outcomes will impact future annual action plans.**

The October 1, 2023, through September 30, 2024, CAPER is the third performance report of the current five-year planning cycle for Polk County, Florida. Polk County Housing staff gradually increased caseloads and resumed normal project management as we moved into 2023-2024. There has been a sharp increase in the cost of rents in the Polk County market. HND has seen an increase in the number of requests for rental assistance.

**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	35
Low-income	2	13
Moderate-income	0	8
<b>Total</b>	<b>2</b>	<b>56</b>

**Table 13 – Number of Households Served**

**Narrative Information**

During the 2023-2024 Program Year, we set attainable goals to complete the number of units outlined in the 2023-2024 Action Plan. Although the current circumstances slowed down activities HND rehabilitation staff were able to complete the goals set out in this plan. We did not encounter problems meeting these goals.

From October 1, 2023, through September 30, 2024, the number of households supported through Rental Assistance in the Tenant-Based Rental Assistance Program (TBRA) was a total of forty-nine clients (49). During the year one (1) client was removed from the program due to death. Thirty-five (35) clients for 30% and below of the area median income. Forty-seven (47) are disabled, and thirty (30) are elderly over the age of 62. Thirteen of the TBRA clients are 31% to 50% of the area median income. One client is 60% of the area median income. Of the forty-nine TRBA clients three are veterans.

The number of homes served by the Rehabilitation Program completed using CDBG funds for Minor Repairs was two (2). The original goal was five (5) and was not met because of the ongoing supply chain issues and reduction in available contractors.

HOME funds were used to complete the reconstruction of five (5) homes. One (1) client was 0-30% extremely low income, one (1) client was 30% to 50% of the area median income and, three (3) clients were 60%-80% of the area median income.

## **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 research and reviews innovations in programs and service delivery and seeks out available and potential resources.

The County request 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 ten (10) organizations/agencies for the provision of these services expending \$590,099 in CDBG funds. Services provided by local nonprofits consisted of rehabilitation services for the blind, employment solutions for the disabled, 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.

### **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 research 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 ESG grants. This year Polk County Housing and Neighborhood Development Office contracted with five (5) organizations/agencies for the provision of these services using \$324,620 in ESG funds. The Emergency Solutions Grant (ESG) provided funds for the Salvation Army, Talbot House, Women's Resource Center, Help of Ft. Meade, St. Vincent de Paul, and the Homeless Management Information System (HMIS) to continue their service delivery to Homeless Persons.

## **Emergency Solutions**

The Emergency Solutions Grant (ESG) provided funds for the Salvation Army, Talbot House, Women's Resource Center, Help of Ft. Meade, St. Vincent de Paul, and the Homeless Management Information System (HMIS) to continue their service delivery to Homeless Persons.

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**

This past year has been difficult due to several hurricanes passing through the county. Discharge planning coordination is being reassessed at the Homeless Coalition of Polk County and its member agencies. Every 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.**

Polk County Housing and Neighborhood Development (HND) staff attended the Homeless Coalition of Polk County (HCPC)/Continuum of Care (CoC) monthly meetings. The HND manger Jennifer Cooper is on the Governance Committee and sits on the Project Section Committee. This committee is charged with reviewing annual grant applications for CoC funding through the Homeless Coalition. Another staff member Cedric Cox, Housing Administrative Supervisor a member of the Board of the Coalition. These staff members act as a conduit to current housing funding sources and programs to further the assistance to homeless individuals and families.

Last year's Point in Time (PIT) homeless survey/count was held on January 27, 2022. Surveys were taken from existing shelters and volunteers were sent to camps and various areas where the homeless gather throughout 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. Also, persons living in emergency shelters and transitional housing counted as sheltered homeless persons. The 2022 count resulted in 506 homeless officially counted.

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

#### **Actions taken to address the needs of public housing**

This year the Polk County Housing & Neighborhood Development Office has addressed the needs of public housing by encouraging and supporting the local Public Housing Authorities (PHA)s in applying for HOME ARP funds to address rental assistance for extremely low-income clients. At the state and local level HOME ARP funds are targeted to various qualified populations including the homeless, and residents at risk of homelessness. Locally there is a scarcity of affordable rental units for this segment of the population. Several local PHAs are investigating this funding opportunity as a leverage with Low Income Housing Tax Credits (LIHTC), bond funds, and other available affordable housing funding sources.

