

# CAPER 2015-16

Consolidated Annual Performance and Evaluation Report

Seminole County Community Service Department



Draft for Public Comment  
11/22/2016



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## **Executive Summary**

### **CR-05 - Goals and Outcomes**

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

Seminole County has made substantial progress in meeting the goals to address the high priority community development needs outlined in the Five-Year Consolidated Plan. Several goals have met or exceeded the anticipated accomplishments. Seminole County met and exceeded goals for Affordable Housing through implementation of the Purchase Assistance, Rehabilitation, Immediate Needs, and the Tenant-Based Rental Assistance Programs, and exceeded anticipated outcomes for the delivery of Public Services. Some One-Year goals were not met, however work on these activities is still in progress and is anticipated to be substantially completed by the end of Program Year 2016-2017.

The housing and community development improvement activities in Seminole County continue to be implemented using Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) funding, which provides for the availability and accessibility to decent and affordable housing to citizens, the support of public services, and the assistance in sheltering and housing homeless persons in our community.

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

The accomplishments and progress of year one of the Five-Year Consolidated Plan activities are described below in Table 1 – Seminole County Accomplishments – Program Year & Strategic Plan to Date.

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected- Strategic Plan	Actual Strategic Plan	Percent Complete	Expected – Program Year	Actual- Program Year	Percent Complete
Building Acquisition, Construction, Rehabilitation	Non-Housing Community Development	CDBG: \$284,000	Other	Other	3	2	66.67%	3	2	66.67%
Emergency Shelter Operation and Maintenance	Homeless	ESG: \$118,686	Homeless Person Overnight Shelter	Persons Assisted	3950	820	20.76%	790	820	103.80%
Homeowner Rehabilitation	Affordable Housing	HOME: \$73,639	Homeowner Housing Rehabilitated	Household Housing Unit	10	2	20.00%	2	2	100.00%
Homeowner Rehabilitation/ Immediate Needs	Affordable Housing	CDBG: \$205,742	Homeowner Housing Rehabilitated	Household Housing Unit	85	22	25.88%	17	22	129.41%
Housing Construction or Rehabilitation (CHDO)	Affordable Housing	HOME: \$0	Other	Other	10	0	0.00%	2	0	0.00%
Housing Construction/Rehabilitation for Resale	Affordable Housing	HOME: \$0	Homeowner Housing Rehabilitated	Household Housing Unit	5	0	0.00%	1	0	0.00%
Microenterprise Assistance	Non-Housing Community Development	CDBG: \$0	Businesses assisted	Businesses Assisted	20	0	0.00%	4	0	0.00%

MSBU Projects	Non-Housing Community Development	CDBG: \$2,562	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	180	51	28.33%	180	51	28.33%
Public Services	Public Services	CDBG: \$62,610	Public service activities other than Low/Moderate Income Housing Benefit	535	201	37.57%	215	201	93.49%
Public Services	Public Services	CDBG: \$149,546	Other	34	691	2,032.35%	34	691	2,032.35%
Purchase Assistance	Affordable Housing	HOME: \$119,246	Direct Financial Assistance to Homebuyers	10	3	30.00%	2	3	150.00%
Rapid Re-Housing	Homeless	ESG: \$60,742	Tenant-based rental assistance / Rapid Rehousing	60	16	26.67%	12	16	133.33%
Tenant Based Rental Assistance	Affordable Housing	HOME: \$84,768	Tenant-based rental assistance / Rapid Rehousing	75	20	26.67%	15	20	133.33%

Water Line Improvements	Non-Housing Community Development	CDBG: \$405,522	Public Facility Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0.00%	1791	0	0.00%
Administration	Administration	CDBG \$302,916	Other	Other	1	0.00%	n/a	n/a	0.00%

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

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

Seminole County utilized CDBG, HOME and ESG funds to address the high priority community development needs outlined in the Five-Year Consolidated Plan. Affordable Housing is the highest priority need identified in this plan, and accomplishments which improved the affordability were realized through the Homeowner Rehabilitation program, which assisted 2 households with improvements; the Immediate Needs program assisted 22 households with necessary repairs; and affordable rental housing was provided to 20 households through the Tenant-Based Rental Assistance program. Additionally, three households were assisted with becoming homeowners through the Purchase Assistance program.

Public Services is identified as a high priority need, and services provided using CDBG funds resulted in 58 individuals receiving access to necessary dental care, 39 families received assistance with child care, 56 individuals were provided medical services, mental health services were provided to 81 persons, and 48 elderly persons were able to participate in a senior services program. Two activities for the homeless were completed to improve coordination and address homeless needs specific to the Seminole County community. ESG funds were used to support shelter operations for three emergency shelters operating within Seminole County, and for a Rapid Re-Housing project which assisted 16 households.

## CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME	Total
White	1,327	20	1,347
Black or African American	593	46	639
Asian	13	0	13
American Indian or American Native	2	0	2
Native Hawaiian or Other Pacific Islander	5	0	5
<b>Total</b>	<b>1,940</b>	<b>66</b>	<b>2,006</b>
Hispanic	653	8	661
Not Hispanic	1,287	58	1,345

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

### Narrative

The activities funded with CDBG and HOME served a diverse population and assisted a total of 2,006 beneficiaries during FY 2015-2016. Due to variations in reporting accomplishment data into the IDIS database, this number may represent individuals served or families served, depending on the type of activity and the reporting requirements for that specific activity.

Based upon this data, 67% of the beneficiaries were White, 32% were Black or African American, and less than 1% served were Asian, American Indian or American Native, or Native Hawaiian or Other Pacific Islander. The ethnic composition of the beneficiaries reveals that approximately 33% are of Hispanic origin.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	3,648,727	1,803,825
HOME	HUD	1,685,784	517,366
ESG	HUD	197,206	181,609

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Bookertown	5	2	Bookertown Street Lighting
Midway	29	29	Midway Water Line Improvements

Table 4 – Identify the geographic distribution and location of investments

### MSBU- Bookertown Street Lighting Project

During FY 2015-2016, work began on the Bookertown Street Lighting Preparation Project, making an important first step towards reaching Seminole County's long-term goals of improving street lighting throughout the community.

### Midway Water Improvements: Construction Phase Two

The Midway area of Seminole County has a population with predominately low- to moderate-income, exhibiting a greater need for assistance. This project is currently underway with additional design and engineering being completed during the year in preparation of Phase Two construction. During FY 2015-2016, construction of Phase 1 has been completed and construction for Phase 2 is expected to begin during FY 2016-2017. The 2015-2016 annual action plan will implement additional construction phases in order to carry out the project goals and successfully enhance the Midway water system.

## Leveraging

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

Seminole County has designated affordable housing lots throughout the County that may be used as leverage toward affordable housing projects funded with federal funds when necessary. As of 2015, Seminole County has 11 county-owned vacant lots that can be leveraged toward meeting affordable housing needs. During FY 2015-2016, Seminole County has identified one of these parcels which will be developed through an agreement with Habitat for Humanity. The project will be developed and is anticipated to be completed during FY 2016-2017.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	14,526,956
2. Match contributed during current Federal fiscal year	240,720
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	14,767,676
4. Match liability for current Federal fiscal year	389,842
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	14,377,834

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

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation Construction Materials, Donated labor	Bond Financing	Total Match
181 Ruskin St Lake Mary FL	07/01/2016	30,000	0	0	0	0	0	30,000
185 Hidden Lake Drive Sanford FL	04/05/2016	8,175	0	0	0	0	0	8,175
206 Briar Cliff Dr Longwood FL	09/18/2016	22,972	0	0	0	0	0	22,972
278 Windmeadows Street Altamonte Springs FL	06/17/2016	27,167	0	0	0	0	0	27,167
450 Iris Road Casselberry FL	02/29/2016	47,406	0	0	0	0	0	47,406
5113 Ferncrest Drive Winter Park FL	01/03/2016	50,000	0	0	0	0	0	50,000
705 Crestwood Way Winter Springs FL	03/22/2016	30,000	0	0	0	0	0	30,000
922 W 11th Street Sanford FL	02/05/2016	25,000	0	0	0	0	0	25,000

Table 6 – Match Contribution for the Federal Fiscal Year

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
0	\$8,211.42	\$8,211.42	0	0

Table 7 – Program Income

**HOME MBE/WBE report**

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

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

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

During the program year, Seminole County did not expend funds for the development or rehabilitation of rental properties.

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

**Table 10 – Relocation and Real Property Acquisition**

During FY 2015-2016, Seminole County did not displace any persons or businesses for any acquisition activities. The acquisitions conducted for Hope Helps facilitated the purchase of the property where the non-profit organization was already a tenant, so there was no relocation necessary.

## CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	12	16
Number of Non-Homeless households to be provided affordable housing units	24	28
Number of Special-Needs households to be provided affordable housing units	15	20
<b>Total</b>	<b>51</b>	<b>64</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	27	36
Number of households supported through The Production of New Units	3	1
Number of households supported through Rehab of Existing Units	19	24
Number of households supported through Acquisition of Existing Units	2	3
<b>Total</b>	<b>51</b>	<b>64</b>

Table 12 – Number of Households Supported

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

The One-Year Goal for providing affordable housing during FY 2015-2016 was planned for 51 households to be served. The actual number of households served exceeded that number as a total of 64 were actually served using CDBG, HOME and ESG funds. The goal for Rental Assistance was exceeded through the Tenant Based Rental Assistance (TBRA) program and ESG- Rapid Re-housing programs, which provided assistance to 20 households and 16 homeless households respectively. Progress on the goal to produce 3 New Units made strides through HOME funds being utilized through an agreement with Habitat for Humanity for a project that included the acquisition, rehabilitation, and resale to an income eligible household. The other 2 units planned for FY 2015-2016 planned for development in coordination with a Community Housing Development Organization (CHDO) activity, however Seminole County is currently in the process of identifying a CHDO that meets the HOME requirements. The CHDO activity will be completed after identification and partnership with a CHDO agency can be developed. Seminole County

exceeded the projected One-Year Goal of assisting households through rehabilitation of existing units, as 22 Immediate Needs and 2 Homeowner Rehabilitation activities were completed during the year. HOME funds were used to support 3 households with acquiring homes through the Purchase Assistance program, exceeding the goal for this outcome.

Of these actual goals accomplished during FY 2015-2016, 16 were for homeless households, 28 for non-homeless, and 20 were for special needs households to include persons with disabilities and the elderly.

In addition to CDBG, HOME, and ESG funding, Neighborhood Stabilization Program (NSP 3) funds were used to acquire, rehabilitate, and resell two homes to income eligible buyers. While these funds are not included as part of the One-Year Action Plan, it is mentioned in this section since NSP 3 funds are used for affordable housing strategies outlined in the plan.

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

With the exception of the CHDO activity, there is no indication these outcomes will impact any future action plans, and Seminole County will be working towards partnering with an eligible CHDO organization during CHDO during FY 2016-2017.

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

Number of Persons Served	CDBG Actual	HOME Actual	ESG Actual
Extremely Low-income	2	16	16
Low-income	19	7	0
Moderate-income	3	1	0
<b>Total</b>	<b>24</b>	<b>24</b>	<b>16</b>

Table 13 – Number of Persons Served

**Narrative Information**

A breakdown of the person served by income level for specific projects is described in the below table:

Number of Persons Served	TBRA	ESG RRH Project	Immediate Needs	Purchase Assistance	Rehab Existing Units	New Units
Extremely Low-income	16	16	1		1	
Low-income	4		19	2	1	1
Moderate-income			2	1		
<b>Total</b>	<b>20</b>	<b>16</b>	<b>22</b>	<b>3</b>	<b>2</b>	<b>1</b>

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Under the funding priorities for the 2015-2020 Consolidated Plan, Street Outreach activities to assess the individual needs of homeless persons (especially unsheltered persons) have not been identified as a priority need and no strategies have been developed to increase this effort. For that reason, there were no planned activities identified in the 2015-2016 One-Year Action Plan for street outreach using HOME, CDBG, or ESG funding.

The Homeless Services Network of Central Florida serves as the County's Continuum of Care (CoC) agency and partner to implement Street Outreach activities and report the latest Point-in-Time (PIT) survey counts to assist the local non-profit homeless service providers in developing and implementing strategies to address the needs of the current homeless population, whether sheltered or unsheltered. However, the Seminole County Community Services Department does administer rapid re-housing activities, including case management and assessment through the ESG program and will continue to do so during the 2015-2016 fiscal year.

Using other funding, the County is currently administering the Shelter Plus Care (S+C) Program grants, which are specifically designed to reduce chronically homeless through permanent supportive housing. Thirty five formerly homeless individuals were assisted with maintaining housing and were provided supportive services during during Program Year 2015-2016, with accompanying case management.

Aspire (f/k/a Seminole Behavioral Healthcare) participates with case management in the Shelter Plus Care Program and provides supportive services, i.e., counseling, job training, case management services, and medical care. The Shelter Plus Care Program links rental assistance to supportive services for hard-to-serve chronically homeless persons with disabilities, primarily those who are mentally ill, have chronic problems with drugs and/or alcohol, or have acquired HIV/AIDS or related diseases.

The Community Assistance and Community Development Divisions provide housing assistance activities and strategies of the CDBG, HOME, ESG, SHIP, NSP, NSP3, and Shelter Plus Care Programs; and work in conjunction with some outside agencies who manage several other similar programs, mostly social service programs, for veterans, indigent persons, and other lower income households and persons.

