



February 2, 2012

Gary Causey, Director  
U.S. Department of Housing and Urban Development  
Community Development Division  
400 West Bay Street, Suite 1015  
Jacksonville, Florida 32202

Dear Mr. Causey:

SUBJECT: Community Development Block Grant (CDBG) Program;  
Program Amendments, Seminole County, Florida.

This is to advise you that the Seminole County Board of County Commissioners has approved the following amendments to Seminole County's 2007-2008 and 2010-2011 Action Plans:

**AMENDMENT No. 1**

**Cancel Project: Recovery House Acquisition and Rehabilitation**

- **Reason for Cancellation:** This project did not move forward and will be canceled.
- **Funding Source / Allocation Year:** CDBG / 2010
- **Description:** Recovery House Acquisition and Rehabilitation, IDIS #733, Project ID #5.
- **National Objective Citation:** Activities benefiting low and moderate income persons -- Limited Clientele -- 24 CFR 570.208(a) (2).
- **Eligibility Citation:** Public Facility and Improvements - 24 CFR 570.201(c).

The unexpended funds in the amount of \$350,000 for this canceled project/activity will be reallocated to CDBG un-programmed funds.

**AMENDMENT No. 2**

**Cancel Project: Hopper Academy Rehabilitation**

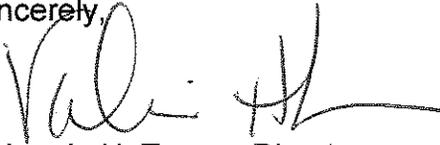
- **Reason For Cancellation:** This project did not move forward and will be canceled.
- **Funding Source / Allocation Year:** CDBG / 2007
- **Description:** Recovery House Acquisition and Rehabilitation, IDIS #720, Project ID #17.
- **National Objective Citation:** Activities aiding in the elimination or prevention of slums or blight -- Limited Clientele -- 24 CFR 570.202(d).
- **Eligibility Citation:** Public Facility and Improvements - 24 CFR 570.201(c).

The unexpended funds in the amount of \$42,125 for this canceled project/activity will be reallocated to CDBG un-programmed funds.

We provided citizens notice and an opportunity to comment on these changes in compliance with the requirements of 24 CFR 91.105(c) and the County's Citizen Participation Plan. Proof of publication of notice is enclosed. During the comment period no comments were received regarding these amendments. We have met the requirements of the environmental review records and where applicable, will ensure the appropriate reallocation and procurement procedures are followed.

A prompt response from your office is appreciated. If you require any additional information, please contact Buddy Balagia at 407-665-2389 or by email at [bbalagia@seminolecountyfl.gov](mailto:bbalagia@seminolecountyfl.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Valmarie H. Turner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Valmarie H. Turner, Director

Enclosure

cc: Deidra Hembree, HUD, CPD Representative



<b>Project Name:</b> HOPPER ACADEMY REHABILITATION					
<b>Description:</b> 2	<b>IDIS Project #:</b> 17 / 720				
<b>UOG Code:</b> UOG Code					
Historic preservation of a public facility for use as a community center.					
<b>Location:</b> 1101 Pine Avenue, Sanford, FL 32771	<b>Priority Need Category:</b> Public Facilities				
<b>Expected Completion Date:</b> 12/31/2011	<b>Explanation:</b> Historic preservation of the old Hopper Academy in Sanford. This is the old African-American school from the days of segregation.				
<b>National Objective Codes:</b> LMA					
<b>Project Primary Purpose:</b> <input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs	<b>Specific Objectives:</b> 1. Improve the services for low/mod income persons 2. 3.				
<b>Project-level Accomplishments</b>	11 Public Facilities	Proposed	1	Accompl. Type:	Proposed
		Underway			Underway
		Complete	0		Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
Rehabilitation of community center.	Rehabilitation of Public Facility.	Canceled activity.			
03E Neighborhood Facilities 570.201(c)	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
<b>Program Year 1</b>	CDBG	Proposed Amt.	\$ 42,125	Fund Source:	Proposed Amt.
		Actual Amount	\$ -		Actual Amount
	Other	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	11 Public Facilities	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

## WHAT'S HAPPENING

Continued from Page J3

**Children, Inc.** State College New Directions Scholarships; Safehouse of Seminole Daycare/After School Program, 325 in advance, \$30 at the door, 407-829-8562.

### Culture

**Fall concert:** 7 p.m. Oct. 13; Seminole High School, 2701 Ridgewood Ave., Sanford. The Seminole High School Band's fall concert will include traditional band music as well as marching band showcase. Free, 407-920-5161.

**Play:** 7 p.m. Oct. 27-Oct. 29; Winter Springs High School, 130 Tudorville Road, Winter Springs. The Winter Springs High School Drama Department will present "The Legend of Sleepy Hollow" \$7 for adults, \$5 for students and senior citizens, 407-920-4221.

### Seniors

**AARP Chapter 3578:** 1 p.m. Oct. 12, Eastmonte Park

**Civic Center:** 830 Magnolia Drive, Altamonte Springs. AARP Altamonte Springs Chapter 3578 will have a program about senior safety and crime prevention presented by Ernie Glass from the Seminole County Sheriff's Department. Free, 407-774-4755.

**Tennis:** 10 a.m.-noon Oct. 14, Nov. 1; Red Bug Lake Park, 3600 Red Bug Lake Road, Casselberry. Vintage Tennis, for men and women age 55 or older, features round-robin matches. \$5, 407-862-1273.

**AARP Lake Mary Chapter:** 4:30-7:30 p.m. Oct. 27, Lake Mary Senior Center, 91 Wallace Court, Lake Mary. Barbara Coersson, Elder Law Attorney, will give a presentation on changes in Medicare, Medicaid and Veterans Aid and attendance benefits to pay for in-home care. Refreshments will be served. Free, 407-968-0968.

**Senior Games:** Nov. 5-12; Sanford Senior Center, 401 E. Seminole Blvd., Sanford. The 37th annual Golden Age

Games will be at various locations in the Sanford area. There will be numerous events including archery, tennis, bowling, horseshoes, golf, swimming, table tennis, track and field, basketball shooting and ballroom dancing. Registration required, \$10 for the first event, \$2 for each additional event, 407-688-3120.

### Halloween

**Costume Contest:** 7:30 p.m. Oct. 14, Oct. 21; Lake Mary Historical Museum, 158 N. Country Club Road, Lake Mary. Storyteller Joe Rosier will tell stories about Florida's past and warn of the things that will go bump in the night. The program is not appropriate for children younger than 6. Doors open at 7 p.m. Reservations required, \$5 for adults, \$2 for children, 407-385-1491.

Joseph Russell of the Sentinel staff compiled this report. To submit an item e-mail comments@sentinel.orlando Sentinel.com.

## PUBLIC NOTICE

### - INITIAL CERTIFICATION - (CHAPTER 197.323)

IN COMPLIANCE WITH CHAPTER 193.122, (2), FLORIDA STATUTES, SEMINOLE COUNTY PROPERTY OWNERS ARE HEREBY ADVISED THAT THE 2011 SEMINOLE COUNTY TAX ROLLS, WITH EXCEPTION OF PROPERTIES BEING REVIEWED BY THE VALUE ADJUSTMENT BOARD FOR WHICH NO DECISION HAS BEEN RENDERED, WERE CERTIFIED FOR COLLECTION TO THE COUNTY TAX COLLECTOR ON OCTOBER 5, 2011.

DAVID JOHNSON, CFA  
SEMINOLE COUNTY PROPERTY APPRAISER

## PUBLIC NOTICE PROPOSED AMENDMENT TO THE SEMINOLE COUNTY ONE-YEAR ACTION PLAN CDBG PROGRAM

On December 13, 2011 the Seminole County Board of County Commissioners will consider amending its One-Year Action Plan. The Five-Year Consolidated Plan and its corresponding One-Year Action Plans govern the allocation and expenditure of Community Development Block Grant (CDBG) Program funds.

The proposed Substantial Amendment to the One-Year Action Plan is as follows:

Activity	Description	Program/ Prog. Yr.	Action	Justification	Original Funding	Current Funding	Proposed Funding
Hopper Academy Rehabilitation	Rehabilitation of Hopper Academy	CDBG / 2006	Defund project and delete activity	Owner of facility unable to comply with contractual requirements.	\$30,000	\$42,125 <sup>1</sup>	\$0
Recovery House of Cent. FL - Acquisition/ Rehabilitation of Emergency Homeless Shelter	Acquisition and rehabilitation of emergency homeless shelter	CDBG / 2010	Defund project and delete activity	Identified facility no longer a viable candidate; no other options currently available.	\$450,000	\$350,000 <sup>1</sup>	\$0
Rescue Outreach Mission - Acquire or Lease a Facility for Intact Family Shelter	Acquisition of a facility for emergency shelter for entire families	CDBG / 2010	Add a new activity and allocate funding	No emergency shelter for intact homeless families exists in Seminole County, and the demand is increasing.	\$0	\$0	\$200,000

<sup>1</sup>Past minor amendments; no Substantial Amendment required.

The Seminole County Community Development Office is inviting questions and public comments for a period of thirty (30) days from the date of this advertisement regarding this proposed amendment. Anyone desiring to comment or ask questions regarding this proposed amendment may contact the Seminole County Community Development Office in writing, by fax, by email, or in person at the following:

Buddy Balagia, Project Manager  
Seminole County Community Development Office  
534 West Lake Mary Boulevard  
Sanford, FL 32773  
Telephone: 407-665-2380  
Fax: 407-665-2399  
E-mail: bbalagia@seminolecountyfl.gov

Comments will be received at the Seminole County Community Assistance Office until 5:00 p.m., November 9, 2011.

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DEPARTMENT OF COMMUNITY SERVICES

DIRECTOR'S OFFICE



March 28, 2012:

Gary Causey, Director  
U.S. Department of Housing and Urban Development  
Community Development Division  
400 West Bay Street, Suite 1015  
Jacksonville, Florida 32202

Dear Mr. Causey:

SUBJECT: Community Development Block Grant (CDBG) Program;  
Program Amendments, Seminole County, Florida.