The Polk County Housing and Neighborhood Development Office now contracts with Neighborhood Development Services (H.A.N.D.S of Central Florida, Inc., a Florida not for profit corporation with offices in Orlando and Lakeland. H.A.N.D.S of Central Florida, Inc., is a non-profit organization assisting homebuyers in evaluating their readiness for a home purchase and helping them navigate the home buying process. H.A.N.D.S of Central Florida, Inc. has HUD certified housing counselors and teaches 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. H.A.N.D.S of Central Florida, Inc. also conducts non- delinquency post purchase, fair housing regulations, credit counseling and identity theft workshops.

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

The H.A.N.D.S of Central Florida, Inc. will plan to maintain active partnerships with the Lakeland Housing Authority, the Winter Haven Housing Authority, and the Bartow Housing Authority. H.A.N.D.S of Central Florida, Inc. will work closely with them and their residents going forward. H.A.N.D.S can provide Individual financial education and counseling services 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. 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. The Florida Housing Finance Agency (FHFA) changed the report date 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. The Demolition Lien Waiver strategy developed in 2021 to encourage the development of single-family and later included duplexes has not been used to date by local affordable housing developers. This new incentive encourages the development of affordable housing units on land that has a demolition lien attached. The lien will be waived for the development of an affordable single-family home.

#### **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, 2023, through September 30, 2024, a total of \$170,918.00 in impact fees were waived for the development of single-family affordable housing units.

#### **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. Currently, 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 CDBG Substantial Rehabilitation/Replacement program one (1) unit for an extremely low-income family less than 30% of the area median income, one (1) unit for a very low-income family 31% to 50% of the area median income, and one (1) unit served a client up to 80% of the area median income. Using HOME funds six (6) houses were reconstructed. Of the clients that were assisted two (2) were extremely low-income family less than 30% of the area median income, one (1) was unit for a very low-income family 31% to 50% of the area median income, and three (3) were considered low income between 51% to 80% of that area median income.

**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. The Housing and Neighborhood Development informational brochure was updated and was made available in Spanish.

As part of the program year October 1, 2023, through September 30, 2024, through the Urban County partnership agreements the county contracted with the City of Auburndale, the City of Bartow, the City of Dundee, City of Eagle Lake, , the City of Lake Alfred, and the City of Winter Haven. Projects are managed by the HND CDBG staff.

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.

### **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 2023-2024 program year the HND Staff distributed brochures in Spanish and Creole at yearly neighborhood events, we have a staff member that is fluent in Spanish to aid in translation for our Spanish clients.

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

**Action Taken:** During the 2023-2024 program year the Housing and Neighborhood Development Staff members have been giving presentations to city commissions to explain our grant programs and available services.

#### **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. This year's Request for Application (RFA) process resulted in one application approved for the development of affordable rental housing. This year impact fees were waived in the amount of \$ 170,918 for local single family affordable housing units.

#### **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 is addressed in the yearly by using the CommonLook software for and information posted to the HND website.

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

**Action Taken:** Last year HND staff members attended Fair Housing training at the 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 Rehabilitation 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**

To ensure compliance with the program and comprehensive planning requirements, staff attends webinars for new compliance guidelines when there are rule changes and updates. When appropriate, staff confers with the HUD Exchange and 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, CFR 2 Part 200 and the new Section 3 rules. Regulations are reviewed in 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/ESG 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 Wednesday December 11, 2024, in the Sun News. The public comment period ran from Wednesday, December 11, 2024, to Wednesday, December 25, 2024. The notice was also posted on the Polk County Website under the Housing and Neighborhood Development tab at: [www.polk-county.net](http://www.polk-county.net).

**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 the Polk County Housing and Neighborhood Development office continues to work with grant funds that are to address the results of the Coronavirus locally. Additional CDBG, HOME-ARP and ESG funds were received for assistance to prevent, prepare for, and respond to the coronavirus. The HOME ARP (American Rescue Plan) Allocation Plan for the substantial amendment to the 2021-2022 Annual Action Plan has been amended to include a HOME ARP funded Tenant Based Rental Assistance Program (TBRA). This will be amendment 1 to the HOME ARP Allocation Plan.

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

No

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

We are not a BEDI Grantee.