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

Seminole County provides continued support of emergency shelters and transitional housing for the homeless utilizing ESG program funds to support shelter operating costs. During FY 2015-2016, three shelters operating within the County received assistance with their operating costs, which directly

impacted 1,063 homeless persons and provided for a combined 47,186 nights of shelter beds. Funding to the Resue Outreach Mission totaled \$44,655 to support the emergency shelter facilities owned and operated by the non-profit organization. The local shelter for victims of domestic violence, Safehouse, received \$32,000 in funding for their emergency shelter facility. Finally, Recovery House received an award of \$14,000 in ESG funds to support the operations of their emergency shelter.

Seminole County also provided additional assistance through an award of general revenue funds to an emergency shelter through it's Community Services Agency (CSA) Program which provides for essential services to meet the unmet needs of the community.

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

The Seminole County Community Services Department administers an internal housing financial assistance program that provides rental, utility, and mortgage assistance to qualified families who are experiencing financial hardship due to job loss, medical problems, elderly and disabled garnishments, and more. The rental, utility and mortgage assistance program is funded through Seminole County general revenue funds, and can be applied for directly through the Community Services Department. The Seminole County Community Services Department also works in partnership with local mental health services, healthcare, and housing supportive services providers in an effort to supplement funding resources needed for qualified applicants, including low-income individuals and families, and extremely low-income individuals and families, and persons with special needs being discharged from publicly funded institutions and systems of care.

**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 Seminole County Community Services Department, Community Development Division allocated \$49,706 in ESG program funds for a Rapid Re-Housing project which provides rental, utility assistance, and supportive case management to homeless persons in order to secure housing. Of the projected 12 households goal for FY 2015-2016, a total of 16 households were provided assistance.

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

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

Continued communication and interaction are maintained with the Seminole County Housing Authority, and local nonprofit housing agencies to complement efforts to provide a full range of services to public housing, Section 8, and TBRA tenants. With regard to resident initiatives, the SCHA makes their Section 8 Rental Assistance Programs available for homeownership, assisting in mortgage payments for up to 15 years for eligible households. Also, the SCHA uses vendors and businesses owned by its own public housing residents to the greatest extent feasible for any work needed. The City of Sanford no longer operates a PHA, and the jurisdiction's Housing Choice Voucher program is operated by the Orlando Housing Authority.

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

The Seminole County Housing Authority provides internal programs and supportive services to its clients for the purpose of establishing self-sufficiency and moving to homeownership. Supportive services include job training, financial counseling, networking with housing providers, etc. These supportive services are offered to all public housing residents as incentive to take control of their housing opportunities and better their lifestyle.

### **Actions taken to provide assistance to troubled PHAs**

There are two public housing authorities in Seminole County. The Seminole County Housing Authority is not currently designated as troubled, and is eligible to receive direct funding from HUD to administer operation and maintenance activities, and rental assistance programs available to public housing agencies (PHAs). The Sanford Housing Authority is no longer in operation and the Orlando Housing Authority, is currently administering the Section 8 Housing Choice Voucher program for very low- and low-income residents in Sanford.

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

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

As a part of the Consolidated Plan process, Seminole County created a report titled the *2015 Analysis of Impediments to Fair Housing Choice*, which included a review of barriers to affordable housing and defined recommendations to implement in order to eliminate the barriers identified. One important aspect of the report was the in-depth review of Florida's statutes, laws and policies that have an affect on fair housing choice, and includes recommendations on how to eliminate any potential barriers caused by the policies.

During the in-depth review of the Florida statutes, laws and policies, it was concluded that the Chapter 163, Part II, F.S., Growth Policy; County and Municipal Planning; Land Development Regulation; Community Planning Act (Sections 163.3161 - 163.3217, F.S.) and Chapter 760, Part II, F.S., Florida Fair Housing Act (Sections 760.20 - 760.37, F.S.) have the biggest impact on fair housing choice regulation for local governments. These two specific laws outline requirements for housing development and define and prohibit discrimination in relation to fair housing choice. Though, neither were found to have direct negative impacts on fair housing choice. The direct negative impacts on fair housing choice were discovered when laws were not being properly enforced by local governments, or if land use regulations had the potential to restrict housing choice or propose housing development in areas of communities that could restrict access to goods and services required to achieve a safe and decent living environment.