This is to advise your office that our Board of County Commissioners has approved the following amendments to Seminole County's Consolidated Plan and 2007-2008 and 2010-2011 Action Plans:

***CONSOLIDATED PLAN AMENDMENTS:***

**AMENDMENT No. 1**

Add New Objective: *Street Paving / Rehabilitation to alleviate roadway deterioration in lower income Target Areas.*

**AMENDMENT No. 2**

Add New Objective: *Sidewalk / walkway construction to increase pedestrian access to public facilities.*

**AMENDMENT No. 3**

Add New Objective: *Emergency Housing Assistance for Owner-occupants.*

**AMENDMENT No. 4**

Amend Existing Objective: *Potable water system rehabilitation to eliminate public safety hazards and deteriorated systems.*

***ACTION PLAN AMENDMENTS:***

**AMENDMENT No. 1**

Add Activity: **Midway Sanitary Sewer/Potable Water Utilities**

- Funding Source / Allocation Year: CDBG / 2009
- Funding Amount: \$317,722

- Description: Installation of centralized water/sewer utilities in the Midway Target Area.
- National Objective Citation: Activities benefiting low and moderate income persons – Area Benefit – 24 CFR 570.208(a)(1).
- Eligibility Citation: Public Facilities and Improvements - 24 CFR 570.201(c).

#### **AMENDMENT No. 2**

##### **Add Activity: Housing Rehabilitation**

- Funding Source / Allocation Year: CDBG / 2010
- Funding Amount: \$350,000
- Description: Assist lower income homeowners with housing rehabilitation.
- National Objective Citation: Housing activities assisting low/mod income households – 24 CFR 570.208(3).
- Eligibility Citation: Rehabilitation of Privately-owned Buildings - 24 CFR 570.202(a)(1).

#### **AMENDMENT No. 3**

##### **Add Activity: Immediate Need Housing Assistance/Repairs**

- Funding Source / Allocation Year: CDBG / 2010
- Funding Amount: \$159,143
- Description: Assist lower income homeowners with emergency housing repairs.
- National Objective Citation: Housing activities assisting low/mod income households – 24 CFR 570.208(3).
- Eligibility Citation: Rehabilitation of Privately-owned Buildings - 24 CFR 570.202(a)(1).

#### **AMENDMENT No. 4**

##### **Add Activity: Housing Rehabilitation & Reconstruction**

- Funding Source / Allocation Year: HOME / 2010 & 2011
- Funding Amount: \$930,926
- Description: Assist lower income homeowners with emergency housing repairs.
- National Objective Citation: Not applicable.
- Eligibility Citation: Housing rehabilitation/reconstruction - 24 CFR 92.205(a)(1).

#### **AMENDMENT No. 5**

##### **Amended Activity: Tenant-Based Rental Assistance**

- Funding Source / Allocation Year: HOME / 2011
- Funding Amount: \$307,412 (formerly \$7,412)
- Description: Assist very low income tenants with rental assistance.
- National Objective Citation: Not applicable.
- Eligibility Citation: Tenant-Based Rental Assistance - 24 CFR 92.205(a)(1).

#### **AMENDMENT No. 6**

##### **Delete Activity: Acquisition and/or Rehabilitation of Property for Transitional or Permanent Supportive Housing for Families in Crisis**

- Reason For Cancellation: This project did not move forward and will be canceled. Other activities have higher needs.

- Funding Source / Allocation Year: **HOME** / 2010
- Description: Assist lower income homeowners with emergency housing repairs.
- National Objective Citation: Not applicable.
- Eligibility Citation: Tenant-Based Rental Assistance - 24 CFR 92.205(a)(1).

The unexpended funds in the amount of \$607,926 for this canceled project/activity will be reallocated to HOME Rehabilitation and Reconstruction.

**AMENDMENT No. 7**

**Cancel Activity: Affordable Rental Housing**

- Reason For Cancelation: This project did not move forward and will be canceled. Other activities have higher needs.
- Funding Source / Allocation Year: **HOME** / 2011
- Description: Assist lower income homeowners with emergency housing repairs.
- National Objective Citation: Not applicable.
- Eligibility Citation: Tenant-Based Rental Assistance - 24 CFR 92.205(a)(1).
- The unexpended funds in the amount of \$623,000 for this canceled project/activity will be reallocated to HOME Rehabilitation and Reconstruction (\$323,000) and HOME TBRA (\$300,000).

We provided citizens public notice and an opportunity to comment on these changes in compliance with the requirements of 24 CFR 91.105(c) and the County's Citizen Participation Plan. Proof of publication of notice is enclosed. During the comment period no comments were received regarding these amendments. We have met the requirements of the environmental review records and where applicable will ensure the appropriate reallocation and procurement procedures are followed.

A prompt response from your office is appreciated. If you require any additional information, please contact Buddy Balagia at 407-665-2389 or by email at [bbalagia@seminolecountyfl.gov](mailto:bbalagia@seminolecountyfl.gov).

Sincerely,



Valmarie H. Turner  
Director

Enclosure

cc: Deidra Hembree, HUD CPD Representative

# Opinion

## Republicans had better hope their angry attitudes change



**DANA MILBANK**  
Washington Post Writers Group

"How many of you," Scott Rasmussen asked the crowd at last week's Conservative Political Action Conference, "have ever mocked or made fun of the president's call for hope and change? Raise your hands!"

Just people in the Marriott Wardman Park ballroom raised their hands. There were cheers and whoops.

"With all due respect," the conservative pollster and commentator told them, "I'd like to say that's really stupid."

This time, there was uncomfortable laughter. "Voters are looking for hope and change as much today as they were in 2008," Rasmussen said, and "you ought to be encouraging Republican candidates, people you support, to offer that positive step forward."

Rasmussen had put his finger on a major problem for the GOP in 2012, and conservatives in particular: At a time the national mood has begun to improve, they remain what Spiro Agnew called the nattering nabobs of negativism. At CPAC, any hint of a "positive step" was buried in vitriol, directed at each other and, mostly, President Obama.

This worked well for Republicans in 2010 because it matched the sour mood of the electorate. But now with optimism and confidence finally on the rise, Republicans are left with an anger-management problem. They risk leaving the impression they are rooting against an economic recovery.

Take, for example, the speech to CPAC by Mitch McConnell, who, as the Senate Republican leader is one of his party's most important, and adult, voices.

Among McConnell's criticisms of the Obama administration: It "made an art form out of the orchestrated attack," it will "go after anybody and any organization they think is standing in their way"; it "used the resources of the government itself to intimidate or silence those who question or oppose it"; it engages in "attacking private citizens or groups for the supposed crime of turning a profit"; and it has no higher priority "than picking on Fox News."

The unrelenting anger in the ballroom was an extension of what's been happening on the campaign trail. In the weeks preceding the Florida Republican primary, 92 percent of the political ads were negative, according to the Campaign Media Analysis Group. There was only one positive ad for Mitt Romney — and it was in Spanish.

The door message has contributed to low turnout and an enthusiasm gap among GOP voters — a worrisome development that The Washington Times' Ralph Lialow tried to

warn the CPAC participants about. "I hate to say this at a Conservative Political Action Conference, but none of these things I see are particularly good," he said during one of the panels. "Intensity and enthusiasm about voting is now with the Democrats."

On the same CPAC panel, conservative activist Ralph Reed argued that "it isn't going to be enough to be anti-Obama. ... We have to have a forward-leaning, positive conservative reform agenda."

But at the moment the message remains barely a peek-looking and negative.

Sen. Jim DeMint, R-S.C., asserted that "our country has never been in as much trouble as we're in today; and I'm not exaggerating." House Speaker John Boehner recalled his defiant stand against Obama-care on the House floor. "You all remember what I said? Hell no, you cut it?" And former presidential candidate Herman Cain argued that "stupid people are ruining America."

Rep. Michele Bachmann, R-Minn., even dismissed the significance of the death of Osama bin Laden, the fall of Moammar Gadhafi and the birth of the Arab Spring. They are "tactical success" that don't begin with the mess that Barack Obama has created, she said.

In another CPAC panel, conservative commentators were asked to respond to the argument made by conservative columnist David Brooks that Romney needs to "actually have some big policies" rather than "cranking on a bad economy."

"I haven't the foggiest idea what he was talking about," Cal Thomas replied.

Roger Hedgecock agreed. "We know that this economy is not re-overing," he said. McConnell was similarly grim. The most recent jobs report "happened in spite of the president's policies, not because of them," he told the CPAC gathering. "It's the Obama economy now. And we're not going to let people forget it."

That's not exactly the "positive step" Republicans will need to win in November. You can bet Obama hopes his opponents

## Blogwatch: Birth controlled

### Hot Air

Obama has not retreated. He has moved laterally and tested the defenses for the same strategic position. And in fact, he has done more than that. Obama has just made crystal clear that "insurance" is not what we will be paying for under ObamaCare. If the federal government can step in and arbitrarily require a company to provide things for "free" that were previously elective, premium-based services, then it is no longer an insurance company. We are simply participating in a mandatory government program whose features can be changed at any time, regardless of what we or the "insurers" want.

J.E. Dyer

### Talking Points Memo

Republicans are doubling down in their assault on President Obama's birth-control requirement, insisting that his accommodation of religious nonprofits does not address religious concerns. But by attempting to keep the heat on Obama, the GOP might be diving head-first into a culture war that would conservatives lost long ago in the minds of the public.

The more risk-haters Democrats' efforts to portray the breakout over religious freedom as a Trojan horse for restricting access to contraception generally.

"Sliding into a no-holds-barred culture war over contraception could be a political disaster for the GOP," Sahil Kapur

## MY WORD TAYLOR SMITH

### Smart contracting good for Osceola library

Governments across Florida are facing a public call to reduce spending while also protecting services expected by citizens. One group of local officials is meeting this fiscal challenge by employing a proven method of cost-savings: smart contracting.

The Osceola County Commission recently voted to enter into a public-private partnership with a privately owned firm for the management of the county's library system. Although this strategy has proved successful across the nation, Osceola is the first county government in Florida to employ this innovative, smart-contracting approach.

In Florida, librarians and full-time employees in public libraries are pensioned and receive an array of taxpayer-funded benefits. Many library employees belong to unions that help protect their benefits and have the vocal backing of library patrons, which may explain why local officials in Florida have hesitated to contract for library services.

The decision by Commissioners Frank Attiesson, Fred Hawkins Jr. and John Quiñones demonstrates real leadership and deserves the gratitude of local taxpayers.

In contracting, due diligence is the key to success. Library Systems & Services, the new partner with Osceola County, is one of the country's largest private providers of library

services, managing more than 60 libraries across the country. Before deciding, commissioners visited three LSSI library systems and deliberated for six months.

The resulting smart contract guarantees customer satisfaction while maintaining library operating hours. Better utilization of existing resources will also allow for the expansion of children's library programs. To ensure a seamless transition, all current employees were offered positions, and managers received off-site training at LSSI managed libraries.

