



# POLK COUNTY

POLK COUNTY  
Annual Action Plan  
Oct. 1, 2022, to Sept. 30, 2023  
Adopted: July 19, 2022

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

Polk County receives annual federal grant allocations from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG). Last year the County received HOME ARP funds as well. Polk County's Consolidated Plan is the five-year planning document required by HUD to identify priority needs and establish corresponding goals to address those needs. The Action Plan is the annual planning document identifying specific activities to be undertaken during the HUD Program Year 2022-2023 through the use of federally funded grants. The Five-Year Consolidated Plan and the Annual Action Plan also consider other sources of state and local funding that may be used to support, match, or leverage federally funded grants. A state source of funding is Florida's State Housing Initiatives Partnership (SHIP) program. Polk County's Consolidated Plan provides goals and coordinated strategies to address the housing and community needs of very low, low, and moderate-income residents. The preparation and administration of the Consolidated Plan offers opportunities to shape various programs into effective, coordinated neighborhood and community development strategies. The strategies become action-driven initiatives to foster positive changes. The planning process emphasizes creating an environment for strategic planning and citizen participation while reducing duplication of efforts at the local level. As part of the community needs assessment in preparation of the Consolidated Plan, County staff reached out to area community organizations and neighborhood groups; however, due to the COVID-19 pandemic, the opportunity for these types of meetings was limited. In-person meetings were held throughout the County along with three virtual meetings. Community surveys (hard copy and online) were distributed to gather more information on the needs and concerns of communities. Surveys and other citizen input indicate a need for: continuing infrastructure improvements including but not limited to drainage, roadway, and sidewalk improvements; providing access to high-speed internet; and providing access to neighborhood, special needs, and homeless services. Community feedback also reflected the desire to have safe, affordable housing.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

The Polk County Five Year 2021-2025 Consolidated Plan and 2022-2023 Annual Action Plan will continue to use CDBG, ESG, and HOME funds to address priority needs in very low, low, and moderate census block groups (target areas) across the County. In addition to unincorporated target areas of Polk County, funds will be used in the County's ten (10) partner municipalities including the cities of Auburndale, Bartow, Davenport, Eagle Lake, Frostproof, Lake Alfred, Mulberry, and Winter Haven, and the towns of

Dundee and Hillcrest Heights. Polk County funds will not be used in the City of Lakeland, an entitlement community, or in municipalities that have elected to participate in the State Small Cities Program, except in limited circumstances (i.e., when homeless services are provided). There are substantial unmet needs for affordable rental housing. According to HUD, the unmet needs for decent, safe, and affordable rental housing continues to outpace the ability of federal, state, and local governments to supply housing assistance.

The Consolidated Plan and the 2022-2023 Annual Action Plan includes long and short-term goals and strategies to meet the needs identified through the Community Needs Assessment Surveys and community conversations, as well as input from community organizations. For the 2022-2023 Annual Action Plan, Polk County has established the following goals to guide funding decision-making. The goals focus on creating and maintaining a suitable living environment, by providing needed infrastructure improvements; access to improved public facilities; resurfacing roads; and public services. Emphasis will also be placed on increasing high-speed internet access and reducing conditions of blight.

(1) **Neighborhood Improvements:** Provide funding for public facility improvements in target areas, and in very low-, low- and moderate-income areas to improve the quality of life and health of neighborhood residents.

(2) **Public Services:** Provide funding for operating expenses of public services benefitting very low, low, and moderate income, homeless, and/or special needs populations.

(3) **Housing:** Provide funding for the following activities.

1. *Shelter for Homeless Population* – The acquisition, construction, and/or rehabilitation of shelter facilities and housing for the homeless population.
2. *Rental Assistance* – Rental assistance and security or utility deposits for income-eligible individuals and households. Rapid housing for individuals and households at risk of or already experiencing homelessness.
3. *Homeownership Assistance* – Direct assistance to prospective low- and moderate-income homebuyers, including down payment and closing cost assistance, credit counseling, and homeownership education.
4. *Housing Preservation* – Acquisition, rehabilitation, and/or preservation of affordable housing for low- and moderate-income residents.
5. *New Housing* – Acquisition, development, and construction of new affordable housing.

(4) **Emergency/Disaster Response** – Assistance to prepare for, protect during an event, mitigate loss, and aid with recovery prior to, during, and after a community emergency or disaster event.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2022-2023 Annual Action Plan is the second year of the current Five-Year Consolidated Plan 2021 – 2025. The past year has been a challenge due to the economic hardship as a result of the pandemic. Polk County CDBG funds have primarily been used for public infrastructure improvement projects such as sidewalk improvements, drainage improvements, and recreational facilities improvements in eligible low-income areas. Several projects are phased infrastructure projects and are planned to be completed during the Polk County 2021 to 2025 Five Year Consolidated Planning cycle and may be considered for the upcoming year planning cycle.

The county recognizes the need to concentrate revitalization efforts in targeted areas in order to provide results that are coordinated, tangible, and visible to the community. Polk County has identified local target areas in unincorporated Polk County such as the Wahneta Neighborhood, West Lake Wales, Hunt Brothers Park, and Bradley Junction Park. Other areas include Washington and Waverly Parks in the Lake Wales area, and our municipal partner cities. On an as needed basis the Housing and Neighborhood Development Office collaborates with the County Office of Planning and Land Development on local community planning efforts.

Because the need for infrastructure improvements and public facilities are so great in unincorporated Polk County as well as the low- and moderate-income portions of our partner cities, the Polk County CDBG program remains committed to providing funding for necessary infrastructure improvement projects. In addition to infrastructure improvements CDBG funds are also used to provide public services to eligible agencies that provide services for youth, seniors, persons with disabilities, persons with substance abuse problems and homeless populations. CDBG funds are also used for demolition of blighted structures and emergency minor repairs of owner-occupied units.

In the post pandemic atmosphere, the current Action Plan for October 1, 2021, to September 30, 2022, continues to address three Consolidated Plan Goals. 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 AP2021 goal addressed was providing for a Suitable Living Environment/Quality of Life. This goal was met in 2021 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.

As we plan for the upcoming 2022-2023 Annual Action Plan the affordable housing needs, quality of life, and self-sufficiency remain high priorities. Approved projects and activities reflect addressing these goals in the upcoming year.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Two public input meetings are held during the FY 2022- 2023 Action Plan planning process. The first public meeting for citizen input was held Monday, February 14, 2022. This was advertised as a virtual meeting and announced to the public the estimated available funding for the upcoming 2022-2023 planning year, and outlined the objectives developed in the 2021-2025 Consolidated Plan's long and short-term strategies. Potential projects and activities were discussed with attendees that would meet the identified needs from the Community Needs Assessment Surveys, feedback from community organizations, and other needs identified in local collaborative planning initiatives.

The second public meeting was held during the 2022-2023 Action Plan draft 30-day public comment period. This meeting was scheduled for Wednesday, June 15, 2022. A draft of the strategies, objectives, projects, and activities along with proposed budgets was presented in detail during the meeting. This meeting was held in person in the Commission Chambers which allows for social distancing.

Meetings were held with social services agencies such as the Homeless Coalition of Polk County and the agencies submitting applications for CDBG public services dollars. Housing and Neighborhood Development staff attended several community meetings during the planning process. Recently Housing and Neighborhood Development staff attended the virtual Florida Community Development Association (FCDA) conference where several key topics were provided in the training the sessions staff members attended.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were not comments from the public during this meeting.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted during the planning process for the 2022-2023 Annual Action Plan

#### **7. Summary**

Federal CDBG, HOME and ESG funds for the upcoming year are planned for the most cost-effective, targeted, and goal focused projects approved through Polk County's Citizen Participation Process . Polk County's 2022-2023 CDBG, HOME, and ESG federal grants begin October 1, 2022, and conclude September 30, 2023. HND staff believes that targeting improvement projects and funds for specific communities is an effective way to foster community revitalization. The coordinated targeted approach to investing in communities has been effective in various low-income neighborhoods in Polk County. This approach serves to maximize HND grants resources and evokes efforts to continually improve the efficiency and effectiveness of our individual and collective performance.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| <b>Agency Role</b> | <b>Name</b> | <b>Department/Agency</b>                    |
|--------------------|-------------|---|
| CDBG Administrator | POLK COUNTY | Housing and Neighborhood Development Office |
| HOME Administrator | POLK COUNTY | Housing and Neighborhood Development Office |
| ESG Administrator  | POLK COUNTY | Housing and Neighborhood Development Office |

**Table 1 – Responsible Agencies**

**Narrative (optional)**

Polk County is designated as an Entitlement Urban County. The Polk County Board of County Commissioners designated the Housing and Neighborhood Development Office as the lead agency in developing and implementing the Consolidated Plan and yearly Action Plans.

**Consolidated Plan Public Contact Information**

The Polk County Housing and Neighborhood Development Office is located at 1290 Golfview Ave. Suite 167, Bartow, FL 33830. Materials are also available on the Polk County website [www.polk-county.net](http://www.polk-county.net).