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

The State Housing Initiatives Program (SHIP) funding received from the State of Florida is used to meet underserved affordable housing needs in the Seminole County community, and funds are used for the following activities:

- Purchase Assistance
- Homeowner Rehabilitation/Reconstruction
- Immediate Needs
- Rental and Security Deposits

Since so many very low and extremely low income households pay more than 30% of their income toward rent, a portion of the HOME TBRA Program and the CSBG Self-Sufficiency Program develop a household's capacity to earn more income on their own, after receiving vocational training or education and developing marketable job skills. Once viable employment is gained, stable households are encouraged to apply for the above-mentioned purchase assistance. In addition, the HOME TBRA Program assists elderly and disabled households to alleviate them paying more than 30% of their income in rent. These

households often do not have the ability to increase their household income and this assistance enables them to maintain their housing.

During FY 2015-2016, SHIP funding was used to support the Merritt Street Low Income Housing Tax Credit (LIHTC) project located in the Altamonte Springs area of Seminole County. This project was developed using a combination of public and private funding to produce a total of 102 affordable rental units which will have a 20 year affordability period, of which 2 units are considered subsidized by the Seminole County awarded SHIP funds. The project is currently under construction and is anticipated to be completed during FY 2016-2017.

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

Seminole County requires that all contractors complete a detailed work write-up to document any lead based paint hazard risk prior to construction on any affordable housing activities:

- If the building was constructed in 1978 or after, the construction date of the unit and source of information is to be recorded on the form.
- If the building was constructed before 1978, it requires visual inspection unless one of the following exceptions apply:
  - 1) No children under the age of 6 reside in the home.
  - 2) A previous lead based paint inspection has been conducted according to the HUD regulations and the unit was found not to have lead based paint, documentation must be attached.
  - 3) The property has identified and all lead based paint has been removed in accordance to HUD regulations. Documentation must be attached.
- If the building was constructed before 1978 and does not meet any of the exemptions above, the following actions must be taken:
  - 1) A brochure concerning lead based paint hazards is to be provided to the household.
  - 2) The client is to be provided with a Disclosure of Information on Lead Based Paint
  - 3) The home must be visually inspected. The preparer must, at a minimum, complete HUD's online visual inspection training before the inspection is conducted. The inspecting party must answer the following questions:
    - Are interior painted surfaces free from deteriorated paint?
    - Are the exterior painted surfaces free from deteriorated paint?
    - Will any paint be disturbed during rehabilitation?

In accordance with the HUD Lead-Based Paint Regulation (24 CFR Part 35), rehabilitation work on housing built before 1978 that is financially assisted by the Federal government is subject to requirements that will control lead-based paint hazards. At the very least, Seminole County will test and repair any painted surface that is disturbed during the work. The County may stabilize deteriorated paint, which includes the correction of moisture leaks or other obvious causes of paint deterioration. Clearance examination will be conducted following most work activities to ensure that the work has been completed; that dust, paint chips and other debris have been satisfactorily cleaned up; and that dust lead hazards are not left behind. As necessary, a risk assessment will be done to identify lead-based paint hazards, perform interim control

measures to eliminate any hazards that are identified or, in lieu of a risk assessment, perform standard treatments throughout a unit. The type and amount of Federal assistance and rehabilitation hard costs for the unit will determine the level of lead hazard reduction that will be completed.

Actions to address LBP hazards and increase access to housing without LBP hazards include:

- Ensure that contractors completing work write-up on housing units are certified to complete the proper testing
- When selecting homes for rehabilitation/resale, give priority to homes that were constructed after 1978
- Coordinate with the local health department to maintain statistics on housing units identified to contain LBP

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

Seminole County combines several funding sources in an effort to reduce the number of poverty-level families in the community. The TBRA program provides assistance to elderly and disabled households to work towards reducing poverty and homelessness by providing housing affordability while building self-sufficiency. This program model is used for both the HOME funded TBRA and Shelter Plus Care TRA activities. The Shelter Plus Care program is specific services to provide permanent supportive housing for previously homeless individuals and families. During FY 2015-2016, Shelter Plus Care activities assisted 35 households that were able to maintain housing and gain access to supportive services through this program. Additionally, long-term rental assistance is sometimes coupled with the CDBG-funded Dental Assistance and Child Care Assistance activities (and other supplemental public/social service assistance programs provided by the County, as necessary), depending on necessity and availability of funding.

Households in the Self-Sufficiency Program are encouraged to work toward using the SHIP Purchase Assistance Program (for down payment assistance) or other housing subsidy programs to eventually gain homeownership or standard market rental housing. Seminole County also uses the Florida Community Services Block Grant (CSBG) funding to provide rental assistance during educational/vocational training to build self-sufficiency. In addition, CSBG funds are used to provide Training Vouchers for individuals to attain vocational or education training to gain or increase their marketable employability. This funding can be used to provide assistance for TBRA\TRA participants or other income eligible applicants. Efforts are underway to identify and relocate those special needs households to dedicated units with affordable rents.