Osceola County taxpayers will save more than \$1 million annually and \$6 million during the five-year contract.

Government management is not required for a library system to be successful. Many nongovernmental institutions successfully manage libraries, offering a high degree of satisfaction on limited budgets.

A broad base of empirical research demonstrates that public-private partnerships frequently result in significant cost-savings for taxpayers while effectively delivering public services. Where smart contracting can produce equal or higher-quality services at a lower overall cost to taxpayers, elected officials should consider employing this common-sense strategy.

Taylor Smith is managing director of Government Services Partnership Institute in Jacksonville.

### PUBLIC NOTICE PROPOSED AMENDMENT TO THE SEMINOLE COUNTY CONSOLIDATED PLAN AND ONE-YEAR ACTION PLANS CDBG & HOME PROGRAMS

On March 27, 2012 the Seminole County Board of County Commissioners will consider Ordinance 2012-015 Consolidated Plan, and its 2010-2012, 2010-2011 and 2011-2012 One-Year Action Plans. The Final Consolidated Plan and the corresponding One-Year Action Plans are available for public review and comment at the Community Engagement Board (CEB) and Home Investment Partnerships (HOME) Program.

The proposed Substantial Amendment to the 2010-2015 Consolidated Plan is as follows:

Objective Number	Action	Source of Funds	Amendment	Justification
SL 2.2	Add new Objective	CDBG	Strengthening / Rehabilitation / Alternative financing strategies in low-income tourist areas.	Expanded public rental assistance, increased funding source, increased tourist tourism revenue.
SL 1.1	Add new Objective	CDBG	Develop a feasibility study for a new public housing project in public housing.	Expanded public rental assistance, increased funding source, alternative funding source.
SL 1.4	Add new Objective	CDBG	Emergency Housing Assistance for Domestic Violence Victims.	Housing improvements needed for low-income households.
SL 3.1	Amend Objective	CDBG	Public housing system rehabilitation to eliminate public utility shutoffs and other utility issues.	Eliminate public utility shutoffs and other utility issues.

The proposed Substantial Amendment to the 2010-2015 Consolidated Plan is as follows:

Action	Program Year	Amended Activity	Justification	Original Funding	Proposed Funding
Add new activity	CDBG / 2010	Midway Secondary Street / Middle Water Utilities	Secondary Street drive to Midway Elementary is needed for access community center.	\$0	\$147,702
Add new activity	CDBG / 2010	Housing Rehabilitation	Address unmet need. Homeowner with housing rehabilitation.	\$0	\$100,000
Add new activity	CDBG / 2010	Homeless Services / Repair	Homeless services with rental units.	\$0	\$110,113
Delet activity	HOME / 2010	Proprietary and Rehabilitation of Property in Transitional Housing for Families in Crisis	Funding provided from transitional housing to market housing.	\$627,500	\$0
Delet activity	HOME / 2011	Available Rental Housing	Funding provided from transitional housing to market housing.	\$627,000	\$0
Add new activity	HOME / 2010 & 2011	Housing Rehabilitation and Repair	Funding provided to assist in rehabilitation and repair of rental units.	\$0	\$20,000
Amend activity	HOME / 2011	Tenant-based Rental Assistance	Additional funding needed to assist emergency low income households.	\$7,412	\$217,412

The Seminole County Community Development Office is issuing public comment for a period of thirty (30) days from the date of this advertisement regarding this proposed amendment. Any person desiring to comment on this amendment is requested to provide comments by contacting the Seminole County Community Development Office at the following:

Buffy Nelson, Project Manager  
Seminole County Community Development Office  
554 West Lake Mary Boulevard  
Lake Mary, FL 32714  
Telephone: 407-453-2389  
Fax: 407-453-2079  
E-mail: bnyelson@seminolecountypa.gov

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**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**  
Target Area Improvements

**Project**  
Sanitary Sewer

**Activity**  
Midway Sanitary Sewer

**Description**  
This activity will construct and install a sanitary sewer collection system for the old Midway Elementary School, used to provide a community center for the Midway community.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:**  
Countywide

Specific Objective	Project ID
Number SL3.1	12
HUD Matrix Code 03J	CDBG Citation 570. 201 (c)
Type of Recipient County government	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 3/28/2012	Completion Date (mm/dd/yyyy) 09/30/2012
Performance Indicator 1 facility	Annual Units 1
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	\$317,722
HOPWA	.....
Total Formula	\$317,722
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$317,722

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**

Homeownership Housing

**Project**

Housing Rehabilitation

**Activity**

Housing Rehabilitation/Reconstruction

**Description**

This activity will rehabilitate or reconstruct (replace) homeownership housing. Eligible households include low and moderate income households..

**Objective category:**    Suitable Living Environment    Decent Housing    Economic Opportunity  
**Outcome category:**    Availability/Accessibility    Affordability    Sustainability

**Location/Target Area:**

Countywide

Specific Objective	Project ID
Number SL1.3	11
HUD Matrix Code 14A	CDBG Citation 570. 202 (a)(1)
Type of Recipient County government	CDBG National Objective LMH.
Start Date (mm/dd/yyyy) 3/28/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Performance Indicator 6 units	Annual Units 6
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	\$350,000
HOPWA	.....
Total Formula	\$350,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$350,000

The primary purpose of the project is to help:    the Homeless    Persons with HIV/AIDS    Persons with Disabilities    Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**

Homeownership Housing

**Project**

Housing Rehabilitation

**Activity**

Immediate Needs (Housing Rehabilitation)

**Description**

This activity will provide partial rehabilitation with specific single trades (roofing, electrical, etc.) for homeownership housing. Eligible households include low and moderate income households..

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:**

Countywide

Specific Objective	Project ID
Number SL1.3	11
HUD Matrix Code 14A	CDBG Citation 570. 202 (a)(1)
Type of Recipient County government	CDBG National Objective LMH.
Start Date (mm/dd/yyyy) 3/28/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Performance Indicator 10 units	Annual Units 10
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	\$159,143
HOPWA	.....
Total Formula	\$159,143
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$159,143

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

Grantee Name: **Jurisdiction**

<b>Project Name:</b> ACQ/REHAB OF PROPERTY FOR TRANSITIONAL OR PERM. SUPPORTIVE HOUSING					
<b>Description:</b>	<b>IDIS Project #:</b> 11 <b>UOG Code:</b> UOG Code				
The acquisition and, if necessary, the rehabilitation of property to convert to transitional housing for very low and low income families in crisis situations such as homelessness or incipient homelessness.					
<b>Location:</b> Undetermined (Countywide).	<b>Priority Need Category</b> <b>Select one:</b> Rental Housing				
<b>Expected Completion Date:</b> 9/30/2011	<b>Explanation:</b> This activity will involve acquisition/rehabilitation or new construction to provide transitional housing for families in crisis. Funding may also be used for relocation expenses. To be combined with CDBG Program funding.				
<b>National Objective Codes:</b> LMH					
<b>Project Primary Purpose:</b>	<b>Specific Objectives</b>				
<input type="checkbox"/> Help the Homeless	1. Increase the supply of affordable rental housing				
<input type="checkbox"/> Help Persons with HIV/AIDS	2.				
<input type="checkbox"/> Help Persons with Disabilities	3.				
<input type="checkbox"/> Address Public Housing Needs					
<b>Project-level Accomplishments</b>	10 Housing Units	Proposed	20	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>			
20 developed housing units.	20 completed units.				
14G Acquisition - for Rehabilitation 570.202		Matrix Codes			
Matrix Codes		Matrix Codes			
Matrix Codes		Matrix Codes			
<b>Program Year 1</b>	HOME	Proposed Amt.	\$ 607,926	Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	10 Housing Units	Proposed Units	20	Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

*Deleted*

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**

Rental Housing

**Project**

Affordable Housing

**Activity**

Affordable Rental Housing (HOME)

*Delete*

**Description**

This activity will fund affordable rental housing for very low and low income households. Some of the assisted housing units may be used as group homes, transitional housing, permanent supportive housing, and/or traditional assisted housing.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:**

Countywide

Specific Objective	Project ID
Number DH1.2	8
HUD Matrix Code 31J	CDBG Citation N.A.
Type of Recipient County government	CDBG National Objective N.A.
Start Date (mm/dd/yyyy) 10/01/2011	Completion Date (mm/dd/yyyy) 09/30/2012
Performance Indicator 25 units	Annual Units 25
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	\$623,000
HOPWA	.....
Total Formula	\$623,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$623,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**

Homeownership Housing

**Project**

Housing Rehabilitation

**Activity**

Housing Rehabilitation/Reconstruction

**Description**

This activity will rehabilitate or reconstruct (replace) homeownership housing. Eligible households include very low and low income households..

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:**

Countywide

Specific Objective	Project ID
Number SL1.3	11
HUD Matrix Code 14A	CDBG Citation N.A.
Type of Recipient County government	CDBG National Objective N.A.
Start Date (mm/dd/yyyy) 3/28/2012	Completion Date (mm/dd/yyyy) 09/30/2013
Performance Indicator 12 units	Annual Units 12
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	\$930,926
HOPWA	.....
Total Formula	\$930,926
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$930,926

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**  
Rental Housing

**Project**  
Tenant-Based Rental Assistance

**Activity**  
Tenant-Based Rental Assistance

**Description**  
This activity will fund rent subsidies for very low income households. Eligible households include senior citizen households, disabled citizen households, and households in vocational training.

**Objective category:**    Suitable Living Environment    Decent Housing    Economic Opportunity  
**Outcome category:**    Availability/Accessibility    Affordability    Sustainability

**Location/Target Area:**  
Countywide

Specific Objective	Project ID
Number DH1.2	10
HUD Matrix Code 05S	CDBG Citation N.A.
Type of Recipient County government	CDBG National Objective N.A.
Start Date (mm/dd/yyyy) 10/01/2011	Completion Date (mm/dd/yyyy) 09/30/2013
Performance Indicator 50 units	Annual Units 50
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	307,413
HOPWA	.....
Total Formula	\$307,413
Prior Year Funds	250,000
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	\$557,413

The primary purpose of the project is to help:  the Homeless    Persons with HIV/AIDS    Persons with Disabilities    Public Housing Needs

**Application for Federal Assistance SF-424**

Version 02

\*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\*2. Type of Application

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

S-11-UC-12-0020

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Seminole County Board of County Commissioners

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000856

\*c. Organizational DUNS:

067834358

**d. Address:**

\*Street 1: 1101 E. First Street

Street 2: \_\_\_\_\_

\*City: Sanford

County: Seminole

\*State: FL

Province: \_\_\_\_\_

\*Country: USA

\*Zip / Postal Code 32771

**e. Organizational Unit:**

Department Name:

Community Services

Division Name:

Community Assistance

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Ms. \*First Name: Valmarie

Middle Name: H.