## **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 2023-2024 to address affirmative marketing goals:

Continued to develop and provide affordable housing by; 1.) implementing outreach and educational programs targeted to potential purchasers and developed rack brochures in Creole and Spanish 2.) Continue to research zoning and land use regulations that present statutory impediments to fair housing. 3.) Continue to include all notices for funding advertisements in local newspapers with the largest circulation. 4.) Maintain Homebuyer education classes monthly in English and Spanish. 5.) Add extra classes upon request to local communities and churches. 6.) Maintain information regarding existing rental assistance under the HOME funds 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 2023, Housing and Neighborhood Development had a balance of \$121,298.33 of HOME Program Income (PI). It is anticipated that these funds have been assigned to a reconstruction project.

For the program year 2023-2024, HOME program income of \$14,003.43 was received. These funds will be budgeted for projects in the upcoming 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 2023-2024, Polk County expended \$ 806,197.40 in HOME funds to complete five reconstruction projects. During the last year no CHDO funds were used. A Request for Application (RFA) was issued to obtain a CHDO project Developer for two single family homes on scattered sites in low-income areas of Polk County. A CHDO was selected, and contract is being developed. CDBG funds of \$41,232 were used for the Minor Repair for 2 homes and the Demolition Program demolished 11 unsafe slum and blighted structures. HOME funds were used to complete seven demolition reconstruction projects in the amount of \$1,176,154.55.

Total number of clients served during the program year of October 1, 2023, to September 30, 2024, were forty-nine (49), eighteen (18) are elderly ranging in ages from 61 to 91. The other nineteen (19) are disabled and are ages 33 to 61. Of the forty-nine (49), Tenant Based Rental Assistance (TBRA) clients served three (3) are veterans, and three identify as (3) Hispanic white. Of the total forty-eight (48) are disabled and of those clients sixteen (16) are white and thirty-two (32) are black. Thirty-five (35) of the TBRA clients are at the 30% AMI income level and thirteen (13) are at the 50% AMI level for the program and one is at 60% area median income.

Rental assistance was provided to very low-income households through the HOME funded Tenant-Based Rental Assistance (TBRA) program. From October 1, 2023, through September 30, 2024, the number of households supported through Rental Assistance in the Tenant-Based Rental Assistance Program (TBRA) was a total of forty-nine clients (49). During the year one client was removed from the program due to death.

Home Buyer Education classes were held this year in English and Spanish and a total of nine hundred and seventy-seven people attended. A total of eight- hundred and sixteen (816) people attended English classes this year. Spanish classes had one hundred and sixty-one (161) people in attendance.



### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	2	0	0	0
Total Labor Hours	0	187,132	0	0	0
Total Section 3 Worker Hours	0	39,260	0	0	0
Total Targeted Section 3 Worker Hours	0		0	0	

**Table 1 – Total Labor Hours0**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding childcare.					
Assisted residents to apply for or attend community college or a four-year educational institution.					
Assisted residents to apply for or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.		2			

**Table 2 – Qualitative Efforts - Number of Activities by Program**

### **Narrative Section 3**

During the past program year for the Polk County Annual Action Plan October 1, 2023, to September 30, 2024, the staff Section 3 Coordinator worked to setup the Section 3 provisions in all bid documents and contracts for the federal funds for projects over \$200,000. The Sample Section 3 template was used to develop Polk County's Section 3 plan.

Qualitative efforts for benchmarks that are not met include training efforts by Polk County Section 3 Coordinator for contractors who bid on CDBG projects. The staff Section 3 Coordinator ensured that requirements are communicated during pre-bid and pre-construction meetings. Part of the training process was to provide the contractors and subcontractors with sample forms and methods that can be used to help them keep track of total labor hours, Section 3 worker labor hours, and Targeted Section 3 worker labor hour. HND's Section 3 Coordinator also offered technical assistance to the contractor and subcontractors on the definitions (Section 3 Worker and Targeted Section 3 Workers), prioritization requirements, reporting of labor hours, and contractor/subcontractor responsibilities.

The Section 3 Coordinator indicated that some of the awardees expressed concern about the additional the staff costs of completing the Section 3 forms and data collection. The coordinator is working to help answer these concerns and offers training to address the subject concerns.