Street Address: 1290 Golfview Ave., Bartow, FL 33830    Housing and Neighborhood Office Phone number: (863) 534-5240

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Polk County Housing and Neighborhood Development Office (HND) is strongly committed to obtaining input from all housing and social service provider partners. Each agency plays a role in the provision of services and assistance to very low-, low- and moderate-income residents. Throughout the five-year planning cycle, the County's goals and objectives are met in partnership with these agencies.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(I))**

Each year throughout the planning process Polk County Housing and Neighborhood Development Office coordinates with various private and nonprofit agencies whose missions are to assist in the provision of housing and social services, including mental health providers. 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 2022-2023 planning cycle Housing and Neighborhood Development staff attended various meetings to facilitate neighborhood planning for the Florence Villa/Boggy Bottom area, and the Wahneta Neighborhood of Polk County. Staff reviewed the planning process at the first public meeting conducted this year. Information about upcoming programs/projects were explained. HND staff members regularly attend neighborhood meetings.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Polk County traditionally allocates \$30,000 annually for the Homeless Management Information System (HMIS) services and uses the majority of the ESG funding for homeless prevention, rapid rehousing, and a limited number of essential services for shelters. Program administration is 7.5% of the grant. The ESG program administration funds are used by Polk County HND. The funding allocated for HMIS services for the Continuum of Care (CoC) lead agency is used primarily for payroll and server equipment to keep the HMIS systems up to date. HND works closely with the CoC to determine how funds should be allocated within the CoC. The County has its own evaluation criteria for funds allocation, but the CoC works closely with us to provide information concerning provider capacity and performance to maximize use of funds. Housing Inventory Chart (HIC) and Point-in-time Survey (PIT) data for all providers are entered in the CoC HMIS database by the provider or the Lead Agency, and this data is reported to HND, the ESG recipient, regularly or as requested. The Lead Agency reviews HIC and PIT data with the County periodically to determine whether changes to its Consolidated Plan are appropriate.



**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

In addition to representation at regular homeless coalition meetings, the Homeless Coalition of Polk County (HCPC) serves as the Continuum of Care. HCPC provides HMIS data tracking for the County Emergency Solutions Grant (ESG). Over the past 5 years Polk County has allocated \$30,000 annually for HMIS services. The majority of the ESG funding for homeless prevention, rapid rehousing, and a limited number of essential services for shelters. Program administration for this grant is 7.5%. The ESG program administration funds are used by Polk County HND staff. The funding allocated for HMIS services for the COC lead agency is used primarily for payroll and server equipment to keep the HMIS systems up to date. Housing and Neighborhood Development staff participated in the Point In Time Survey this year. Polk County Housing Administrative Coordinator serves on the Board of Directors for the Homeless Coalition of Polk County.

Polk County Housing and Neighborhood Development Program Managers work closely with the ESG subrecipients to develop performance standards and evaluate outcomes of projects and activities. Each year ESG funds are awarded following a Request for Application (RFA) process. This year the Citizen Advisory Committee (CAC) reviewed and ranked the applications using a virtual meeting format to award funds for the 2022-2023 Action Plan year. The following chart outlines the groups, organizations, housing, and social service agencies consulted during this process

**2. Describe Agencies, groups, organizations, and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

See chart below:

**Table 2 – Agencies, groups, organizations who participated**

|   |  |   |
|---|--|---|
| 1 | <b>Agency/Group/Organization</b>   | BOYS AND GIRLS CLUB OF MULBERRY   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Children   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Public Services   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds to assist with the provision of services to the homeless.  |
| 2 | <b>Agency/Group/Organization</b>   | CATHOLIC CHARITIES OF LAKE LAND   |
|   | <b>Agency/Group/Organization Type</b>  | Housing<br>Services - Housing   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds to assist with the provision of services to the homeless. ESG funds were approved to provide rental and utility assistance and financial case management services to individuals who are homeless or low-income families experiencing financial crisis or at risk of homelessness |
| 3 | <b>Agency/Group/Organization</b>   | Central Florida Speech & Hearing Center   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Children   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Public Services   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds to assist with the provision of services to the homeless.  |
| 4 | <b>Agency/Group/Organization</b>   | First Assembly of God of Mulberry   |
|   | <b>Agency/Group/Organization Type</b>  | Services-homeless   |

|   |  |   |
|---|--|---|
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds to assist with the provision of services to the homeless.  |
| 5 | <b>Agency/Group/Organization</b>   | Gospel Inc.   |
|   | <b>Agency/Group/Organization Type</b>  | Services-homeless   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds to assist with the provision of services to the homeless.  |
| 6 | <b>Agency/Group/Organization</b>   | kidsPACK, Inc.  |
|   | <b>Agency/Group/Organization Type</b>  | Services-Children   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Families with children   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. They submitted an application and have been awarded funds to provide food insecure students with backpacks of non-perishable food each Friday to ensure they have access to food when school is not in session. Currently serving 2,950 students; this grant will provide funding for 141 students throughout Polk County |
| 7 | <b>Agency/Group/Organization</b>   | LAKELAND VOLUNTEERS IN MEDICINE   |
|   | <b>Agency/Group/Organization Type</b>  | Services-homeless<br>Services-Health<br>Health Agency   |

|    |  |   |
|----|--|---|
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Public Services Medical Asst  |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. LVIM will provide free outpatient medical, dental, and mental health care to the working uninsured. |
| 8  | <b>Agency/Group/Organization</b>   | Tampa Lighthouse for the Blind  |
|    | <b>Agency/Group/Organization Type</b>  | Services-Persons with Disabilities  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs<br>Public Services   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds.   |
| 9  | <b>Agency/Group/Organization</b>   | Mulberry Community Center   |
|    | <b>Agency/Group/Organization Type</b>  | Services - Housing  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds.   |
| 10 | <b>Agency/Group/Organization</b>   | New Life Center for Family Preservation   |
|    | <b>Agency/Group/Organization Type</b>  | Services-homeless   |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Families with children   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds.   |

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|----|--|---|
| 11 | <b>Agency/Group/Organization</b>   | SALVATION ARMY OF LAKE LAND, INC.   |
|    | <b>Agency/Group/Organization Type</b>  | Services-homeless   |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children  |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. |
| 12 | <b>Agency/Group/Organization</b>   | SUNRISE COMMUNITY OF POLK COUNTY INC.   |
|    | <b>Agency/Group/Organization Type</b>  | Services-Persons with Disabilities  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Public Services   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. |
| 13 | <b>Agency/Group/Organization</b>   | TALBOT HOUSE MINISTRIES   |
|    | <b>Agency/Group/Organization Type</b>  | Services-homeless<br>Services-Employment  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans                               |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. |
| 14 | <b>Agency/Group/Organization</b>   | THE WILSON HOUSE SUBSTANCE ABUSE PROGRAM  |
|    | <b>Agency/Group/Organization Type</b>  | Services-Persons with Disabilities<br>Services-homeless   |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homelessness Needs - Veterans<br>Public Services   |

|    |  |   |
|----|--|---|
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. |
| 15 | <b>Agency/Group/Organization</b>   | VISTE - Volunteers In Service to the Elderly  |
|    | <b>Agency/Group/Organization Type</b>  | Services-Elderly Persons<br>Services-Persons with Disabilities  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Public Services   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This agency was invited to attend the Request of Proposal meeting for the CDBG Public Services and Emergency Solutions Grant (ESG) grant funds. |
| 16 | <b>Agency/Group/Organization</b>   | Lakeland Housing Authority  |
|    | <b>Agency/Group/Organization Type</b>  | Housing<br>PHA<br>Services - Housing  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Public Housing Needs<br>Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Strategy               |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | LHA has been included in recent meetings for the multifamily development programs offered by Polk County Housing and Neighborhood Development.  |
| 17 | <b>Agency/Group/Organization</b>   | Winter Haven Housing Authority  |
|    | <b>Agency/Group/Organization Type</b>  | Housing<br>PHA<br>Services - Housing<br>Services-Elderly Persons  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Public Housing Needs<br>Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children  |

|    |  |   |
|----|--|---|
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The Winter Haven Housing Authority has been included in recent meetings for the multifamily development programs offered by Polk County Housing and Neighborhood Development. |
| 18 | <b>Agency/Group/Organization</b>   | Habitat for Humanity of East Polk County  |
|    | <b>Agency/Group/Organization Type</b>  | Housing<br>Services-homeless  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Habitat of East Polk has been involved in multifamily affordable housing planning and development meetings.   |
| 19 | <b>Agency/Group/Organization</b>   | Lakeland Habitat for Humanity   |
|    | <b>Agency/Group/Organization Type</b>  | Housing   |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Lakeland Habitat has been involved in multifamily affordable housing planning and development meetings.   |

**Identify any Agency Types not consulted and provide rationale for not consulting**

The Polk County Housing and Neighborhood Development Office attempts to maintain a current and comprehensive list of all interested agencies, organizations and other stakeholders and invited representatives from each entity to participate in annual planning at multiple points in the planning process. If an agency did not attend meetings or participate in surveys, it was done so by the agency's choice. If an agency or organization were not consulted and would like to be included in our list of stakeholders, the agency or organization may contact the Polk County Housing and Neighborhood Development Office at (863) 534-5240 or email at HNDRequests@polk-county.net.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

| Name of Plan      | Lead Organization                 | How do the goals of your Strategic Plan overlap with the goals of each plan?  |
|-------------------|-----------------------------------|---|
| Continuum of Care | Homeless Coalition of Polk County | The Polk County Housing and Neighborhood Development Office works closely with the Homeless Coalition of Polk County and the Continuum of Care Provided to leverage federal and state funds to meet the affordable housing goals outlined in this plan. |

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

In preparing the Polk County 2022-2023 Annual Action Plan Housing & Neighborhood Development staff consulted with local stakeholders, such as the Public Housing Authorities, the Homeless Coalition of Polk County Continuum of Care membership, and local nonprofit agencies that support program goals and objectives when applying for public services funding. Because Polk County receives an ESG grant we work closely and consult with our Continuum of Care in determining how to allocate our ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the HMIS.



## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal setting**

Two public input meetings are held during the FY 2022- 2023 Action Plan planning process. The first public meeting for citizen input was held Monday, February 14, 2022. This was advertised as a virtual meeting and announced to the public the estimated available funding for the upcoming 2022-2023 planning year, and outlined the objectives developed in the 2021-2025 Consolidated Plan's long and short-term strategies. Potential projects and activities were discussed with attendees that would meet the identified needs from the Community Needs Assessment Surveys, feedback from community organizations, and other needs identified in local collaborative planning initiatives.

The second public meeting was held during the 2022-2023 Action Plan draft 30-day public comment period. This meeting was scheduled for Wednesday, June 15, 2022. A draft of the strategies, objectives, projects, and activities along with proposed budgets was presented in detail during the meeting. This meeting was held in person in the Commission Chambers which allows for social distancing.

Meetings were held with social services agencies such as the Homeless Coalition of Polk County and the agencies submitting applications for CDBG public services dollars. Housing and Neighborhood Development staff attended several community meetings during the planning process. Recently Housing and Neighborhood Development staff attended the virtual Florida Community Development Association (FCDA) conference where several key topics were provided in the training the sessions staff members attended.

Efforts to broaden citizen participation were supported this year through the addition of Spanish Speaking staff members available to support all program requests. Spanish language was added to all public outreach advertisements and meeting notices. Additionally, all publicly posted documents are available through the Common Look Software for ADA compliance.

**Citizen Participation Outreach**

| <b>Sort Order</b> | <b>Mode of Outreach</b> | <b>Target of Outreach</b>    | <b>Summary of response/attendance</b>        | <b>Summary of comments received</b> | <b>Summary of comments not accepted and reasons</b> | <b>URL (If applicable)</b> |
|-------------------|-------------------------|------------------------------|--|-------------------------------------|---|----------------------------|
| 1                 | Newspaper Ad            | Non-targeted/broad community | Newspaper ad                                 | No comments were received           | No comments were given                              |                            |
| 2                 | Public Meeting          | Non-targeted/broad community | A virtual meeting was held February 21, 2022 | No comments were received           | No comments were received                           |                            |

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Polk County will receive a total of \$3,947,457 in CDBG funds, \$1,568,130 in HOME funds, \$5,105,519 in HOME-ARP funds, and \$345,345 in ESG funds, which includes \$ 200,000 in anticipated program income from the CDBG program, and \$100,000 anticipated program income from the HOME program. These are yearly entitlement amounts and are used to estimate priorities over the next five- year period of this Consolidated Plan.

#### Anticipated Resources

| Program | Source of Funds  | Uses of Funds   | Expected Amount Available Year 1 |                    |                          |           | Expected Amount Available Remainder of ConPlan \$ | Narrative Description         |
|---------|------------------|---|----------------------------------|--------------------|--------------------------|-----------|---|-------------------------------|
|         |                  |   | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |   |                               |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services  | 3,947,457                        | 200,000            | 0                        | 4,147,457 | 12,083,625  | Anticipated five-year average |
| HOME    | public - federal | Acquisition<br>Homebuyer assistance<br>Homeowner rehab<br>Multifamily rental new construction<br>Multifamily rental rehab<br>New construction for ownership<br>TBRA | 1,568,130                        | 100,000            | 0                        | 1,668,130 | 4,465,218   | Anticipated five-year average |

| Program | Source of Funds  | Uses of Funds  | Expected Amount Available Year 1 |                    |                          |           | Expected Amount Available Remainder of ConPlan \$ | Narrative Description         |
|---------|------------------|--|----------------------------------|--------------------|--------------------------|-----------|---|-------------------------------|
|         |                  |  | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |   |                               |
| ESG     | public - federal | Conversion and rehab for transitional housing<br>Financial Assistance<br>Overnight shelter<br>Rapid re-housing (rental assistance)<br>Rental Assistance Services<br>Transitional housing | 345,345                          | 0                  | 25,000                   | 370,345   | 1,007,821   | Anticipated five-year average |
| Other   | public - federal | Multifamily rental rehab<br>New construction for ownership<br>Other  | 0                                | 0                  | 0                        | 0         | 0   |                               |

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied**

Much of the funding earmarked to improve the quality of life of low and moderate-income households, revitalize deteriorating infrastructure/neighborhoods and offer opportunities for safe, decent affordable housing has been provided by: Federal Community Development Block Grant (CDBG) Program Funds, Federal HOME Investment Partnership Program (HOME), Florida’s State Housing Initiatives Partnership (SHIP) Program, and the Emergency Solutions Grant (ESG) Program which supports services for homeless persons. These programs provide rehabilitation of substandard units, emergency repairs, infrastructure improvements, elimination of slum and blighting influences, delivery of Countywide public and homeless services, and construction of community meeting places and centers. Polk County also supports affordable housing efforts with its impact fee waiver program for affordable housing. Impact fees are waived for

single-family housing units and multifamily housing for persons with incomes at or below 80 percent of the area median. Since 2003, Polk County has provided impact fee waivers and funds for affordable multifamily developments as part of the Florida Housing Finance Corporation's Low-income Housing Tax Credit Program. Polk County has a successful impact fee waiver program for affordable housing. Impact fees are waived for single-family and multifamily developments that house persons that make less than 80 percent of the area median income for the Lakeland – Winter Haven MSA. These impact fee waiver amounts and State Housing Initiative Partnership (SHIP) down payment assistance dollars (80 percent and below of the area median income) are used as a match for the HOME funds. Polk County has experienced budget cuts at the Federal, State, and local levels in recent years. Due to limited funding from Federal, State, and other sources, efforts should be made to coordinate and target improvements to eligible low moderate communities to address the greatest needs and provides the most impact.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Polk County Housing and Neighborhood Development Office works closely with the county's Real Estate Services Administrator. The County Real Estate Office identifies lot that maybe suitable for the development of affordable housing. Lots are vetted for possible new construction projects and once approved they are provided through an RFP process to local affordable housing developers.

**Discussion**

Due to limited resources available to Polk County, HND staff believes that targeting improvement projects and funds for specific communities is an effective way to foster community revitalization. The coordinated targeted approach to investing in communities has been effective in various neighborhoods in Polk County over the years.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

| Sort Order | Goal Name   | Start Year | End Year | Category                          | Geographic Area | Needs Addressed  | Funding                                  | Goal Outcome Indicator   |
|------------|---|------------|----------|-----------------------------------|-----------------|--|--|--|
| 1          | Affordable Housing                                | 2021       | 2025     | Affordable Housing                | Countywide      | Affordable Housing<br>Demolition and Clearance Spot<br>Slum and Blight<br>Emergency Minor Repairs - CDBG<br>Tenant Based Rental Assistance | CDBG:<br>\$117,152<br>HOME:<br>\$351,317 | Homeowner Housing Rehabilitated: 11 Household Housing Unit<br>Tenant-based rental assistance / Rapid Rehousing: 54 Households Assisted |
| 2          | Suitable Living Environment/Quality of Life       | 2021       | 2025     | Non-Housing Community Development | Countywide      | Neighborhood Improvements  | CDBG:<br>\$1,650,000                     | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted                      |
| 3          | Expanding Economic Opportunities/Self Sufficiency | 2021       | 2025     | Non-Housing Community Development | Countywide      | Public Services  | CDBG:<br>\$587,400                       | Public service activities other than Low/Moderate Income Housing Benefit: 1643 Persons Assisted  |

**Table 6 – Goals Summary**

## Goal Descriptions

|          |                         |   |
|----------|-------------------------|---|
| <b>1</b> | <b>Goal Name</b>        | Affordable Housing  |
|          | <b>Goal Description</b> | During the 2022-2023 Program Year HND plans to assist 54 c elderly and/or disabled clients with TBRA, reconstruct 6 homes for low-income clients whose homes are too costly to rehabilitate, and complete minor repairs to 5 homes for clients 80% and below of the area median income. |
| <b>2</b> | <b>Goal Name</b>        | Suitable Living Environment/Quality of Life   |
|          | <b>Goal Description</b> | During the 2022-2023 Program Year funds will be used to assist with park improvement projects and roads and drainage projects in the low-income areas of Polk County.   |
| <b>3</b> | <b>Goal Name</b>        | Expanding Economic Opportunities/Self Sufficiency   |
|          | <b>Goal Description</b> | Public Services funding will be used to assist local nonprofit organizations with job training, resume writing, and certifications for forklift operators, food service, and related fields.  |



# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The following projects were identified by the outcomes for citizen input at neighborhood meetings held by the Parks and Recreation Department, Roads and Drainage Division and one on one meetings held with County Social Services Offices. Additional input is gathered throughout the planning cycle via citizens phone calls and staff attendance at neighborhood meetings.

### Projects

| #  | Project Name  |
|----|---|
| 1  | CDBG Administration - 2022-2023                             |
| 2  | Neighborhood Improvements 2022-2023                         |
| 3  | CDBG Demolition and Clearance 2022-2023                     |
| 4  | CDBG Minor Repairs 2022-2023                                |
| 5  | CDBG TBRA Case Management for TBRA clients (HOME) 2022-2023 |
| 6  | CDBG Municipal Partners Projects - 2022-2023                |
| 7  | Public Services for 2022-2023                               |
| 8  | 2022-2023 HOME Administration                               |
| 9  | 2022-2023 HOME Demo/Reconstruction                          |
| 10 | 2022-2023 CHDO New Construction SF Project                  |
| 11 | 2022-2023 TBRA - Tenant Based Rental Assistance (HOME)      |
| 12 | 2022-2023 ESG RR/HP/SO and Administration                   |

Table 7 - Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Actions that will take place during the next year to address obstacles to meeting underserved needs are outlined as follows: Although the needs of the underserved far exceed the limited funding available to provide services, the County will continue investing CDBG, HOME, and ESG funds into neighborhoods for improvements that foster neighborhood viability and create suitable, safe living environments.