Also, both with and apart from the TBRA\TRA Programs, the CDBG-funded Child Care Assistance activity is intended to provide a means for very low income households, usually single parents with children, to procure and maintain self-sufficiency through gainful employment and/or additional education. Normally, such heads of households can normally only locate low paying jobs. This activity offsets the relatively high cost of caring for their children while at work or while seeking employment.

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

Key partnerships were maintained during the 2015-2016 Program Year. Relationships exist with Seminole County and several nonprofit organizations, for-profit housing developers, housing counseling agencies, supportive service providers, and other housing assistance providers

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

Seminole County took necessary steps to continue enhancing coordination between public and private housing and social service agencies by offering opportunities for financial support through federal funding activities and strengthening networking abilities through County sponsored community events, workshops and conferences.

Seminole County completed the following actions to enhance coordination between public and private housing and social services agencies:

- Seminole County conducted the annual Request for Applications process for local non-profit organizations to submit request for consideration of grant funding to carry out the goals and objectives set forth in this Plan;
- Seminole County coordinates with the area Continuum of Care (CoC) agency, Homeless Services Network of Central Florida, and other local private homeless providers, on a weekly basis through the attendance at homeless population status meetings;

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

The 2015 Analysis of Impediments to Fair Housing Choice identified 5 impediments and recommended specific actions to overcome these impediments. The following actions were identified in the FY 2015-2016 One-Year Action Plan and specific actions taken during the year to address these impediments are described below:

Impediment 1:	Lack of communication on issues in Housing Sales and Retail.
Remedy:	More public notices through internet, TV and newspapers
Action Taken:	Information on Fair Housing is made available on the Community Development website, including a Fair Housing Brochure which includes information on where to report suspected violations.
Impediment 2:	Shortage of Affordable housing stock.
Remedy:	Build new buildings and work with housing, landlords and property managers.
Action Taken:	During FY 2015-2016, there were no new affordable rental properties added to the affordable housing stock, however, Seminole County supported and provided matching funds for a Tax Credit project, using SHIP funding, which will

be completed during FY 2016-2017.

- Impediment 3:** Access to loans and capital for homeownership.  
**Remedy:** Teach and create materials for the public to not fall victim to scams and predatory lending.  
**Action Taken:** Seminole County partnered with the University of Florida to provide housing education services for potential and current homeowners to include money management, credit counseling, and reverse mortgage information.
- Impediment 4:** Access for minorities to housing outside of minority concentration  
**Remedy:** Increase application from housing providers. CDBG and HOME incentive projects.  
**Action Taken:** During FY 2015-2016, Seminole County did not develop any new affordable housing units.
- Impediment 5:** Failure to make accommodation or modifications for disabled persons  
**Remedy:** Outreach and education programs for housing providers, landlords and property managers. Fair housing enforcement and monitoring.  
**Action Taken:** Affirmative Marketing Plans for any HOME assisted projects with 5 or more units are reviewed as part of the monitoring conducted. Compliance with ADA requirements are also reviewed during the annual monitoring of assisted affordable rental units.

## **CR-40 - Monitoring 91.220 and 91.230**

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

Seminole County ensures compliance with the programs from the project planning phase through the completion and close-out of the project. The Community Development team reviews proposed activities for eligibility and consistency with meeting the priority needs of the approved Five-Year Consolidated Plan.

Project reporting and timeliness reports are performed at various intervals. Performance reports are compiled and information pertaining to activity goals, objectives, and performance measurements are reported in the CAPER. The County has met all of the timeliness requirements and were below the 1.5 requirement at the end of July. The County has engaged Minority Business public forums through outreach, internet, and public meetings to offer an opportunity to participate in programs and services.

Seminole County provides oversight of the activities carried out using CDBG, HOME and ESG funds through desk and on-site monitoring of subrecipients, property owners of affordable rental properties assisted with HUD funds, and of homeowners provided purchase or rehabilitation assistance who are required to meet a period of affordability.

The Compliance Office, an internal section within the Community Services Department, is responsible for conducting annual monitoring on projects and subrecipient agreements. Long term oversight for properties assisted with grant funds through each individual period of affordability is also conducted by the Compliance Office.

A monitoring plan and schedule is prepared at the beginning of the program year, and the schedule coincides with a risk assessment conducted to determine the amount of monitoring needed to ensure compliance.