\*Last Name: Turner

Suffix: \_\_\_\_\_

Title: Community Services Department Director

Organizational Affiliation:

\*Telephone Number: 407-665-2302

Fax Number: 407-665-2309

\*Email: vturner@seminolecountyfl.gov

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**U.S. Department of Housing & Urban Development**

**11. Catalog of Federal Domestic Assistance Number:**

14.231 \_\_\_\_\_

CFDA Title:

Emergency Solutions Grants Program \_\_\_\_\_

**\*12 Funding Opportunity Number:**

NA \_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

NA \_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Seminole County, FL

**\*15. Descriptive Title of Applicant's Project:**

Rapid Re-Housing for homeless individuals and families.

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 4, 5	*b. Program/Project: 4, 5	
<b>17. Proposed Project:</b>		
*a. Start Date: 7/1/2012	*b. End Date: 3/31/2013	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	_____	48,306
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	48,306
*f. Program Income	_____	
*g. TOTAL	_____	96,612
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <u>5/15/2012</u>		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: <u>Ms.</u>	*First Name: <u>Brenda</u>	
Middle Name: _____		
*Last Name: <u>Carey</u>		
Suffix: _____		
*Title: Chairman, Board of County Commissioners		
*Telephone Number: 407-665-7209		Fax Number: 407-665-7958
* Email: <u>bcarey@seminolecountyfl.gov</u>		
*Signature of Authorized Representative: <u>Brenda Carey</u>		*Date Signed: <u>4/24/12</u>

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

NA

FY 2011 Detailed Budget Table					
First Allocation	\$85,877.00	<b>FY 2011</b> <b>Emergency Shelter Grants/Emergency Solutions Grants</b> <b>Program Allocations</b>			
Second Allocation	\$48,306.00				
Grant Amount	\$134,183.00				
Total Administration	\$10,063.73				
		First Allocation		Second Allocation	Total Fiscal Year 2011
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
<b>Emergency Shelter Grants Program</b>	Homeless Assistance	\$85,877.00	\$0.00		\$85,877.00
	<i>Rehab/Conversion</i>				\$0.00
	<i>Operations</i>	\$85,877.00			\$85,877.00
	<i>Essential Services</i>				\$0.00
	Homelessness Prevention				\$0.00
	Administration				\$0.00
<b>Emergency Shelter Grants Subtotal</b>		<b>\$85,877.00</b>	<b>\$0.00</b>		<b>\$85,877.00</b>
<b>Emergency Solutions Grants Program</b>	Emergency Shelter**			\$0.00	\$0.00
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$0.00	\$0.00
	<i>Essential Service**</i>			\$0.00	\$0.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS				\$0.00
	Rapid Re-housing		\$0.00	\$48,306.00	\$48,306.00
	<i>Housing Relocation and Stabilization Services</i>			\$48,306.00	\$48,306.00
	<i>Tenant-Based Rental Assistance</i>				\$0.00
	<i>Project-Based Rental Assistance</i>				\$0.00
	Homelessness Prevention		\$0.00	\$0.00	\$0.00
	<i>Housing Relocation and Stabilization Services</i>				\$0
	<i>Tenant-Based Rental Assistance</i>				\$0
	<i>Project-Based Rental Assistance</i>				\$0.00
	Administration			\$0.00	\$0.00
<b>Emergency Solutions Grants Subtotal</b>			<b>\$0.00</b>	<b>\$48,306.00</b>	<b>\$48,306.00</b>
			<b>Total Grant Amount:</b>	<b>\$134,183.00</b>	

\*\*Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** Seminole County, FL

**Priority Need**

Case Management for homelessness

**Project Title**

ESG Rapid Re-Housing

**Description**

Case management services for homeless individuals and families to effectuate rapid re-housing.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**  
County-wide

**Street Address:**

**City, State, Zipcode:**

Objective Number DH-1.4	Project ID (not yet assigned)
HUD Matrix Code NA	CDBG Citation NA
Type of Recipient County	CDBG National Objective NA
Start Date 07/01/2012	Completion Date 03/31/2013
Performance Indicator Households assisted	Annual Units 25
Local ID NA	Units Upon Completion

**Funding Sources:**

CDBG	.....
ESG	48306
HOME	.....
HOPWA	.....
Total Formula	48306
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	48306
Total	96612

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

## CERTIFICATIONS

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

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

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

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

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

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

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

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

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

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

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

Brenda Carey      4/24/12  
 Signature/Authorized Official      Date

Chairman  
 Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) ~~2010 2011 2012~~ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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

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

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

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

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

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

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

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

Brenda Carey 4/24/12  
Signature/Authorized Official Date

Chairman  
Title

**OPTIONAL CERTIFICATION  
CDBG**

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

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

Brenda Carey      4/24/12  
Signature/Authorized Official      Date

Chairman

Title

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Brenda Carey      4/24/12  
Signature/Authorized Official      Date

Chairman  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Brenda Carey  
Signature/Authorized Official

4/24/12  
Date

Chairman  
Title

## APPENDIX TO CERTIFICATIONS

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

#### A. Lobbying Certification

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

#### B. Drug-Free Workplace Certification

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

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

1101 E. FIRST ST., SANFORD, FL 32711

534 W. LAKE MARY BLVD., SANFORD, FL 32723

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

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

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

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

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

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

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

***POLICIES AND PROCEDURES***  
***FOR THE***  
***EMERGENCY SOLUTIONS GRANTS (ESG)***  
***PROGRAM***

***5/9/12***

***Policies and Procedures for evaluating individual and/or family eligibility for assistance under ESG.***

- ESG assistance will be limited, in any case, to individuals or households with incomes not exceeding 30% of the area median income.
- ESG assistance will be limited to individuals or households who are homeless or in a precarious housing situation, within the boundaries of Seminole County and its cities.
  - A witnessed statement indicating homelessness is acceptable.
  - Other documentation, such as a witnessed statement from an outreach worker, case manager, or other agency official, as to homelessness, is also acceptable.
- ESG assistance is provided only within Seminole County and its cities.
- ***Homelessness Prevention*** assistance can be provided only to individuals or households in a precarious housing situation.
  - This is evidenced by foreclosure (Lis Pendens) or eviction notice, accompanied by the individual's/household's demonstration of inability to become current on delinquent mortgage or rent payments, without assistance.
  - Inability to pay must be a result of a recent event causing a decrease in pay, including loss of job, divorce, recent long-term illness, etc.
  - Up to three (3) months of mortgage/rent payments can be provided by Seminole County ESG funds, plus up to an additional six (6) months in arrears payments.
- ***Rapid Re-Housing*** assistance can be provided only to individuals or households meeting the definition of "homeless," as defined in 24 CFR, Parts 582 and 583 on December 5, 2011.
  - Assistance will be provided to eligible individuals and households on a triage basis:
    - Families with children will receive higher priority than individuals.
    - Families with children aged 0 to 10 will receive higher priority than other families with children.
      - Seminole County will coordinate with Seminole County Public Schools to recruit target families with children aged 0 to 10, especially elementary-aged school children.

- However, generally, individuals and families will be assisted on a first-come, first-served basis; however, they will be treated on a “triage” basis.
  - Seminole County will coordinate with the Rescue Outreach Mission of Sanford, SafeHouse of Seminole, the HOPE Team, the Homeless Services Network of Central Florida, and other local homeless assistance agencies to recruit target individuals and families.
- For rent assistance, up to 24 months of rent payments can be provided by Seminole County ESG funds within a 3-year period.
  - Assistance will be provided on an as-needed basis, with appropriate documentation.
  - Personalized case management will be provided to each assisted individual/household to gain:
    - Vocational training
    - education
    - Employment
    - Public assistance (SSI, etc.)
    - Permanent housing

***Policies and Procedures for targeting and providing essential services related to street outreach.***

- [Seminole County does not anticipate providing services related to street outreach at this time.]

***Policies and Procedures for admission, diversion, referral, and discharge by ESG-assisted shelters.***

- Standards regarding length of stay.
  - The Rescue Outreach Mission offers safe emergency shelter for homeless individuals and families for up to six months, and (longer, if warranted, on a case-by-case basis). SafeHouse of Seminole offers safe emergency shelter for victims of domestic violence and their children for up to 45 days, and (longer, if warranted, on a case-by-case basis). SafeHouse will also often make arrangements for permanently relocating victims of domestic violence and their children to other geographic areas of the country for increased safety.
- Safety and shelter safeguards, with regard to:
  - Victims of domestic violence:
    - All emergency shelters shall provide decent, safe, and sanitary sleeping and eating facilities for persons in need of shelter. SafeHouse of Seminole restricts its assistance solely to victims of domestic violence and/or intimate partner violence, and their children.. Although tThe Rescue Outreach Mission of Sanford does not restrict its assistance to any particular population., it, too, is capable of accommodating victims of domestic violence.
    - SafeHouse of Seminole, however, is particularly adept and specialized in dealing with, servicing, and accommodating victims of domestic violence and victims of sexual assault.
  - Victims of sexual assault:
    - SafeHouse of Seminole is particularly adept and specialized in dealing with, servicing, and accommodating victims of domestic violence and victims of sexual assault, and their children., particularly is the latter is an instance of domestic violence.
  - Victims of stalking:
    - All emergency shelters shall provide decent, safe, and sanitary sleeping and eating facilities for persons in need of shelter. Any victim of stalking is free to seek shelter at the Rescue

Outreach Mission or SafeHouse of Seminole, but the latter accepts persons who are victims of domestic violence and their children.

- Those who are likely to be homeless on a long term basis:
  - All emergency shelters shall provide decent, safe, and sanitary sleeping and eating facilities for persons in need of shelter. SafeHouse of Seminole restricts its assistance solely to victims of domestic violence and their children..
- Those who have the highest barriers to housing:
  - All emergency shelters shall provide decent, safe, and sanitary sleeping and eating facilities for persons in need of shelter. SafeHouse of Seminole restricts its assistance solely to victims of domestic violence and their children..

***The development of policies and procedures for assessing, prioritizing, and reassessing individuals'/families' needs for essential services in emergency shelters, i.e., what services should shelters provide?***

**Housing Services**

- Emergency housing will be provided in a structurally safe, intruder-resistant building.
- Personalized case management will be provided for any residents staying for more than 72 hours.
- Confidentiality will be maintained for all residents, especially for victims of domestic violence.
- Enough food for aAt least two meals per day will be provided for all residents.
- Every effort will be made to assist residents to access medical services, when necessary.
- All facilities will be kept clean and sanitary to protect the health and well-being of residents.s.
- A play area will be provided for small and/ pre-teen children.