**CR-60 - ESG 91.520(g) (ESG Recipients only) *must still be submitted***

**ESG Supplement to the CAPER in *e-snaps*  
For Paperwork Reduction Act**

**1. Recipient Information—All Recipients Complete**

**Basic Grant Information**

<b>Recipient Name</b>	POLK COUNTY
<b>Organizational DUNS Number</b>	078315959
<b>EIN/TIN Number</b>	596000809
<b>Identify the Field Office</b>	JACKSONVILLE
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	

**ESG Contact Name**

<b>Prefix</b>	Ms.
<b>First Name</b>	Nancy
<b>Middle Name</b>	0
<b>Last Name</b>	Hurley
<b>Suffix</b>	0
<b>Title</b>	Housing Compliance Manager

**ESG Contact Address**

<b>Street Address 1</b>	1290 Golfview Ave. Suite 167
<b>Street Address 2</b>	P.O. Box 9005
<b>City</b>	Bartow
<b>State</b>	FL
<b>ZIP Code</b>	33831
<b>Phone Number</b>	8635345244
<b>Extension</b>	0
<b>Fax Number</b>	0
<b>Email Address</b>	NancyHurley@Polk-County.net

**ESG Secondary Contact**

<b>Prefix</b>	Ms.
<b>First Name</b>	Jennifer
<b>Last Name</b>	Cooper
<b>Suffix</b>	0
<b>Title</b>	Housing & Neighborhood Development Manager
<b>Phone Number</b>	8635345209
<b>Extension</b>	0
<b>Email Address</b>	<a href="mailto:jennifercooper@polk-county.net">jennifercooper@polk-county.net</a>

## 2. Reporting Period—All Recipients Complete

Program Year Start Date 10/01/2023  
Program Year End Date 09/30/2024

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

**Subrecipient or Contractor Name: Talbot House Ministries**

**City - Lakeland**

**State - Florida**

**Zip Code - 33801**

**DUNS Number - 831184411**

**Is subrecipient a victim services provider - no**

**Subrecipient Organization Type - Nonprofit Homeless Shelter**

**ESG Subgrant or Contract Award Amount - \$72,000**

**Subrecipient or Contractor Name: Saint Vincent de Paul**

**City - Lakeland**

**State - Florida**

**Zip Code - 33801**

**DUNS Number -**

**Is subrecipient a victim services provider - no**

**Subrecipient Organization Type - Nonprofit Homeless Services Provider**

**ESG Subgrant or Contract Award Amount - \$36,810**

**Subrecipient or Contractor Name: Women’s Resource Center**

**City – Winter Haven**

**State - Florida**

**Zip Code - 33881-4501**

**DUNS Number - 114330541**

**Is subrecipient a victim services provider - no**

**Subrecipient Organization Type - Nonprofit Homeless Services Provider**

**ESG Subgrant or Contract Award Amount - \$72,000**

**Subrecipient or Contractor Name: The Salvation Army**

**City – Lakeland**

**State - Florida**

**Zip Code - 33810**

**Unique Identifier**

**Is subrecipient a victim services provider - no**

**ESG Subgrant or Contract Award Amount - \$72,000**

**Subrecipient or Contractor Name: Help of Fort Meade**

**City – Fort Meade**

**State - Florida**

**Zip Code - 33841**

**Unique Identifier**

**Is subrecipient a victim services provider - no**  
**ESG Subgrant or Contract Award Amount - \$36,810**

**Subrecipient or Contractor Name: The Homeless Coalition of Polk County**

**City – Lakeland**

**State - Florida**

**Zip Code - 33813**

**Unique Identifier**

**Is subrecipient a victim services provider - no**

**ESG Subgrant or Contract Award Amount - \$35,000**

**Subrecipient or Contractor Name: The Salvation Army**

**City – Lakeland**

**State - Florida**

**Zip Code - 33810**

**Unique Identifier**

**Is subrecipient a victim services provider - no**

**ESG Subgrant or Contract Award Amount - \$72,000**

# IDIS CAPER Reports

## October 1, 2023, through September 30, 2024

15 Day Public Review and Comment Ad

**PR-01** HUD Grants and Program Income

**PR-02** List of Activities by Program Year and Project 2023-2024

**PR-03** List of Activities by Program Year and Project 2023-2024

**PR-06** Summary of Consolidated Plan Projects for Report Year  
2023-2024

**PR-25** Status of CHDO Funds by Fiscal Year 2022-2023-2024

**PR-26** CDBG Financial Summary Report Program Year 2023-2024

**PR-26** CDBG-CV1 Financial Summary Report Program Year  
2023-2024 PR-27 Status of HOME Grants

**PR-33** HOME Match Liability Report – 2023-2024

**2023-2024** HUD ESG CAPER/Sage Report HESG submitted in the  
SAGE System