## AP-38 Project Summary

### Project Summary Information

|   |  |   |
|---|--|---|
| 1 | <b>Project Name</b>  | CDBG Administration - 2022-2023   |
|   | <b>Target Area</b>   | Countywide  |
|   | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life<br>Expanding Economic Opportunities/Self Sufficiency  |
|   | <b>Needs Addressed</b>   | Affordable Housing<br>Homelessness<br>Neighborhood Improvements<br>Municipal Partners<br>Public Services<br>Demolition and Clearance Spot Slum and Blight<br>Emergency Minor Repairs - CDBG<br>Tenant Based Rental Assistance |
|   | <b>Funding</b>   | CDBG: \$789,491   |
|   | <b>Description</b>   | 20% of the CDBG funds will be used for project administration. Staff salaries are budgeted in this activity.  |
|   | <b>Target Date</b>   | 9/29/2023   |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | CDBG Administration funds to pay for staff members to manage the CDBG grant projects and activities   |
|   | <b>Location Description</b>  | Countywide  |
|   | <b>Planned Activities</b>  | CDBG funds will be used to pay staff members to administer the CDBG projects and activities during the upcoming program year - October 1, 2022, to September 30, 2023   |
| 2 | <b>Project Name</b>  | Neighborhood Improvements 2022-2023   |
|   | <b>Target Area</b>   | Countywide  |
|   | <b>Goals Supported</b>   | Suitable Living Environment/Quality of Life   |
|   | <b>Needs Addressed</b>   | Neighborhood Improvements<br>Demolition and Clearance Spot Slum and Blight<br>Emergency Minor Repairs - CDBG  |

|                           |  |  |
|---------------------------|--|--|
|                           | <b>Funding</b>   | CDBG: \$1,825,000  |
|                           | <b>Description</b>   | CDBG funds are planned for various parks improvements in the low-income areas of the County. Additionally, drainage and sidewalk improvements are planned. Other Neighborhood Improvement activities planned are spot demolition of blighted structures, and owner-occupied single family homes minor repairs. |
|                           | <b>Target Date</b>   | 9/29/2023  |
|                           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | To be determined upon project approval   |
|                           | <b>Location Description</b>  | Countywide   |
|                           | <b>Planned Activities</b>  | Spot demolition for bighted structures, owned occupied minor repair, parks improvements (sites determined upon approval), and road and drainage improvements; pending site approval.   |
| <b>3</b>                  | <b>Project Name</b>  | CDBG Demolition and Clearance 2022-2023  |
|                           | <b>Target Area</b>   | Countywide   |
|                           | <b>Goals Supported</b>   | Suitable Living Environment/Quality of Life  |
|                           | <b>Needs Addressed</b>   | Neighborhood Improvements<br>Demolition and Clearance Spot Slum and Blight   |
|                           | <b>Funding</b>   | CDBG: \$200,000  |
|                           | <b>Description</b>   | CDBG funds are budgeted to complete spot demolition of blighted structures throughout Polk County.   |
|                           | <b>Target Date</b>   | 9/29/2023  |
|                           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | During the upcoming program year, it is estimated that 40 sf blighted structures will be demolished.   |
|                           | <b>Location Description</b>  | Countywide   |
| <b>Planned Activities</b> | CDBG funds will be used to demolish blighted single-family structures.                         |  |
| <b>4</b>                  | <b>Project Name</b>  | CDBG Minor Repairs 2022-2023   |
|                           | <b>Target Area</b>   | Countywide   |

|   |  |  |
|---|--|--|
|   | <b>Goals Supported</b>   | Suitable Living Environment/Quality of Life  |
|   | <b>Needs Addressed</b>   | Emergency Minor Repairs - CDBG   |
|   | <b>Funding</b>   | CDBG: \$117,152  |
|   | <b>Description</b>   | CDBG funds will be used to complete minor repairs to homes owned by low-income residents whose income is 80% or below of the area median income in Polk County according to the HUD.   |
|   | <b>Target Date</b>   | 9/29/2023  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that 5 low-income households will be assisted with minor repairs during the 2022-2023 program year.  |
|   | <b>Location Description</b>  | Scattered sites throughout Polk County   |
|   | <b>Planned Activities</b>  | Funds will be used to assist with Minor repairs to single family homes of clients whose incomes are 80% and below of the area median income. Repairs may include roofing systems, grab bars in bathrooms, septic tank repairs and ramps. |
| 5 | <b>Project Name</b>  | CDBG TBRA Case Management for TBRA clients (HOME) 2022-2023  |
|   | <b>Target Area</b>   | Countywide   |
|   | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life  |
|   | <b>Needs Addressed</b>   | Affordable Housing<br>Homelessness<br>Tenant Based Rental Assistance   |
|   | <b>Funding</b>   | CDBG: \$59,514   |
|   | <b>Description</b>   | CDBG funds will be used to assist with the salary of a Case Management staff member for the TBRA clients. TBRA Rental assistance is funded with HOME funds.  |
|   | <b>Target Date</b>   | 9/29/2023  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated 54 clients will be assisted with TBRA rental assistance.   |
|   | <b>Location Description</b>  | Scattered sites  |

|          |  |  |
|----------|--|--|
|          | <b>Planned Activities</b>  | TBRA clients' case management  |
| <b>6</b> | <b>Project Name</b>  | CDBG Municipal Partners Projects - 2022-2023   |
|          | <b>Target Area</b>   | Auburndale<br>Eagle Lake<br>Winter Haven   |
|          | <b>Goals Supported</b>   | Suitable Living Environment/Quality of Life  |
|          | <b>Needs Addressed</b>   | Municipal Partners   |
|          | <b>Funding</b>   | CDBG: \$568,900  |
|          | <b>Description</b>   | CDBG funds are passed through to our current Municipal Partner cities. Auburndale, Eagle Lake, Lake Alfred, and Winter Haven will be completing projects this year to improve the low- and moderate-income areas of their cities. Projects include sidewalk improvements, park improvements, ADA sidewalk upgrades, and road and pedestrian safety improvements. |
|          | <b>Target Date</b>   | 9/29/2023  |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that 4,640 low-income residents will benefit from these activities.  |

|                                    |  |
|------------------------------------|--|
| <p><b>Location Description</b></p> | <p>Auburndale--Construction of New Sidewalk--316 Pontotoc to 314 Green St. 213 Lake Ave. E. to 214 Green St. --52.53% Low/Mod Benefit -<br/>-1500 linear feet of new sidewalk from 316 Pontotoc to 314 Green St. 400 linear feet from 213 Lake Ave. E. to 214 Green St. -- \$113,450 -<br/>*Includes \$25,200 from Dundee -<br/>-----</p> <p>Eagle Lake --Eagle Lake Park Improvements --370 Eagle Avenue West Eagle Lake, FL 33839--55.89% Low/Mod ADA Improvements to Playground --Resurfacing and Equipment Installation--\$14,650<br/>-----</p> <p>Lake Alfred--Construction of New Sidewalk --West Side Lake Swoope Dr.-- ADA Compliant Sidewalk --Approximately 1130 feet of new sidewalk on West side of Lake Swoope Dr -- \$32,350<br/>-----</p> <p>Winter Haven--Road and Pedestrian Safety Enhancements along Motor Pool Road (East Section)--451 Third Street NW Winter Haven, FL 33881--75.86% Low/Mod Benefit --Road and Pedestrian Safety Enhancements --\$230,450</p> |
|------------------------------------|--|

|  |   |  |
|--|---|--|
|  | <b>Planned Activities</b>   | <p>Auburndale--Construction of New Sidewalk--316 Pontotoc to 314 Green St. 213 Lake Ave. E. to 214 Green St. --52.53% Low/Mod Benefit -<br/>-1500 linear feet of new sidewalk from 316 Pontotoc to 314 Green St. 400 linear feet from 213 Lake Ave. E. to 214 Green St. -- \$113,450 -<br/>*Includes \$25,200 from Dundee -</p> <p>-----</p> <p>Eagle Lake --Eagle Lake Park Improvements --370 Eagle Avenue West Eagle Lake, FL 33839--55.89% Low/Mod ADA Improvements to Playground --Resurfacing and Equipment Installation--\$14,650</p> <p>-----</p> <p>Lake Alfred--Construction of New Sidewalk --West Side Lake Swoope Dr.-- ADA Compliant Sidewalk --Approximately 1130 feet of new sidewalk on West side of Lake Swoope Dr -- \$32,350</p> <p>-----</p> <p>Winter Haven--Road and Pedestrian Safety Enhancements along Motor Pool Road (East Section)--451 Third Street NW Winter Haven, FL 33881-75.86% Low/Mod Benefit --Road and Pedestrian Safety Enhancements --\$230,450</p> |
| 7  | <b>Project Name</b>   | Public Services for 2022-2023  |
| <b>Target Area</b>   | Countywide  |  |
| <b>Goals Supported</b>   | Suitable Living Environment/Quality of Life<br>Expanding Economic Opportunities/Self Sufficiency                              |  |
| <b>Needs Addressed</b>   | Public Services   |  |
| <b>Funding</b>   | CDBG: \$587,400   |  |
| <b>Description</b>   | Up to 15% of the CDBG funds will be used to assist with Public Services activities in Polk County for program year 2022-2023. |  |
| <b>Target Date</b>   | 9/29/2023   |  |
| <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that 1,769 low-income residents will benefit from these public services activities.                           |  |
| <b>Location Description</b>  | Countywide  |  |