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

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

In accordance with the Citizens Participation Plan notification of the availability of the CAPER was published in the Seminole County section of the Orlando Sentinel in advance of the 15-day public comment period on November 24, 2016 and was also posted to the County's website. Residents were encouraged to review the report and provide written comments on the accomplishments and use of the funding. The 15-day public comment period was open from the date of that advertisement, November 24, 2016 through December 9, 2016. A public meeting was also held on December 6, 2016 to provide

citizens an opportunity to review and comment on the draft CAPER. Any and all comments received will be incorporated with the CAPER, and upon Board approval, will become a part of this report and submitted. Copies of the public notices are included with submission of the CAPER.

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**CR-45 - CDBG 91.520(c)**

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

Seminole County continues to have positive experiences in administering affordable housing and community development programs, implemented by staff or through partnership with service providers, and does not anticipate a change in the program objectives outlined in the 5-Year Consolidated Plan.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

This is not applicable to Seminole County as we are not a BEDI grantee.

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## **CR-50 - HOME 91.520(d)**

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

On-site inspections of affordable rental units assisted with HOME are conducted prior to move in, during annual recertification for TBRA clients, and at the time of annual monitoring conducted by the Compliance Unit. Seminole County currently contracts with the Seminole County Housing Authority (SCHA) for inspection and reinspection services in accordance with the HUD Housing Quality Standards (HQS) requirements.

Units that fail inspection require remediation within 30 days and reinspection is conducted after the landlord has made repairs. Units that fail inspection are not eligible for assistance with TBRA funds and would require the tenant move to an eligible rental unit.

Affordable rental housing partners that operate units previously assisted with HOME funds are monitored on an annual basis during the period of affordability, and HQS inspections are conducted as part of that monitoring.

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

Pursuant to HUD regulations, 24 CFR 92.351, the County has adopted affirmative marketing guidelines and enforces the guidelines by requiring HOME Program Agreement and the Firm Commitment Letter to include the development's affirmative marketing strategies

The County's affirmative marketing guidelines require policies and procedures to be included in an Affirmative Fair Housing Monitoring Plan for the following elements:

- Informing the public, owners and potential tenants;
- The advertising of vacant units;
- Owner's outreach efforts;
- Recordkeeping;
- Assessment of the affirmative marketing efforts of owners.

Seminole County provides for affirmative marketing of our HOME assisted units for all projects implemented internally or through our affordable housing partners. As part of the monitoring conducted, owners of all properties that have five or more HOME assisted units are required to have an affirmative marketing plan, and a review of that plan and actions taken are completed to ensure equal access to affordable housing.

The County's Community Services Department provides information on Section 3 opportunities

whenever seeking contractors for services provided, and includes the Section 3 Clause in all applicable contracts in which HOME funds will be used.

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

According to the IDIS PR-09 report, Seminole County received \$8,211.44 in program income and expended \$8,211.44 in program income during FY 2015-2016. The program income was used for completion of the Habitat for Humanity project, and is detailed in the below table.

IDIS Activity Number	Amount of Program Income	Type of Activity
1017	\$8,211.44	Acquisition, rehabilitation, and sale of affordable housing unit

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

Seminole County continues to foster and maintain affordable housing through it's HOME funds, and specific actions during FY 2015-2016 include:

- Completing 2 homeowner rehabilitation projects to improve two owner-occupied housing units from substandard conditions.
- Providing purchase assistance to 3 homebuyers which made the units affordable for the 2 very low income and 1 low income households.
- Provided rental assistance to 20 income eligible elderly or disabled persons through the Tenant Based Rental Assistance (TBRA) program.
- Supported the acquisition, rehabilitation, and sale of an affordable housing unit to an income eligible homebuyer through the Habitat for Humanity project.

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

**ESG Supplement to the CAPER in *e-snaps***

**For Paperwork Reduction Act**

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

**Basic Grant Information**

<b>Recipient Name</b>	SEMINOLE COUNTY
<b>Organizational DUNS Number</b>	067834358
<b>EIN/TIN Number</b>	596000856
<b>Identify the Field Office</b>	JACKSONVILLE
<b>Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance</b>	Orlando/Orange, Osceola, Seminole Counties CoC

**ESG Contact Name**

<b>Prefix</b>	Ms
<b>First Name</b>	VALMARIE
<b>Middle Name</b>	H
<b>Last Name</b>	TURNER
<b>Suffix</b>	0
<b>Title</b>	Director Community Services

**ESG Contact Address**

<b>Street Address 1</b>	534 W. Lake Mary Blvd.
<b>Street Address 2</b>	0
<b>City</b>	Sanford
<b>State</b>	FL
<b>ZIP Code</b>	-
<b>Phone Number</b>	4076652301
<b>Extension</b>	0
<b>Fax Number</b>	4076652309
<b>Email Address</b>	VTURNER@seminolecountyfl.gov