**Persons with Disabilities**

- Persons with disabilities can usually explain their own transportation needs, including any assistance needed. They should be asked directly. If they are unable to explain their needs, a caretaker, parent, or expert shall be consulted.
- Persons using wheelchairs shall be consulted at the outset as to what method is best or preferred in assisting them or transferring them, and in caring for their equipment.
- When moving or housing a person with a self-contained oxygen unit, the device should be firmly secured and kept away from flames or heat.
- Visually- impaired or totally blind persons should be consulted with respect to the best method in dealing with them.
- Persons with psychiatric disabilities may need reassurance and support during stressful times, including homelessness or the threat of homelessness. An individual's symptoms may worsen during such times, so special care should be taken to accommodate their disabilities.

- Developmentally and/or mentally disabled may need repeated directions given in a straightforward manner, and with a more basic or simple vocabulary than usual.
- People with learning/cognitive disabilities, or with dementia, may have difficulty in remembering or responding. Care should be taken to repeat instructions and assist according, when necessary.
- Disabled individuals should be given early and adequate notice when they are being relocated.
- If any person becomes disoriented or confused, unnecessary discussions should be minimized. The primary focus should be on the immediate necessary action.

#### **Limited English Proficiency**

- Brochures and guidance literature shall be made available in both English and Spanish.
- If a translator is not available , the University of Florida's Multilingual / Multicultural Studies is available for translation services in many languages.

***Policies and Procedures for coordination among shelters, essential services providers, housing providers, and other relevant agencies (interrelations between provider agencies).***

- Executive Directors and key staff from emergency shelters, essential service providers, housing providers, and other housing and community development agencies will be invited and encouraged to attend at least two public hearings related to the County’s Consolidated Plan and corresponding One-Year Action Plans, and related to the County’s performance with regard to housing and community development activities..
  - One Public Hearing will be held in late November or early December of each year to solicit public comment on the County’s performance with regard to its CDBG, HOME, and ESG Program activities. At that Public Hearing, conversation and interaction will be encouraged between all relevant agencies listed above.
  - One Public Hearing will be held in April of each year to solicit public comment on the County’s housing and community development needs for the upcoming Program Year with regard to its CDBG, HOME, and ESG Program activities. At that Public Hearing, conversation and interaction will be encouraged between all relevant agencies listed above.

***Policies and Procedures for determining which individuals/families will receive homelessness prevention assistance, and which will receive rapid re-housing assistance (circumstantial qualifications).***

- ***Homelessness Prevention*** assistance can be provided only to individuals or households in a precarious housing situation.
  - This is evidenced by foreclosure (Lis Pendens) or eviction notice, accompanied by the individual's/household's demonstration of inability to become current on delinquent mortgage or rent payments, without assistance.
  - Inability to become current on delinquent mortgage/rent payments must be a result of a recent event causing a decrease in pay, including a loss of job, divorce, recent long-term illness, etc.
- ***Rapid Re-Housing*** assistance can be provided only to individuals or households meeting the definition of "homeless," as defined in 24 CFR, Parts 582 and 583 on December 5, 2011.
  - Assistance will be provided to eligible individuals and households on a triage basis:
    - Families with children will receive higher priority than individuals.
    - Families with children aged 0 to 10 will receive higher priority than other families with children.
      - Seminole County will coordinate with Seminole County Public Schools to recruit target families with children.
    - However, generally, individuals and families will be assisted on a first-come, first-served basis.
      - Seminole County will coordinate with the Rescue Outreach Mission of Sanford, SafeHouse of Seminole, the HOPE Team, the Homeless Services Network of Central Florida, and other local homeless assistance agencies to recruit target individuals and families.

***Policies and Procedures for determining what percentage or amount of rent/utilities each participant must pay when receiving homelessness prevention or rapid re-housing assistance (this may be an across-the-board standard, or a sliding scale, and different for each activity).***

- To receive either ***Homelessness Prevention*** and ***Rapid Re-Housing*** assistance, an assisted household (individual or family) must agree to the following percentages, depending upon income, or rent and utilities:
  - When ESG funds are available to pay for rent and/or utilities, households with absolutely no income will pay nothing toward either rent or utilities; Seminole County will pay all such eligible costs.
  - When ESG funds are available to pay for rent and/or utilities, households with incomes not exceeding 15% of the area median income will pay a maximum of 10% of their gross income toward the combined cost of rent and utilities; Seminole County will pay the remaining eligible costs.
  - When ESG funds are available to pay for rent and/or utilities, households with incomes not exceeding 30% of the area median income will pay a maximum of 20% of their gross income toward the combined cost of rent and utilities; Seminole County will pay the remaining eligible costs.
  - Households with incomes exceeding 30% of the area median income will not receive assistance with ESG funds.
  - Seminole County will pay for all deposits for rent and/or utilities for eligible households.
  - Seminole County will pay for last months' rents in advance of tenant move-in, where such is required by the landlord or property manager for all tenants.

***The development of policies and procedures for determining how long a participant will receive assistance, and whether (and how) that assistance will be adjusted over time. The maximum provision is 24 months of assistance in a 3-yr period.***

- Up to three months of mortgage/rent payments can be provided by Seminole County ESG funds, plus up to an additional six months in arrears payments. Payment of such will be approved on a case-by-case basis.
- Up to 24 months of rent payments can be provided by Seminole County ESG funds within a 3-year period. This assistance will be limited to three uninterrupted terms.
- If a tenant individual's or small family's (1 to 2 to 3 persons) stay is anticipated to be no more than three months, arrangements can be made, with the household's agreement, to stay at an extended stay hotel (with kitchen facilities).
- If an individual's or small family's (2 to 3 persons) stay is anticipated to be longer than three months, an appropriate-sized apartment (in the case of an individual or a small family) or single family dwelling (in the case of a small family) will be located.
- An individual or family may be assisted a maximum of three uninterrupted times within a three-year period, but for no more than 24 total months of assistance within that three-year period.

***Policies and Procedures for determining the type, amount, and duration of housing stabilization/relocation services to provide to participants. These P/P also include limits on each type of assistance, if any (maximum amounts of funding, maximum months of assistance, maximum number of times assisted, etc.).***

- Up to three months of mortgage/rent payments can be provided by Seminole County ESG funds, plus up to an additional six months in arrears payments.
- Up to 24 months of rent payments can be provided by Seminole County ESG funds within a 3-year period. This assistance will be limited to three uninterrupted terms.
- If a tenant individual's or small family's (1 to 2 to 3 persons) stay is anticipated to be no more than three months, arrangements can be made, with the household's agreement, to stay at an extended stay hotel (with kitchen facilities).
- At the household's option, an appropriate-sized apartment or single family dwelling will be identified for relocation.
  - It must be explained to the relocated households that arrangements for an apartment and/or single family dwelling can often take more time than an extended stay hotel. An extended stay hotel may be used for occupancy until a suitable location is procured.
- If an individual's or small family's stay is anticipated to be longer than three months, an appropriate-sized apartment or single family dwelling (in the case of a family) will be located.
- A larger family (43+ persons) will be relocated to an appropriate-sized apartment or single family dwelling unit, as soon as practicable.
- An individual or family may be assisted a maximum of three uninterrupted times within a three-year period, but for no more than 24 total months of assistance within that three-year period.

***Policies and Procedures for Developing funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS).***

- Seminole County has determined that:
  - HSN's HMIS vendor will ensure: that their software meets minimum data collection standards for ESG;
  - HSN has sufficient capacity to support ESG reporting requirements;
  - HSN has the technical capacity to provide any additional required reporting needed by Seminole County.
- Performance standards and outcomes evaluation:
  - The County has developed performance standards for each of its ESG eligible activities which will be tracked and monitored through HMIS.
  - HMIS minimum data standards will be expanded and/or customized to include the data required to track and measure performance progress and to report aggregated program outcomes.
  - The County intends to complete monthly HMIS progress reports toward meeting benchmarks, quarterly performance reports and an Annual Performance Report, which will be incorporated into the Continuum of Care's reports to HUD and the County's CAPER.
- Funding:
  - HSN has funded its regional HMIS implementation with two HUD Supportive Housing Program (SHP) grants totaling \$310,000 which continue to be renewed annually.
  - Recurrent funds underwrite HMIS staff, software, licensing, training, and operating expenses. The Continuum of Care's implementation has expanded from 125 licensed users to more than 245 users in four years without a budget increase.
  - HSN evaluates the strategic options available to expand its financial resources to ensure sufficient funding to meet future operational obligations required by HUD and its jurisdictional partners.
- Policies and Procedures for HMIS operation and administration:
  - Seminole County relies on HSN to establish and maintain policies and procedures consistent with HUD regulations, the latest HMIS

data standards and evidence-based best practices as defined by HUD.

- HSN's minimum standards include the following requirements of all HMIS participants:
- Partner Agency Agreement with HSN.
  - The Partner Agency Agreement outlines the responsibilities of both the agency and HSN with regard to the use of, access to, and maintenance of HMIS.
  - All ESG subcontractors (if not already Partner Agencies) will also need to sign a Partner Agency Agreement.
- Submission of the Partner Agency's Privacy Policy.
  - HSN's HSN's baseline privacy standards are the minimum standards that all HMIS partners are expected to meet with their privacy policy.
  - A Privacy Policy template assists agencies and programs to develop a privacy standard in the event they do not have one.
- If a Partner Agency is a "covered entity" under HIPAA guidelines, the agency must enter into a Business Associates Agreement with HSN. "Covered entity" is based on US Department of Health and Human Services guidelines posted at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/index.html>
- Operationally, all individual license holders are required to attend ongoing mandatory HMIS training prior to receiving licenses.
  - Ongoing training familiarizes users and program managers with new policies, procedures and new features available to maximize the capacity of HMIS to monitor and improve program performance.
  - Monthly data quality reviews assist HMIS users to maintain the high data quality standards set by HUD. A Help Desk supports licensees who need assistance or have questions about how to enter data or use a specific software feature.
  - Program managers are provided with specialized training in the customized reporting tools which will assist in monitoring program performance against goals.
- Participation in HMIS.

- The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.
- Seminole County keeps records of its participation and the participation of grantees through its Partner Agency Agreements with HSN and supporting documentation.
- All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential.
- The County and its subrecipients will adhere to the HMIS Partner Agency agreement, which includes meeting the minimum privacy, security, and data collection standards, and is a detailed overview of all HMIS policies and procedures.