|          |  |   |
|----------|--|---|
|          | <b>Planned Activities</b>  | Boys and Girls Clubs Youth Outreach, Central Florida Speech & Hearing Cent Speech Language Acceleration for Youth(SAY), LVIM (Lakeland Volunteers in Medicine)- A Community Need: Quality Health & Wellness Care for Polk County’s Working Uninsured, Lighthouse for the Blind and Low Vision – Rehabilitation Program for the Blind, New Life Center for Family Preservation, Inc. Homeless to Wholeness, Polk County/KidsPACK, Just Feed Kids, Salvation Army – Homeless Enrichment Program, Talbot House – Employment Training for the Homeless, The Wilson House - Wilson House Substance Abuse Use Disorder Program, |
| <b>8</b> | <b>Project Name</b>  | 2022-2023 HOME Administration   |
|          | <b>Target Area</b>   | Countywide  |
|          | <b>Goals Supported</b>   | Affordable Housing  |
|          | <b>Needs Addressed</b>   | Affordable Housing  |
|          | <b>Funding</b>   | HOME: \$156,813   |
|          | <b>Description</b>   | 10% of the HOME funds will be budgeted for projects/activities administration.  |
|          | <b>Target Date</b>   | 9/29/2023   |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | HOME project administration for TBRA (54) assisted, CHDO (2) estimated to complete 2 single family new home construction projects and estimated (6) single family homes demolished and reconstruction for low-income homeowners.  |
|          | <b>Location Description</b>  | Countywide scattered site   |
|          | <b>Planned Activities</b>  | TBRA, CHDO, Demo/reconstruction   |
| <b>9</b> | <b>Project Name</b>  | 2022-2023 HOME Demo/Reconstruction  |
|          | <b>Target Area</b>   | Countywide  |
|          | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life   |
|          | <b>Needs Addressed</b>   | Affordable Housing  |
|          | <b>Funding</b>   | HOME: \$800,000   |
|          | <b>Description</b>   | HOME funds are budgeted to complete an estimated (6) demo/reconstructed homes during the 2022-2023 program year   |
|          | <b>Target Date</b>   | 9/29/2023   |



|           |  |  |
|-----------|--|--|
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that (6) low-income families will benefit from the demolition and reconstruction program using the HOME funds.   |
|           | <b>Location Description</b>  | Scattered site countywide  |
|           | <b>Planned Activities</b>  | Demolish and reconstruct (6) homes that are unfeasible to rehabilitate due to the cost of construction.  |
| <b>10</b> | <b>Project Name</b>  | 2022-2023 CHDO New Construction SF Project   |
|           | <b>Target Area</b>   | Countywide   |
|           | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life  |
|           | <b>Needs Addressed</b>   | Affordable Housing   |
|           | <b>Funding</b>   | HOME: \$260,000  |
|           | <b>Description</b>   | During the 2022-2023 program year approximately 16% of the HOME funds have been set aside to complete (2) CHDO projects consisting of new construction of single-family units to be sold to low-income clients in Polk County. |
|           | <b>Target Date</b>   | 9/30/2023  |
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated the (2) low-income families will benefit from the CHDO activities.   |
|           | <b>Location Description</b>  | Scattered site countywide  |
|           | <b>Planned Activities</b>  | Construction of (2) new single-family homes using a certified CHDO nonprofit organization.   |
| <b>11</b> | <b>Project Name</b>  | 2022-2023 TBRA - Tenant Based Rental Assistance (HOME)   |
|           | <b>Target Area</b>   | Countywide   |
|           | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life  |
|           | <b>Needs Addressed</b>   | Affordable Housing<br>Homelessness   |
|           | <b>Funding</b>   | HOME: \$351,317  |

|           |  |  |
|-----------|--|--|
|           | <b>Description</b>   | HOME funds will be used to assist approximately 54 elderly and/or disabled clients whose income is at or below 50% of the area median income |
|           | <b>Target Date</b>   |  |
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | it is estimated that 54 elderly and/or disabled clients will benefit from the TBRA program using these HOME funds.                           |
|           | <b>Location Description</b>  | Scattered site countywide  |
|           | <b>Planned Activities</b>  | Rental assistance for elderly and/or disable clients   |
| <b>12</b> | <b>Project Name</b>  | 2022-2023 ESG RR/HP/SO and Administration  |
|           | <b>Target Area</b>   | Countywide   |
|           | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life<br>Expanding Economic Opportunities/Self Sufficiency                       |
|           | <b>Needs Addressed</b>   | Affordable Housing<br>Homelessness   |
|           | <b>Funding</b>   | ESG: \$319,450   |
|           | <b>Description</b>   | Emergency Solutions Grant (ESG) funds have been budgeted to assist with Rapid Rehousing, homeless prevention, and shelter operations         |
|           | <b>Target Date</b>   | 9/29/2023  |
|           | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that 194 homeless people will benefit from these activities  |
|           | <b>Location Description</b>  | Countywide   |
|           | <b>Planned Activities</b>  | Homeless prevention, Rapid Rehousing, Shelter Operations   |
| <b>13</b> | <b>Project Name</b>  | 2022-2023 Public Facilities Grants for Nonprofits - CDBG   |
|           | <b>Target Area</b>   | Countywide   |
|           | <b>Goals Supported</b>   | Affordable Housing<br>Suitable Living Environment/Quality of Life<br>Expanding Economic Opportunities/Self Sufficiency                       |

|  |   |
|--|---|
| <b>Needs Addressed</b>   | Affordable Housing<br>Homelessness  |
| <b>Funding</b>   | CDBG: \$200,00  |
| <b>Description</b>   | CDBG funds will be offered to local nonprofit organizations through a Request for Proposal (RFP) process to assist with Public Facilities Improvements. |
| <b>Target Date</b>   | 9/29/2023   |
| <b>Estimate the number and type of families that will benefit from the proposed activities</b> | It is estimated that 100 homeless and/or low-income people will benefit from these activities   |
| <b>Location Description</b>  | Countywide  |
| <b>Planned Activities</b>  | Public Facilities Improvements  |

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Polk County allocates its investments in varying locations Countywide. CDBG funds are allocated to participating cities through the Polk County Municipal Partner Program. Each of the ten participating jurisdictions receives an allocation of CDBG funds based on population. Each planning cycle, public hearings are held in the low-income areas of their respective jurisdictions. Proposed projects are presented as part of targeted area revitalization plans. Seven municipal partners will receive CDBG funding for various public facility projects that were identified by the city’s respective needs assessments. All municipal projects are qualified for eligibility by HND. Polk County’s priorities are assigned based on the results of the Five-Year Consolidated Plan Community Needs Assessment Survey. Issues Polk County citizens considered priorities were included in the 5-year plan as long- term objectives. Consecutive One-year Action Plans address these priorities by completing the proposed projects that meet the underserved needs identified in the quality-of-life survey.

### **Geographic Distribution**

| <b>Target Area</b> | <b>Percentage of Funds</b> |
|--------------------|----------------------------|
| Wahneta Community  | 20                         |
| Countywide         | 66                         |
| Auburndale         | 2                          |
| Bartow             | 3                          |
| Davenport          | 1                          |
| Frostproof         | 1                          |
| Eagle Lake         | 1                          |
| Dundee             | 1                          |
| Mulberry           | 1                          |
| Winter Haven       | 6                          |

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Polk County allocates its investments in varying locations Countywide. CDBG funds are allocated to participating cities through the Polk County Municipal Partner Program. Each of the ten participating jurisdictions receives an allocation of CDBG funds based on population. Each planning cycle, public hearings are held in the low-income areas of their respective jurisdictions. Proposed projects are presented as part of targeted area revitalization plans. Seven municipal partners will receive CDBG funding for various public facility projects that were identified by the city’s respective needs assessments. All municipal projects are qualified for eligibility by HND. Polk County’s priorities are assigned based on the results of the Five-Year Consolidated Plan Community Needs Assessment Survey. Issues Polk County

citizens considered priorities were included in the 5-year plan as long-term objectives. Consecutive One-year Action Plans address these priorities by completing the proposed projects that meet the underserved needs identified in the quality-of-life survey.

## **Discussion**

### ***Project***

1. **Auburndale** -Construction of sidewalk in low-income census tract

**Rationale for Assigning This Project** - Public facility improvements in low-income target area

2. **Eagle Lake**- Funds will be used in continuation of original project to acquire and install ADA accessible equipment and surfacing to integrate into the existing playground at City Hall.

**Rationale for Assigning This Project** - ADA updates to improve access to a public facility

3. **Lake Alfred**- ADA sidewalk improvements

**Rationale for Assigning This Project** - ADA renovations to improve access

4. **Winter Haven** – Road and Pedestrian safety enhancements along Motor Pool Road

**Rationale for Assigning This Project** - Public facility improvements in low-income target area

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Resources from federal, state, and local agencies are used to create housing that is affordable, decent, safe, and sanitary for low to moderate-income individuals and families residing in Polk County. Homeownership and housing rehabilitation opportunities are offered for income-eligible persons using a variety of funding sources including leveraging private dollars. In addition to homeownership, subsidized rental units are available locally through our federal programs in the form of Housing Choice Vouchers, which are administered by each of the local housing authorities, and Tenant Based Rental Assistance (TBRA).

To ensure the specific objectives and goals of affordable housing programs are accomplished, very low and low-income individuals and families, physically handicapped, and the elderly are invited and urged to participate in Polk County's Affordable Housing Program. In developing Polk County's housing assistance program, consideration was given to the large percentage of substandard housing present throughout the county. The rehabilitation program is limited to income-eligible owners who occupy existing dwellings which do not conform to established minimum housing standards.