**ESG Secondary Contact**

<b>Prefix</b>	Ms
<b>First Name</b>	Melody
<b>Last Name</b>	Frederick
<b>Suffix</b>	0
<b>Title</b>	HUD Administrator
<b>Phone Number</b>	4076652394
<b>Extension</b>	0
<b>Email Address</b>	mfrederick@seminolecountyfl.gov

## 2. Reporting Period—All Recipients Complete

**Program Year Start Date** 10/01/2015  
**Program Year End Date** 09/30/2016

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

**Subrecipient or Contractor Name:** SEMINOLE COUNTY

**City:** Sanford

**State:** FL

**Zip Code:** 32771, 1468

**DUNS Number:** 067834358

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Unit of Government

**ESG Subgrant or Contract Award Amount:** 49706

**Subrecipient or Contractor Name:** Rescue Outreach Mission of Sanford, Inc.

**City:** Sanford

**State:** FL

**Zip Code:** 32771, 2790

**DUNS Number:** 803947223

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 44655

**Subrecipient or Contractor Name:** SafeHouse of Seminole

**City:** Sanford

**State:** FL

**Zip Code:** 32771, 1468

**DUNS Number:**

**Is subrecipient a victim services provider:** Y

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 32000

**Subrecipient or Contractor Name:** Recovery House of Central Florida

**City:** Sanford

**State:** FL

**Zip Code:** ,

**DUNS Number:** 094308959

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** 14000

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## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

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

Table 14 – Household Information for Homeless Prevention Activities

\*During FY 2015-2016, Seminole County did not utilize ESG funds for a Homelessness Prevention Activity.

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	51
Children	105
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>156</b>

Table 15 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

Number of Persons in Households	Total
Adults	586
Children	229
Don't Know/Refused/Other	1
Missing Information	4
<b>Total</b>	<b>820</b>

Table 16 – Shelter Information

**4d. Street Outreach**

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

**Table 17 – Household Information for Street Outreach**

\*During FY 2015-2016, Seminole County did not expend ESG funds for Street Outreach activities.

**4e. Totals for all Persons Served with ESG**

<b>Number of Persons in Households</b>	<b>Total</b>
Adults	729
Children	324
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>1063</b>

**Table 18 – Household Information for Persons Served with ESG**

**5. Gender—Complete for All Activities**

	<b>Total</b>
Male	594
Female	459
Transgender	0
Don't Know/Refused/Other	1
Missing Information	9
<b>Total</b>	<b>1063</b>

**Table 19 – Gender Information**

## 6. Age—Complete for All Activities

	Total
Under 18	334
18-24	91
25 and over	637
Don't Know/Refused/Other	1
Missing Information	0
<b>Total</b>	<b>1063</b>

Table 20 – Age Information

## 7. Special Populations Served—Complete for All Activities

### Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	39	42
Victims of Domestic Violence	0	0	28	357
Elderly	0	0	0	23
HIV/AIDS	0	0	0	4
Chronically Homeless	0	0	80	18
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	0	0	5	18
Chronic Substance Abuse	0	0	195	18
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	347	480

Table 21 – Special Population Served

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

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	69,350
Total Number of bed-nights provided	47,186
Capacity Utilization	68.00%

Table 22 – Shelter Capacity

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

Seminole County identified Rapid Re-housing and Emergency Shelter as priority needs in the 2015-2019 Five-Year Consolidated Plan. Project outcomes for the ESG program are in accordance with the performance measures and activities were implemented within the policies and procedures for the ESG program.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 23 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	66,533	12,862	60,742
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>66,533</b>	<b>12,862</b>	<b>0</b>

Table 24 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services	0	0	0
Operations	71,950	52,083	89,439
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>71,950</b>	<b>52,083</b>	<b>0</b>

**Table 25 – ESG Expenditures for Emergency Shelter**

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
HMIS	0	0	0
Administration	0	0	14,307
Street Outreach	0	0	0

**Table 26 - Other Grant Expenditures**

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2013	2014	2015
	138,483	64,945	164,488

**Table 27 - Total ESG Funds Expended**

**11f. Match Source**

	2013	2014	2015
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	66,533	0	54,235
Private Funds	71,950	64,945	110,253
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>138,483</b>	<b>64,945</b>	<b>164,488</b>

**Table 28 - Other Funds Expended on Eligible ESG Activities**

**11g. Total**

Total Amount of Funds Expended on ESG Activities	2013	2014	2015
	735,832	129,890	328,976

**Table 29 - Total Amount of Funds Expended on ESG Activities**