## FY 2011 ESG Substantial Amendment Checklist

This is a checklist, **not to be distributed to recipients**, but for the optional use of field office staff to assist in the review of FY 2011 ESG substantial amendments. The standard of review is the same as for Action Plans—it is up to the field office to determine whether the substantial amendment is “substantially incomplete” per the Interim Rule. There is not a single standard as to what constitutes an acceptable response. Where possible, the checklist includes notes that remind reviewers of the applicable requirements and hints that help reviewers know what to look for in recipients’ amendment submissions. Overall, it is critical to verify that recipients are not proposing to fund ineligible activities. If reviewers check “no” to any of the answers regarding required elements of the substantial amendment, the amendment *may* be considered substantially incomplete, but field offices are not required to disapprove a substantial amendment if “no” is the response to any given question.

RECIPIENT'S NAME:	
HUD reviewer's name:	
Date the amendment was received:	
Was the amendment received by 5/15/2012?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, was an extension approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date the plan would be approved automatically (45 days from receipt):	

### A. PRELIMINARY CONSIDERATIONS

1. Did the recipient submit a declaration of its FY 2010 grant fund commitments (see Table 1: Suggested Format for Declaration of FY 2012 Grant Fund Commitments in the Substantial Amendment notice)? Note: The recipient is not required to submit the amount of FY 2010 grant funds committed to homeless assistance activities as part of the substantial amendment, but must have submitted written notification to the HUD field office on, or before, the date the recipient submits its substantial amendment. This information is required because it establishes the FY 2010 amount for all future years.

Yes  No  *Cf. FY 2011 Detailed Budget Table.*

2. Did the recipient declare the correct FY 2010 grant fund commitment amounts? (Hint: Reviewers should cross-check the declared amounts with the Integrated Disbursement and Information System (IDIS) and can use other information from the recipient).

Yes  No  *Cf. FY 2011 Detailed Budget Table.*

N/A  (Grantee has not yet submitted information.)

3. Reviewers should consider the recipient’s capacity throughout the amendment review process, keeping in mind that a high-risk recipient’s grant agreement may be conditioned, if necessary. Are there general or specific concerns about the recipient’s capacity?

Yes  No  Notes: \_\_\_\_\_

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**B. REQUIRED CONTENTS OF SUBSTANTIAL AMENDMENT (91.220(a), (c), (d), (e), (l)(4); 91.225(c), 91.320(a), (c), (d), (e), (k)(3); 91.325(c))**

**1. SF-424**

- a. Was the Standard Form 424 (SF-424) included with the substantial amendment?  
Yes  No
- b. Does the SF-424 include the correct dollar allocation, is it signed by the appropriate official, and is the DUNS Number listed?  
Yes  No  If no, describe the issue: \_\_\_\_\_

**2. CONSULTATION (91.100(d); 91.110(e))**

Did the recipient describe how the Continuum(s) of Care (CoC) within its geographic area was consulted regarding:

- a. Determining how to allocate ESG funds for eligible activities?  
Yes  No  *The Continuum of Care, the Homeless Services Network of Central Florida (HSN), was contacted beginning in January 2012 for input and suggestions for the use of ESG funds. Two meetings were held with the CoC and email contact was maintained. HSN and County staff discussed various options before deciding to fund Rapid Re-Housing.*
- b. Developing the performance standards for activities funded under ESG?  
Yes  No  *The County contacted and worked with HSN (the CoC), the Rescue Outreach Mission of Sanford (a countywide emergency homeless shelter), and SafeHouse of Seminole (a local emergency shelter for domestic violence victims).*
- c. Developing funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS)?  
Yes  No  Verification: Attached.

**3. CITIZEN PARTICIPATION (91.105(c), (k); 91.115(c), (i))**

- a. Is there a summary of the citizen participation process used in preparing the substantial amendment?  
Yes  No  *The public comment period began on March 11, 2012 and lasted 30 days. The Board of County Commissioners held a hearing on April 24, 2012 to solicit public comment.*
- b. Was the public hearing and comment period no less than 30 days?  
Yes  No  *The public comment period began on March 11, 2012 and lasted 30 days. The Board of County Commissioners held a hearing on April 24, 2012 to solicit public comment.*
- c. Is there a summary of the public comments or views received, along with a summary of the comments or views not accepted, including the reasons for not accepting those comments or views?  
Yes  No  *Although solicited, no comments were submitted during the public comment period. However, homeless shelters, housing providers, and the regional Continuum of Care agency was specifically solicited for comment.*

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4. **MATCH (576.201; 91.220(c); 91.320(c))**

- a. (Except for territories): Did the recipient specify the types, amounts, and proposed uses of the resources to be made available as a match for the second FY 2011 ESG allocation?

Yes  No  *Match resources will be provided by both in-house and external agency case management, tracked on a monthly basis. The ESG funding will be matched 100%. Pathways to Home is a loose confederation of housing providers and homeless service agencies, who provide case management and housing services, much of which is for homeless individuals, but chiefly for homeless families with elementary school aged children.*

- b. (For States only): Did the recipient account for the requirement to match 100 percent of the second allocation since the exception of \$100,000 was attributed to the first allocation?

Yes  No

5a. **PROPOSED ACTIVITIES**

Check which of the following reports the recipient submitted to summarize its proposed activities:

- Project Workbook Spreadsheet (CPMP tool)
- Table 3C (“Consolidated Plan Listing of Projects”) for local governments/territories
- Table 3C (“Annual Action Plan Planned Project Results”) for States (If selected, make sure all of the conditions below are covered for each applicable proposed activity.)
- Recipient developed an independent format (Use the checklists below to verify that the recipient provided the required details for each applicable proposed activity.)

- a. For **Rapid Re-Housing – Rental Assistance**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?

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Yes  No  Verification found on page

vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?

Yes  No  Verification found on page

viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?

Yes  No  Verification found on page

b. For **Rapid Re-Housing – Housing Relocation and Stabilization Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  *The following are excerpted from the Action Plan, as amended:*

The following excerpted expressed housing and community development needs were either accepted or not for the 2011-2012 One-Year Action Plan, as indicated below:

- **Support for homeless families** – Seminole County funded activities to assist two emergency homeless shelters with operation and maintenance expenses through its Phase 1 ESG Program allocation.
- **Additional homeless shelter beds** – the County funded the expansion of the Women’s/Children’s emergency shelter of the Rescue Outreach Mission, by ten additional beds.
- **One-Stop Social Service Agency** – Insufficient funding is available to address this need at this time. However, plans are under development to establish a wide-scale collaboration mechanism for the nonprofit and other agencies in the County to provide services.
- **Treatment for mental health/addiction among homeless** -- Insufficient funding is available to address this need at this time, although some case management is available to homeless households. Also, transitional housing is provided under CDBG and HOME to house previous-homeless families and to transition them to market housing, and this funding is supplemented by Supportive Housing Program (SHP) funding through the Homeless Services Network of Central Florida to provide adequate case and management and supportive services. With the Emergency Solutions Grants funding, additional case management will be available, specifically aimed at assisting homeless individuals and families.
- **Continued ESG funding for homeless shelter operating costs** – Phase 1 ESG funding is provided to two emergency homeless shelters, namely, the Rescue Outreach Mission of Sanford and SafeHouse of Seminole (the Seminole County Victims’ Rights Coalition).

\* \* \* \* \*

**Homeless Objectives**

- Provide funds for emergency shelter operations.
- Provide transitional/supportive housing for families in crisis.
- Partial funding for a new homeless facility for men.
- Provide funds for homelessness prevention.
- Provide funds for case management to abate homelessness.

\* \* \* \* \*

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Community Development Priority Needs, from the Consolidated Plan, are as follows:

<b>Activity</b>	<b>Priority Need Ranking</b>
Bookertown Neighborhood Park Rehabilitation (CDBG)	Medium
Affordable Rental Housing (CDBG)	High
Rehabilitation and Expansion of Rescue Outreach Mission (CDBG)	High
Case Management for Public Services (CDBG)	High
Medical Assistance (Dental & Vision) (CDBG)	High
Child Care Assistance (Early Learning Coalition) (CDBG)	High
Affordable Rental Housing for Senior Citizens (HOME)	High
CHDO Set-Aside: Affordable Rental Housing (HOME)	High
Tenant-Based Rental Assistance (HOME)	High
Rescue Outreach Mission of Sanford – Operation and Maintenance Expenses (ESG)	Medium
Seminole County Victims’ Rights Coalition - Operation and Maintenance Expenses (ESG)	High
Case Management for homelessness (ESG)	High

\* \* \* \* \*

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ANNUAL HOUSING COMPLETION GOALS (CPMP TABLE 3B)					
ANNUAL AFFORDABLE RENTAL HOUSING GOALS (Sec. 215)	Annual Expected Number Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
Acquisition of existing units					
Production of new units					
Rehabilitation of existing units	12	x	x		
Rental assistance	53		x		
<b>Total Section 215 Rental Goals</b>	<b>65</b>	<b>x</b>	<b>x</b>		
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (Sec. 215)</b>					
Acquisition of existing units					
Production of new units					
Rehabilitation of existing units					
Homebuyer assistance					
<b>Total Section 215 Owner Goals</b>					
<b>ANNUAL AFFORDABLE HOUSING GOALS (Sec. 215)</b>					
Homeless	25			X	
Non-Homeless					
Special Needs					
<b>Total Section 215 Affordable Housing</b>	<b>25</b>			<b>x</b>	
<b>ANNUAL HOUSING GOALS</b>					
Annual Rental Housing Goal	90	x	x		
Annual Owner Housing Goal	0				
<b>Total Annual Housing Goal</b>	<b>90</b>	<b>x</b>	<b>x</b>		

\* \* \* \* \*

**Homeless and Special Needs 91.220(i)**

Specific one-year goals are as follows:

*Homeless goals for Program Year 2011-2012:*

- Provide funds for emergency shelter operations. Benefit to 160 homeless
- Provide transitional housing for families in crisis - 24 units
- Provide funds for homeless prevention for 280 families
- Provide rapid re-housing for 25 homeless households

*Special Needs and Non-Homeless Populations goals for 2011-2012:*

- Elderly housing – 6 units
- Physically disabled – 5 units
- Other: Families in Economic Crisis – 25

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Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

With its EShelterG Program (Phase 1) funding, the County funds assistance to two local emergency homeless shelters (including SafeHouse of Seminole, a local shelter for victims of domestic violence) for operation and maintenance expenses. This assistance allows the shelters to assist a greater number of homeless individuals and families. The SafeHouse shelter also has transitional housing previously funded by the County's HOME Program to provide longer term shelter while assisting homeless individuals and families to gain self-sufficiency (job training, education, etc.), and to eventually procure market housing. With its ESolutionsG Program (Phase 2) funding, the County will fund a full time case manager dedicated to assisting homeless individuals and families. This case manager will work with local housing providers and with homeless assistance agencies to locate, assist, and house homeless households. The County's Board of County Commissioners has also allocated \$900,000 in General Funds to assist homeless households.

- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  *Phase 2 ESG funding will be used to pay salary and personnel-related costs of an in-house case manager to handle homeless individuals and families. ESG funding will be coupled with \$900,000 in General Funds allocated by the Board of County Commissioners to assist homeless individuals and families in procuring housing. A minimum of 25 households are expected to be served each year.*
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  *Decent Housing / availability/accessibility.*
  - iv. The start date and completion date?  
Yes  No  *Verification found on page p. 3 of SF-424.*
  - v. ESG and other funding amounts?  
Yes  No  *\$48,306 to be used for Rapid Re-Housing.*
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  *Households to be assisted in Program Year 2011-2012.*
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  *25 households (homeless individuals and/or homeless families) to be assisted in Program Year 2011-2012.*
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  *25 households (homeless individuals and/or homeless families) to be assisted in Program Year 2011-2012.*
- c. For **Homelessness Prevention – Rental Assistance**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)

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- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page
  - v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- d. For **Homelessness Prevention – Housing Relocation and Stabilization Services**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)
- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page

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- v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- e. For **Emergency Shelter – Shelter Operations**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)
- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page
  - v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

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f. For **Emergency Shelter – Essential Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

g. For **Emergency Shelter - Renovation**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?

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- Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- h. For **Emergency Shelter – Assistance Required (URA)**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to next activity.)
- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?

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Yes  No  Verification found on page

i. For **Street Outreach – Essential Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

**5b. DISCUSSION OF FUNDING PRIORITIES**

a. Did the recipient explain why they chose the proposed activities that they did, and why they funded these activities at the amounts specified? (Hint: The goal is for them to justify their decisions.)

Yes  No  *Activities were funded based upon:*

- *Limited funding available*
- *Funding priorities of Seminole County*
- *Funding priorities of HSN*
- *Tying in to the County's General Funded homeless initiative*

b. Did the recipient identify any obstacles to addressing the underserved needs in the community?

Yes  No  *Limited funding is the chief obstacle to addressing the un-served and underserved homeless needs in Seminole County.*

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- c. Did the recipient use locally-relevant data (if available) to support its funding priorities? (not required)

Yes  No  Verification found on page

- d. Did the recipient describe how its funding priorities will support the national priorities established in “Opening Doors: Federal Strategic Plan to Prevent and End Homelessness”? (not required)

Yes  No  Verification found on page

**5c. DETAILED BUDGET**

- a. Did the recipient include a complete and detailed budget of the planned activities and funding levels, accounting for the entire second allocation and any reprogrammed funds from the first allocation?

Yes  No  Cf. FY2011 Detailed Budget Table

- b. Did the recipient correctly calculate the 7.5 percent cap for administrative activities?

Yes  No  Not applicable.

**6. WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE**

**Note: Metropolitan cities, urban counties and territories must include written standards for providing the proposed ESG assistance (24 CFR 91.220(l)(4)(i) and 576.400(e)(1) and (e)(3)). States must include written standards for providing ESG assistance or describe the requirements for subrecipients to establish and implement written standards (24 CFR 91.320(k)(3)(i) and 576.400(e)(2) and (e)(3)).**

FY 2011 ESG Substantial Amendment Written Standards: (Hint: These may be developed and improved over time, so the level of scrutiny of review can be low, but these must be complete and included in the amendment.)

- a. Did the written standards include standard policies and procedures for evaluating each individual or family’s eligibility for ESG assistance that are consistent with the definitions of “homeless” and “at risk of homelessness” in §576.2 and the recordkeeping requirements in §576.500(b), (c), (d), and (e)?

Yes  No  Attached.

- b. Did the written standards include policies and procedures for coordinating and integrating the proposed program components with other homeless assistance programs and mainstream housing and service programs (see the programs listed in §576.400(b) and (c) of the Interim Rule)?

Yes  No  Attached.

- c. Did the written standards include policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance? (Hint: This should be a justification of prevention versus rapid re-housing.)

Yes  No  Attached.

- i. For homeless prevention assistance: Did the recipient include the risk factors that will be used to help determine individuals and families who are most in need of ESG homeless prevention assistance to avoid moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR part 576.2?

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Yes  No  *Not applicable.*

- ii. For rapid re-housing: Did the recipient design policies and procedures to provide rapid re-housing assistance to as many homeless people as possible, including those individuals and families who face multiple obstacles to obtaining and sustaining housing? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- iii. Did the recipient design policies and procedures that target assistance to families and individuals who are the closest to going to a shelter, car, or the street, if not those who are about to spend their first night there? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- iv. Did the targeting policies and procedures not only identify the characteristics but the combinations of characteristics that are typical of families and individuals living in shelters or the streets? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- d. Standards for determining program participants' contribution:

- i. Did the written standards include guidelines for determining a program participant's contribution to rent and utilities, if any, while they are receiving homeless prevention or rapid re-housing assistance?

Yes  No  *Attached.*

- ii. If proposing assistance to be based on a percentage of the participant's income, do the standards specify the percentage and how it will be calculated?

Yes  No  *Attached.*

- e. Standards for determining the length of rental assistance provided and how adjusted over time:

(Hint: A high-quality response will include the following criteria, but the standards below do not necessarily need to be included in the amendment. Ensure that the recipient is not proposing an ineligible activity.)

- i. Did the written standards include guidelines for determining the length and amount of assistance a participant will receive, as well as, changes in assistance amounts over time?

Yes  No  *Attached.*

- ii. Did the written standards establish that program participants receiving project-based rental assistance must have a lease that is for a period of one year, regardless of the length of rental assistance?

Yes  No  *Not applicable.*

- iii. Did the written standards establish that program participants receiving rapid re-housing assistance must be re-evaluated at least once every year and program participants receiving homelessness prevention assistance are required to be re-evaluated at least once every three months?

Yes  No  *Attached.*

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- iv. Did the written standards establish that no program participant may receive more than 24 months of assistance in a three-year period?

Yes  No  *Attached.*

- f. Standards for determining type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including limits, if any, on the homeless prevention or rapid re-housing assistance that each program participant may receive:

- i. Did the written standards include standards for determining the housing stabilization and/or relocation services that will be provided to a participant, including the types of services, amount of services, and the length of time a participant can receive services?

Yes  No  *Attached.*

- ii. Did the standards include any limits that will be imposed above and beyond the Interim Rule's limits on the types and amount of assistance that a participant may receive?

Yes  No  Verification found on page

**7. MAKING SUB-AWARDS**

**(Note: Metropolitan cities, urban counties and territories are not required to sub-grant. States may retain funds for HMIS and administrative costs.)**

- a. (States) Did the recipient describe how it intends to make its allocation available to units of general local government and private nonprofit organizations, including community and faith-based organizations?

Yes  No  Verification found on page

- b. (Territories or metropolitan cities) Did the recipient describe how it intends to make its allocation available to private nonprofit organizations?

Yes  No  Verification found on page

- c. (Urban counties) Did the recipient describe how it intends to make its allocation available to private nonprofit organizations and to participating units of local government?

Yes  No  Verification found on page

**8. HOMELESS PARTICIPATION REQUIREMENT**

- a. (Except for States) Did the recipient provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive ESG funding?

Yes  No  *HSN was consulted in the development of the Substantial Amendment and for the development of the required policies and procedures. HSN has, no its Board of Directors, a formerly homeless individual.*

- b. For those recipients that cannot meet the participation requirement in §576.405(a): Did the amendment include a plan that meets the requirements under §576.405(b)?

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Yes  No  Verification found on page

9. **PERFORMANCE STANDARDS**

a. Did the recipient describe the performance standards for evaluating ESG activities?

Yes  No  Verification found on page 2 of this checklist.

b. Did the recipient indicate that the performance standards were developed with the CoC?

Yes  No  Unable to determine  Verification found on page 2 of this checklist.

c. The purpose of the performance standards is to provide an effective measure for the ESG recipient and the CoC to evaluate each ESG service provider's effectiveness, such as how well the service provider succeeded at 1) targeting those who need the assistance most; 2) reducing the number of people living on the streets or in emergency shelters; 3) shortening the time people spend homeless; and 4) reducing each program participant's housing barriers or housing stability risks.

i. Does the substantial amendment capture the purpose of the performance standards?

Yes  No  Verification found on page

ii. Were the standards developed in consultation with the CoC?

Yes  No  Verification found on page 2 of this checklist.

iii. Did the performance standards complement or contribute to the CoC program performance measures detailed in Section 427 of the McKinney-Vento Act, as amended by the HEARTH Act? (not required)

Yes  No  Verification found on page 2 of this checklist.

iv. Did the performance standards reflect the recipient's consideration of how the standards might help or hinder providers' ability to target and design their programs so that homelessness is effectively shortened and reduced in the recipient's jurisdiction? (not required)

Yes  No  Verification found on page

10. **CERTIFICATIONS (91.225(c); 91.325(c))**

Did the recipient submit new ESG certifications in accordance with the requirements in 24 CFR 91.225(c) for local governments and territories and 24 CFR 91.325(c) for States?

Yes  No  Verification found on page

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**C. WRITTEN STANDARDS REQUIRED FOR RECIPIENTS WHO ARE ELIGIBLE AND DECIDE TO USE PART OF THE SECOND ALLOCATION FY 2011 FUNDS FOR EMERGENCY SHELTER AND STREET OUTREACH ACTIVITIES (576.400(e)(1), (2), (3))**

1. Is the recipient eligible to and are they proposing to use any portion of the second allocation of FY 2011 fund for emergency shelter or street outreach?

Yes  No  Verification found on page

(If no, skip to section D. If yes, the Notice stated that HUD will not approve any emergency shelter or street outreach activities proposed in the substantial amendment until the requirements in this section are met.)

2. Local Governments and Territories

- a. If the local government or territory is proposing to use the second allocation to fund essential services related to street outreach, did the recipient include standards for targeting and providing these services?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to street outreach activities. Skip to section c below.)