In previous fiscal years, a major portion of the Federal HOME and State Housing Initiatives Partnership (SHIP) Program funds were used to deliver replacement/improved Housing Rehabilitation. In developing Polk County's housing assistance program, consideration was given to the large percentage of substandard housing present throughout the county. The rehabilitation program is limited to income-eligible owners who occupy existing dwellings which do not conform to established minimum housing standards.

HND administers the housing rehabilitation programs for eligible residents of Polk County and maintains a housing rehabilitation waiting list. HND coordinates with County Divisions and State agencies such as the State Health Department, Polk County Building Division, Procurement Division, Permitting, Office of the County Attorney, and Code Enforcement to complete the rehabilitation projects. Last year Polk County completed approximately 6 Substantial Rehabilitation/Replacement homes annually using HOME and 26 homes were rehabilitated or reconstructed using SHIP funds. Polk County's repair projects (roofs, septic tanks, water systems) were also completed. Due to the Covid-19 epidemic the number of units completed was down slightly.

| <b>One Year Goals for the Number of Households to be Supported</b> |     |
|--|-----|
| Homeless   | 194 |
| Non-Homeless   | 54  |
| Special-Needs  | 54  |
| Total  | 302 |

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

| <b>One Year Goals for the Number of Households Supported Through</b> |    |
|--|----|
| Rental Assistance  | 54 |
| The Production of New Units  | 2  |
| Rehab of Existing Units  | 11 |
| Acquisition of Existing Units  | 0  |
| Total  | 67 |

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## **Discussion**

During Federal FY 2022-2023 Polk County will use CDBG funds to provide emergency minor repairs to eligible households. HOME Funds will be used to provide owner-occupied housing rehabilitation and CHDO activities (acquisition, rehabilitation, and resale of units to provide affordable housing opportunities). During the upcoming program year Polk County HND will be seeking a nonprofit partner or partners for the development of single-family homes using the HOME CHDO funds.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

All five of the Polk County Housing Authorities offer assistance to low-income families with safe, decent, and affordable housing opportunities. Each one is committed to providing families in assisted housing with opportunities for growth and development as well as programs to improve living, social skills, and home purchase opportunities.

### **Actions planned during the next year to address the needs to public housing**

Polk County will continue to use its state SHIP funds to contract Home Buyer Education classes in both Spanish and English. These classes are available free to public housing residents eligible to begin the home buying process. Upon request, on-site classes can be arranged with the Home Buyer Counseling Agency.

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

In addition to jurisdiction-wide citizen participation efforts, grantees are required to make special efforts to encourage participation of public housing residents in the consolidated planning process, as well as other activities. HND notifies the local housing authorities of public hearings and any other relevant community meetings and invites them to participate. Additionally, Polk County makes every effort to have housing authority representation on the Community Development Citizen Advisory Committee. It is the responsibility of the local housing authorities to make this information available to residents and to Housing Choice Voucher Program tenants.

Polk County HND sponsors Homebuyer Education courses free of charge to anyone interested in pursuing the path to homeownership. The class is approved by the Department of Housing and Urban Development (HUD) and covers topics including income requirements, financing options, and the home buying process. After attending a course, homebuyers leave with the tools and resources necessary for taking the next step toward homeownership. The Homebuyer Education course provides not only information but also the confidence to pursue homeownership. Keystone works closely with the Public Housing Authorities to offer on-site Home Buyer Education classes in English and Spanish.



**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Housing Authorities were designed as standard performers

**Discussion**

Polk County HND works closely with local PHA to support and partner with them to support the development of additional rental units. Most recently HOME ARP funds were used to support two projects for rental housing development for the Lakeland Housing Authority and the Winter Haven Housing Authority.

**AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

**Introduction**

Each year the county encourages public service providers to submit proposals for its CDBG and ESG funding in response to a Request for Applications (RFA). HND staff evaluate proposals for compliance with HUD guidelines. The Community Development Citizen’s Advisory Committee (CAC) reviews and ranks applications for CDBG and ESG funding. The CAC ranks the proposals by priority and probability of successful completion. Based on these criteria, the CAC recommends a list of proposals to be funded to the Polk County BoCC for approval. The successful respondents deliver services after the execution of a subrecipient agreement with the BoCC. According to contract terms, each agency is responsible for submitting progress reports and invoices to HND. HND reviews all invoices and authorizes reimbursement upon satisfactory completion of work. Polk County solicits proposals for Public and Homeless Services annually.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. This year Public Service dollars are allocated to homeless service providers to meet the goals and actions for reducing and ending homelessness. Homeless clients are supported with food, rent assistance, and job services programs. Substance abuse programs and rehabilitation services for the blind are also provided.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The Polk County Housing and Neighborhood Development Office works closely with the Homeless

Coalition of Polk County to address future shelter needs for emergency and transitional housing. Members of the Continuum of Care are supported each year with Public Services funding and ESG grants.

**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**

The Housing and Neighborhood Development Office works closely with the Homeless Coalition of Polk County and the Continuum of Care agencies. Yearly agencies may apply for Emergency Solutions Grant funds and Public Services funds to assist with chronically homeless individuals and families. Other groups offered assistance through Homeless Coalition are veterans and their families.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Homeless Coalition of Polk County has created a committee to review the local discharge coordination policies. The following chart, which is part of this year's Continuum of Care (CoC) Application, outlines the development of a discharge planning policy by institution. HND staff will continue to work with HCPC to develop a countywide policy. To address discharge from healthcare facilities, Talbot House established procedures with Lakeland Regional Medical Center on behalf of CoC. The procedures determined client eligibility, sets medical conditions required prior to acceptance of a client. Talbot House educates the client on their responsibilities in the shelter. The procedures provide for transportation responsibility, for medication and medical services from the medical provider. Upon referral by outside sources, Peace River Center does an initial interview and evaluates the need for further services. Peace River Center will make referrals to CoC programs on behalf of discharged clients. The Coalition will maintain a listing of programs available for clients with mental illness. The Sheriff continues to work with the CoC to develop a discharge plan, but discussions need to be revisited.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Since the adoption of the 2008 Affordable Housing Incentives Plan, and the current 2021 updated Plan, Polk County continues to expedite the review and processing of permits for affordable housing, provide waivers of impact fees for affordable housing and mitigation of impact fees for workforce housing, maintain an inventory of publicly owned land for affordable housing opportunities and supports development near transportation hubs, employment centers, and mixed- use development. Additionally, Polk County HND continues to review policies, procedures, regulations, and plan provisions that could impact the cost of affordable housing.

### **Actions it planned 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**

The following ongoing actions are planned to remove or ameliorate the negative effects of local policies that impede the development of affordable units:

- 1) Expedited Permitting - Polk County began the implementation of expedited permitting for affordable housing in 1998. Many permits can be processed the same day, while drop-off permits can be processed within 24 hours. Pre-construction plan review for affordable housing developments is reduced to 10 days and plat review times is reduced to 5 working days.
- 2) On Going Review Process - Polk County HND staff coordinates with other County divisions regarding ordinances or regulations impacting affordable housing. Staff provides reports and updates to the AHAC for review and discussion at their regularly scheduled meetings. The AHAC provides staff with input and recommendations and HND prepares various reports for Polk County Board of County Commissioners (BoCC) consideration.

### **Discussion:**

The Housing and Neighborhood Development Office will continue to monitor policies that may have a negative effect on affordable housing. State SHIP Housing funds will be used to provide down payment assistance to low- and moderate-income households and to repair and rehabilitate homes owned by low-income households. CDBG and SHIP funds will be used to repair roofs, septic systems, and to do structural repairs to homes built after 1979.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Polk County's FY 2021-2025 Consolidated Plan for use of the Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnership Program assesses community development and housing needs in approximately 134 predominately low/moderate-income census block groups across the county, excluding Lakeland, Winter Haven, and the municipalities that participate in the State Small Cities Program. Social and personal needs result from and are perpetuated by low incomes. According to survey data, communities in the relevant census tracts desire infrastructure improvements, including drainage and roadway improvements, access to public facilities and/or neighborhood facilities, and public/homeless services. In addition, community feedback reflected the need to have safe affordable housing. The Consolidated Plan addresses the issue of the fact that low-incomes place severe housing cost-burdens and accompanying problems on families and the elderly who either own or rent their place of residence.

### **Actions planned to address obstacles to meeting underserved needs**

Actions that will take place during the next year to address obstacles to meeting underserved needs are outlined as follows: Although the needs of the underserved far exceed the limited funding available to provide services, the County will continue investing CDBG funds into neighborhood improvements that foster neighborhood viability and create suitable, safe living environments. These needs and projects are prioritized using the responses outlined in the Community Needs Assessment Survey. The Community Needs Survey helps establish the goals and objectives for funding opportunities during the 2021-2025 Consolidated Plan cycle. Using the residents' survey responses projects are developed and put forth for approval by the Polk County Board of County Commissioners.

### **Actions planned to foster and maintain affordable housing**

Polk County Housing and Neighborhood Development Office will continue to support multifamily tax credit applications with assistance in completing the impact fee waiver program for affordable rental units. Polk County also has an older housing stock that may be preserved by housing rehabilitation and emergency minor repairs. A little more than half (53.6 percent) of the units in the County were constructed in the 1980s or earlier. Housing rehabilitation keeps the older units from falling into disrepair. Polk County will use HOME funds to make rehabilitation/replacement loans and grants to low- and moderate- income eligible occupants of substandard housing units. Funds may also be used for the County Tenant Based Rental Assistance (TBRA) program. Fifteen percent (15 percent) will be provided to Community Housing Development Organizations (CHDO) for the acquisition, rehabilitation, resale, or construction of housing affordable to low- and moderate-income households.

### **Actions planned to reduce lead-based paint hazards**

Polk County will continue to evaluate and reduce lead-based paint hazards in all contracts funded with federal monies. Affordable housing activities address lead-based paint liabilities and provide required information to affected citizens. Staff continues to attend current training sessions to remain updated on Federal regulations governing lead-based paint concerns. At this time, all housing activities comply with regulations regarding lead-based paint notification, evaluation, and abatement. The Housing and Neighborhood Development (HND) Office conducts activities in accordance with its Policy and Procedures pertaining to notification, evaluation, and reduction of lead-based paint hazards to assure compliance with federal regulations. When required, risk assessment, paint testing, lead hazard reduction, and clearance will be performed through contracts with qualified professionals in accordance with standards established in 24 CFR part 35, subpart R. All contractors used for lead-based paint related activities are referenced by EPA Region IV as lead-based paint abatement certified or approved by the State of Florida to enter contracts pertaining to such issues. All subrecipients of federal funding enter into contracts prior to funds being dispersed assuring that all activities they conduct with federal funds comply with lead-based paint-related requirements cited in 24 CFR 570.608.

### **Actions planned to reduce the number of poverty-level families**

According to the American Community Survey, Polk County's poverty rate has decreased over the last six years. The 2014 5-Year estimate projected Polk County's poverty rate at 18.5 percent and the 2019 5-Year estimate projected Polk County's population rate at 15.8 percent. Polk County provides and administers programs that assist some of the most vulnerable populations in Polk County. Many of the programs that are funded with CDBG, HOME and ESG funds help meet basic needs and promote self-sufficiency, by referring participants to agencies that can provide skills training or other assistance.

Polk County will address the needs of severely cost-burdened, very low-income households through rental assistance programs. The County Tenant Based Rental Assistance (TBRA) Program will make very low-income, elderly, and very low-income, disabled households preferred target groups for rental assistance for the 2021- 2025 Consolidated Plan Period. The Tenant Based Rental Assistance program is for very low-income renters that are either 1) severely cost-burdened, 2) living in substandard housing, or 3) involuntarily displaced from housing

### **Actions planned to develop institutional structure**

HND is the lead agency administering CDBG funds. Through the Urban County agreement, the County contracts with ten municipal jurisdictions to plan and develop projects using these funds, the ten partner jurisdictions are Auburndale, Bartow, Davenport, Dundee, Eagle Lake, Frostproof, Hillcrest Heights, Lake Alfred, Mulberry, and Winter Haven. Several virtual meetings were held with the municipal partners before the completion of this Plan. Information about the plan and the surveys was conveyed and questions were answered by HND staff. Additionally, Polk County partners with non-profit organizations

and other agencies, including Parks and Natural Resources, Polk County Facilities Management, and Lakeland Area Mass Transit (LAMTD) for the effective delivery of services. Memoranda of Understanding or subrecipient agreements, which identify the project scope of services, budget, and timeline are entered into and used as a management tool ensuring objectives, performance measures, and project delivery schedules are successfully met. HND staff performs administrative management for all CDBG projects. Various sections of Polk County government such as Procurement, the Office of the County Attorney, and the Clerk of Courts Accounting and Finance Division provide procurement, legal, and fiscal oversight. During the past thirty (30) years of Polk County's CDBG funding, HND has relied on the professional skills and expertise of many County divisions in implement successful projects

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Coordination with outside agencies will be maintained and will continue to develop over the five-year planning period covered by this Consolidated Plan. HND requests and shares information with agencies such as the Florida Department of Children and Families, the Shimberg Center for Affordable Housing at the University of Florida, United Way of Polk County, and the Homeless Coalition of Polk County. HND staff also participates in the Homeless Coalition of Polk County monthly meetings and assists with grant writing and preparation. HND staff will also attend and act as staff support for lay advisory boards such as the County's Citizen Advisory Committee and the Affordable Housing Advisory Committee and the Community Relations Advisory Committee to further expand the network and sharing of information.

### **Discussion:**

Polk County Housing and Neighborhood Development Office (HND) continues to address obstacles to meeting underserved needs, and foster and maintain affordable housing, by implementing the projects outlined in this Consolidated Plan. As units are rehabilitated, lead-based paint hazards are addressed. Working with various outside agencies to support their programs for poverty-level families, Polk County HND provides grant funds to further this assistance. Staff members are available to support new initiatives that occur as grant funding becomes available. Opportunities to partner or offer support to public and private housing and social service agencies to further the objectives of this Consolidated Plan are considered a priority.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

**Introduction:**

Polk County solicits proposals for public and homeless services annually. Non- profit organizations are encouraged to apply. HND staff evaluates the proposals for compliance with HUD guidelines. The Community Development Citizen’s Advisory Committee (CAC) reviews and ranks proposals for CDBG and ESG funding. The CAC ranks the proposals by priority, organizational capacity, and probability of successful completion of the proposed project. Based on these criteria, the CAC recommends a list of proposals to be funded to the Polk County BoCC for approval. The successful respondents deliver services after the execution of a subrecipient agreement with the BoCC. According to contract terms, each agency is responsible for submitting progress reports and invoices to HND. HND reviews all invoices and authorizes reimbursement upon satisfactory completion of work.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

|  |                |
|--|----------------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed  | 250,000        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0              |
| 3. The amount of surplus funds from urban renewal settlements  | 0              |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan   | 0              |
| 5. The amount of income from float-funded activities   | 0              |
| <b>Total Program Income:</b>   | <b>250,000</b> |

#### Other CDBG Requirements

|   |        |
|---|--------|
| 1. The amount of urgent need activities   | 0      |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 90.00% |

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Polk County HND does not supply other forms of investment.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The following is the Recapture Provision for the Polk County HOME Funds:

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Polk County will use HOME funds to provide rehabilitation, reconstruction, or new construction of eligible affordable housing units. Each household must meet the period of affordability as outlined in the County Rehabilitation/Reconstruction/New Construction Homeowner Assistance Agreement. The assistance will be secured with a mortgage and note. If the property ceases to be the principal place of occupancy or the title changes hands, the full amount of the HOME assistance will be recaptured. The homeowner must occupy the home as their principal residence during the affordability period to comply with the terms of the loan. Failure to comply with the provisions constitutes a default and may result in repayment of the loan. The minimum affordability periods for the Polk County HOME program are as follows:

Homeownership Assistance HOME Amount Per Unit  
Minimum Period of Affordability

|                      |          |
|----------------------|----------|
| Under \$ 15,000      | 5 years  |
| \$15,000 to \$40,000 | 10 years |
| Over \$ 40,000       | 15 years |

If the net proceeds from a voluntary (sale) or involuntary (foreclosure) sale are insufficient to repay the amount of the HOME assistance, the County shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sales price minus superior loan repayment and any closing costs incurred by the homebuyer.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired



with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

The following is the Recapture Provision for the Polk County HOME Funds: 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Polk County will use HOME funds to provide rehabilitation, reconstruction, or new construction of eligible affordable housing units. Each household must meet the period of affordability as outlined in the County Rehabilitation/Reconstruction/New Construction Homeowner Assistance Agreement. The assistance will be secured with a mortgage and note. If the property ceases to be the principal place of occupancy or the title changes hands, the full amount of the HOME assistance will be recaptured. The homeowner must occupy the home as their principal residence during the affordability period to comply with the terms of the loan. Failure to comply with the provisions constitutes a default and may result in repayment of the loan. The minimum affordability periods for the Polk County

|   |                                 |
|---|---------------------------------|
| HOME program are as follows:                  | Under \$ 15,000 - 5 Years       |
| Homeownership Assistance HOME Amount Per Unit | \$15,000 to \$40,000 - 10 Years |
| Minimum Period of Affordability               | Over \$ 40,000 - 15 Years       |

If the net proceeds from a voluntary (sale) or involuntary (foreclosure) sale are insufficient to repay the amount of the HOME assistance, the County shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sales price minus superior loan repayment and any closing costs incurred by the homebuyer.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

There are no plans to use HOME funds to refinance existing debt.

**Emergency Solutions Grant (ESG)**  
**Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

See Attachment

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Homeless Coalition of Polk County is the lead agency of the Continuum of Care funding that addresses the needs of the homeless and at-risk, many of which fall within the special needs groups and need supportive housing services. The Homeless Coalition of Polk County (HCPC) has applied for and received funding from the McKinney-Vento Homeless Assistance Act Continuum of Care program for the last several years. HCPC also was awarded funding through the Supportive Housing Program (SHP).

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Emergency Solutions Grant funds are sub awarded to local nonprofit and faith-based organizations each year using an application process. Subrecipients are selected to meet the goals and objectives outlined in the Consolidated Plan to address homelessness in Polk County. Funds are advertised as available at the beginning of the year. Nonprofits are notified by email and an announcement is put up on the web page.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

This requirement is met through the Homeless Coalition of Polk County staff and Board members.

5. Describe performance standards for evaluating ESG.

**Compliance monitoring** of Subrecipients including Emergency Solutions Grant (ESG) recipients will be conducted by HND and other county agencies such as internal auditors and external auditors carrying out the single point audit program. They provide an assessment of performance and regulatory and financial contract compliance, along with technical assistance in program administration and service delivery. HND will work with Subrecipients not only to identify program deficiencies but at the same time to identify remedies. A risk factor is assigned to each project, and monitoring visits are conducted at least once a year or more during the course of the contract, depending upon the degree of risk

assigned. During these visits, staff will review program records to ensure that all necessary documentation is on file. HND monitoring staff will discuss how the project is proceeding with managers and personnel and resolve any issues that may arise. After the visit, they will provide a monitoring report with findings, concerns, and suggested changes to resolve the findings and concerns. The monitoring aims to ensure activities are implemented in a manner that complies with federal regulations and ensures the anticipated outcomes are achieved.

## Attachments

## Citizen Participation Comments

Minutes for the  
Review and Public Comment of the  
2022-2023 Action Plan - 2<sup>nd</sup> Public Meeting  
6:00 p.m. Wednesday, June 15, 2022  
Polk County Administration Building  
BoCC Board Room  
330 West Church Street, Bartow Florida

The meeting began at 6:00 p.m. and staff member Nancy Hurley introduced staff members in attendance. She then completed an overview of the summary of the 2022-2023 Action Plan goals and proposed use of funds. She noted that a Notice of the Public Meeting was placed in the Lakeland Ledger on June 5, 2022, and that copies of the summary and ad were included in meeting handouts.

### **Staff in attendance:**

Marcia Andresen, Director of Health, and Human Services  
Jennifer Cooper, Acting Housing and Neighborhood Dev. Manager  
Tarrel Davis, Community Development Supervisor  
Nancy Hurley, Housing Compliance Manager

### **Public Attendees:**

Margaret Alford Representing The Wilson House  
Ashley Black Representing The Heart4Winter Haven

The Purpose of the Public Meeting the meeting was explained as well as how the three federal grants are administered locally. The three federal grants that HND administers were described and each grant budget for the program year 2022-2023 was outlined in detail. The Community Development Block Grant (CDBG), the Emergency Solutions Grant (ESG), and the Home Investment Partnership Grant (HOME) funding levels and proposed activities were explained. Anticipating funded levels for each grant was discussed \$3,947,457 for CDBG, \$1,568,130 for HOME, and \$345,345 for ESG during the 2022-2023 Action Plan upcoming year which starts October 1, 2022, to September 30, 2023.

Staff explained that in order to determine the needs of the community and where to place funding priorities for the FY 2022-2023 Annual Action Plan, Polk County HND made efforts to obtain input from communities and agencies throughout the county, through surveys, community meetings, virtual meetings, and written correspondence. Staff also gathered feedback from other community planning and visioning initiatives that also described community needs and concerns. The community input and other data provide the basis for the strategies and objectives described in the Consolidated Plan.

The three national objectives were outlined during the meeting:

(1) **Provide affordable housing** that is both safe and decent, through construction/rehabilitation of owner-occupied units, rental assistance, and preserving the housing stock.

(2) **Create and maintain a suitable living environment**, by providing needed infrastructure improvements, providing access to improved public facilities and public services, and reducing blighting conditions through demolition of substandard housing units.

(3) **Expanding economic opportunities** by providing public services that help provide skills training and other tools needed to achieve self-sufficiency, promoting employment opportunities for low-income persons assisted by activities and programs outlined in the Consolidated Plan and Annual Action Plan.

Staff explained that projects and services must primarily benefit low- and moderate-income persons/ households when using federal grant funds. Staff added that the FY 2022-2023 Action Plan is based on the FY 2021-2025 Consolidated Plan and outlines the programs/ projects slated for FY 2022-2023 funding. HND will finalize the Action Plan prior to July 5, 2022, when it is presented to the Polk County BoCC for approval.

A review of the RFA and Project Ranking Procedures for Public/Homeless Services was given.

HND staff conducted a technical screening of the applications to determine whether they met the minimum requirements of the CDBG and ESG regulations. Qualified applications were forwarded to the members of the Community Development Citizen's Advisory Committee (CAC) who ranked them and made recommendations for funding.

An overview of the CDBG grant program for 2022 -2023 Proposed Projects was given. Proposed budgets for neighborhood improvement projects, affordable housing, and public/homeless services was presented.

After the budgets were presented the floor was opened for questions.

Ms. Alford, asked is this where we are candid with you? Staff replied yes, sure. If the organization is on the chart you are in fact recommending funding? Staff answered yes to the Board, but the recommendation will go to the board for approval. Ms. Alford added that until it is acted on we just hope for the best. The Wilson House Representative asked for clarification regarding the proposed budget for her organization. Are we recommending funding the Wilson House? Staff confirmed that once the line item was approved on July 5, 2022, that was confirmation of funding for her organization.

Ms. Alford asked what does an organization do if they want to dispute the amount or are disappointed? Staff explained that the CDBG Manager Tarrel Davis vetted the

applications and could answer her questions. He can go into details. Marcia Andresen, Director of Health, and Human Services Division added that it was a committee that Mr. Davis worked with the Citizens Advisory Committee (CAC) members who ranked the application for funding and did not approve the applications himself. But he can provide the details. Mr. Davis explained that the Wilson House grant had two requests one for the substance side and one maintenance for maintenance personnel. Mr. Davis explained we do not fund facility maintenance grants and had ideas regarding the job training side of that. That personnel maintenance property had some ideas for next year as the maintenance side cannot be funded. Nancy Hurley added that we start the new grant cycle in January of 2023 for the CDBG Public Services grants for 2023-2024 program year.

When we do public facility grants we do not fund personnel expenses unrated to the facility improvement project. Mr. Davis explained that he has some ideas for you that you may get into the curriculum in that you maybe do job training in that area. If we do a public facility Request for Proposals (RFA) this year you may improve the property.

Marcia Andresen added; but at this point we just do not have the funding, this grant cycle. We start the new grant cycle in January 2023.

Ms. Alford added so there is no direct appeal process for the current year you just learn what you learn then in the future you just structure your grant according to what things are approvable. Nancy Hurley answered we can give you a list of eligible Public Services grants. The list is outlined in the CDBG regulations. I have a copy for you of the rules and regulations for Public Services activities for the CDBG grant.

Ms. Alford said we have to formalize your grant request process for the nonprofit. Nancy Hurley answered yes, and we will have a Technical Assistance meeting prior to the Public Services RFA process for next year. Nancy Hurley explained that a resource for the Federal Grants is called HUD Exchange and it is very helpful for information about the Federal grants and specifically the CDBG funds. There is a good resource called Basically CDBG which has all the rules and information about the CDBG funds.

Ashley Black Representing The Heart4Winter Haven asked if there were any program available to asset with completing homes that were donated to their organization. We are interested finding funds to help with home ownership assistance. One of our core values of our organization is asset building for home ownership.

Tarrel Davis explained that a couple saved for down payment assistance and was able to go through the Keystone Challenge fund to purchase a home. He said he has had experience in the past with Individual Development Accounts (IDA). IDA is a cash match, and the recipients save money, and it is matched. It was part of job training program he was familiar with.

Ashley we are not certified developers we were given land do you know any programs that can help with money to rehab houses? Also, we were given the houses on lots to

move, and we need the land to move them to. Tarrel Davis suggest calling the City of Auburndale they were working to purchase lots for affordable housing development.

Ashely explained that we know we cannot do it all ourselves, so we need partners to help.

Ms. Alford said I have one more question “is there a list of things that can not to be funded?” Nancy Hurley said I will take a look to see on the website for CDBG. One thing I do in my research for the CDBG Public Services grants is google program ideas. CDBG has been around a long time and sample programs will pop up when you research on the internet. An example for a public service would come up from another city or county that is using the CDBG funds in this manner. Ms. Alford agreed that this was a good idea to try out for sample ideas.

There were no other questions at this time and the meeting was adjourned.

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**Grantee Unique Appendices**

July 19, 2022 Agenda 2022-2023 Annual Action Plan

SUBJECT

Resolution adopting the Fiscal Years (FY) 2022-2023 Annual Action Plan. (No fiscal impact)

DESCRIPTION

Request Board adopt the Resolution approving the FY 2022-2023 Annual Action Plan. The Annual Action Plan is a strategic plan that is required by the U.S. Department of Housing and Urban Development (U.S. HUD) to outline the proposed use of Federal Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds for the upcoming year October 1, 2022, to September 30, 2023. Polk County anticipates receiving approximately \$5,860,932 in Federal U.S. HUD grants during this time frame.

Polk County uses CDBG funds for improvement projects that benefit low- and moderate-income persons. Community Development Block Grant (CDBG) funding supports the following programs: Neighborhood Improvements/Infrastructure, Municipal Partners, Public Services/Homeless Programs, and Administration.

HOME Investment Partnership (HOME) funds are used for substantial home repairs, Community Housing and Development Organization (CHDO) housing acquisition, repair and resale activities, and the Tenant-Based Rental Assistance (TBRA) Program.

Emergency Solutions Grant (ESG) funds are distributed to non-profit agencies that provide shelter and other services to the homeless, such as the Salvation Army and the Talbot House.

The FY 2022-2023 Annual Action Plan outlines the proposed uses of federal grant funds for the 2022-2023 program year. The FY 2022-2023 Action Plan will provide \$ 3,947,457 in CDBG funds, \$ 1,568,130 in HOME funds, and \$345,345 in ESG funds.

RECOMMENDATION

For the Board to approve the FY 2022-2023 Action Plan and authorize Housing and Neighborhood Development to transmit the Plans to U.S. HUD.

FISCAL IMPACT

No Fiscal Impact

CONTACT INFORMATION

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Attachment: 2022-2023 Annual Action Plan.pdf

Attachment: 2022-2023 Action Plan Executive Summary

Attachment: Resolution and Certification forms.pdf