- b. If the local government or territory is proposing to use the second allocation to fund any emergency shelter activities, did the recipient include its policies and procedures for emergency shelters assisted under ESG regarding:

N/A  (If the recipient is not proposing to fund emergency shelter activities, skip to section c below.)

i. Admission to shelter

Yes  No  Verification found on page

ii. Diversion from emergency shelter

Yes  No  Verification found on page

iii. Referral

Yes  No  Verification found on page

iv. Discharge by shelters

Yes  No  Verification found on page

v. Standards for length of stay (if any)

Yes  No  Verification found on page

- vi. Safeguards to meet the safety and shelter needs of special populations (e.g. victims of domestic violence) and individuals and families who have the highest barriers to housing and are likely to be homeless the longest?

Yes  No  Verification found on page

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- vii. If the local government or territory is using the second allocation to fund essential services related to emergency shelter, did the recipient include its policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to emergency shelter activities.)

3. States

- a. If a state decides to use the second allocation to fund street outreach and/or emergency shelter activities, then did the recipient include its own written standards as provided under 24 CFR 576.400(e)(2) and (3)?

Yes  No  (If no, skip to section b.) Verification found on page

- i. If the State is proposing to use the second allocation to fund essential services related to street outreach, did the recipient include standards for targeting and providing these services?

Yes  No  Verification found on page

N/A  (If the recipient is not proposing to fund essential services related to street outreach, skip to section ii.)

- ii. If the State is proposing to use the second allocation to fund any emergency shelter activities, did the recipient include its policies and procedures for emergency shelters assisted under ESG regarding:

- a) Admission to shelter

Yes  No  Verification found on page

- b) Diversion from emergency shelter

Yes  No  Verification found on page

- c) Referral

Yes  No  Verification found on page

- d) Discharge by shelters

Yes  No  Verification found on page

- e) Standards for length of stay (if any)

Yes  No  Verification found on page

- f) Safeguards to meet the safety and shelter needs of special populations (e.g. victims of domestic violence) and individuals and families who have the highest barriers to housing and are likely to be homeless the longest?

Yes  No  Verification found on page

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- iii. If the recipient is using the second allocation to fund essential services related to emergency shelter, did the recipient include its policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to emergency shelter activities.)

- b. If the recipient did not develop its own written standards, did the recipient describe its requirements for its subrecipients to establish and implement the relevant written standards as provided under 24 CFR 576.400(e)(2) and (3)?

Yes  No  Verification found on page

Note: If "no" is checked for **both** 3a and 3b and the State is proposing to fund emergency shelter and/or street outreach activities, the substantial amendment should be disapproved as substantially incomplete.

**D. REQUIREMENTS FOR RECIPIENTS WHO PLAN TO USE THE RISK FACTOR UNDER PARAGRAPH (1)(iii)(G) OF THE "AT RISK OF HOMELESSNESS" DEFINITION**

1. Does the recipient plan to serve individuals or families that are "at risk of homelessness," as defined under 24 CFR part 576.2, based on the risk factor, "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness"?

Yes  No  Verification found on page (If "no," skip to section E.)

2. Did the recipient describe the specific characteristics associated with instability and increased risk of homelessness as specified in paragraph (1)(iii)(G) of the "at risk of homelessness" definition?

Yes  No  Verification found on page

**E. REQUIREMENTS FOR OPTIONAL CHANGES TO THE FY 2011 ANNUAL ACTION PLAN**

1. If the recipient's jurisdiction, or a portion of the recipient's jurisdiction, currently has a centralized or coordinated assessment system and the recipient or subrecipients participate in the system, did the recipient describe the assessment system in the substantial amendment?

Yes  No  N/A  Verification found on page

2. Monitoring

- a. Did the recipient update its monitoring standards and procedures in the amendment?

Yes  No  *Monitoring will be performed on all activities funded by ESG. Monitoring will continue as has already been conducted.*

- b. Did the recipient address associated requirements for appropriate levels of staffing? (not required)

Yes  No  Verification found on page

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**F. SUBSTANTIALLY INCOMPLETE?**

1. Is the amendment (including any corrective actions taken at HUD's request during HUD's review of the amendment) substantially incomplete?

Yes  No  Verification found on page

2. If the amendment is substantially incomplete, set forth the basis of that determination by using the following as a guide:

The amendment was developed without the required citizen participation or the required consultation with the CoC.

The amendment fails to satisfy all the required elements in the regulations.

Comments:

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**G. APPROVAL/DISAPPROVAL**

Based on my review of the amendment against the regulations, I have determined the amendment is:

Approved

Disapproved

Date amendment was disapproved (in part or in its entirety):

Note: Written notification of disapproval must be communicated to the recipient within 15 days after HUD notifies the recipient that it is disapproving its amendment in accordance with 24 CFR 91.500(c). If disapproved, provide documentation, including dates and times of the incompleteness determination and discussions with the recipient and headquarters. The recipient has 45 days after the first notification of disapproval to revise or resubmit the amendment. HUD must respond to approve or disapprove the amendment within 30 days of receiving the revisions or resubmission (24 CFR 91.500(d)).

Reviewed by:

Signature:

Date:

Program Manager:

Signature:

Date:

CPD Director:

Signature:

Date:

## FY 2011 ESG Substantial Amendment Checklist

This is a checklist, **not to be distributed to recipients**, but for the optional use of field office staff to assist in the review of FY 2011 ESG substantial amendments. The standard of review is the same as for Action Plans—it is up to the field office to determine whether the substantial amendment is “substantially incomplete” per the Interim Rule. There is not a single standard as to what constitutes an acceptable response. Where possible, the checklist includes notes that remind reviewers of the applicable requirements and hints that help reviewers know what to look for in recipients’ amendment submissions. Overall, it is critical to verify that recipients are not proposing to fund ineligible activities. If reviewers check “no” to any of the answers regarding required elements of the substantial amendment, the amendment *may* be considered substantially incomplete, but field offices are not required to disapprove a substantial amendment if “no” is the response to any given question.

RECIPIENT’S NAME:	
HUD reviewer’s name:	
Date the amendment was received:	
Was the amendment received by 5/15/2012?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, was an extension approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date the plan would be approved automatically (45 days from receipt):	

### A. PRELIMINARY CONSIDERATIONS

- Did the recipient submit a declaration of its FY 2010 grant fund commitments (see Table 1: Suggested Format for Declaration of FY 2012 Grant Fund Commitments in the Substantial Amendment notice)? Note: The recipient is not required to submit the amount of FY 2010 grant funds committed to homeless assistance activities as part of the substantial amendment, but must have submitted written notification to the HUD field office on, or before, the date the recipient submits its substantial amendment. This information is required because it establishes the FY 2010 amount for all future years.

Yes  No  *Cf. FY 2011 Detailed Budget Table.*

- Did the recipient declare the correct FY 2010 grant fund commitment amounts? (Hint: Reviewers should cross-check the declared amounts with the Integrated Disbursement and Information System (IDIS) and can use other information from the recipient).

Yes  No  *Cf. FY 2011 Detailed Budget Table.*

N/A  (Grantee has not yet submitted information.)

- Reviewers should consider the recipient’s capacity throughout the amendment review process, keeping in mind that a high-risk recipient’s grant agreement may be conditioned, if necessary. Are there general or specific concerns about the recipient’s capacity?

Yes  No  Notes: \_\_\_\_\_

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**B. REQUIRED CONTENTS OF SUBSTANTIAL AMENDMENT (91.220(a), (c), (d), (e), (l)(4); 91.225(c), 91.320(a), (c), (d), (e), (k)(3); 91.325(c))**

**1. SF-424**

- a. Was the Standard Form 424 (SF-424) included with the substantial amendment?  
Yes  No
- b. Does the SF-424 include the correct dollar allocation, is it signed by the appropriate official, and is the DUNS Number listed?  
Yes  No  If no, describe the issue: \_\_\_\_\_

**2. CONSULTATION (91.100(d); 91.110(e))**

Did the recipient describe how the Continuum(s) of Care (CoC) within its geographic area was consulted regarding:

- a. Determining how to allocate ESG funds for eligible activities?  
Yes  No  *The Continuum of Care, the Homeless Services Network of Central Florida (HSN), was contacted beginning in January 2012 for input and suggestions for the use of ESG funds. Two meetings were held with the CoC and email contact was maintained. HSN and County staff discussed various options before deciding to fund Rapid Re-Housing.*
- b. Developing the performance standards for activities funded under ESG?  
Yes  No  *The County contacted and worked with HSN (the CoC), the Rescue Outreach Mission of Sanford (a countywide emergency homeless shelter), and SafeHouse of Seminole (a local emergency shelter for domestic violence victims).*
- c. Developing funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS)?  
Yes  No  Verification: Attached.

**3. CITIZEN PARTICIPATION (91.105(c), (k); 91.115(c), (i))**

- a. Is there a summary of the citizen participation process used in preparing the substantial amendment?  
Yes  No  *The public comment period began on March 11, 2012 and lasted 30 days. The Board of County Commissioners held a hearing on April 24, 2012 to solicit public comment.*
- b. Was the public hearing and comment period no less than 30 days?  
Yes  No  *The public comment period began on March 11, 2012 and lasted 30 days. The Board of County Commissioners held a hearing on April 24, 2012 to solicit public comment.*
- c. Is there a summary of the public comments or views received, along with a summary of the comments or views not accepted, including the reasons for not accepting those comments or views?  
Yes  No  *Although solicited, no comments were submitted during the public comment period. However, homeless shelters, housing providers, and the regional Continuum of Care agency was specifically solicited for comment.*

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4. MATCH (576.201; 91.220(c); 91.320(c))

- a. (Except for territories): Did the recipient specify the types, amounts, and proposed uses of the resources to be made available as a match for the second FY 2011 ESG allocation?

Yes  No  *Match resources will be provided by both in-house and external agency case management, tracked on a monthly basis. The ESG funding will be matched 100%. Pathways to Home is a loose confederation of housing providers and homeless service agencies, who provide case management and housing services, much of which is for homeless individuals, but chiefly for homeless families with elementary school aged children.*

- b. (For States only): Did the recipient account for the requirement to match 100 percent of the second allocation since the exception of \$100,000 was attributed to the first allocation?

Yes  No

5a. PROPOSED ACTIVITIES

Check which of the following reports the recipient submitted to summarize its proposed activities:

- Project Workbook Spreadsheet (CPMP tool)
- Table 3C (“Consolidated Plan Listing of Projects”) for local governments/territories
- Table 3C (“Annual Action Plan Planned Project Results”) for States (If selected, make sure all of the conditions below are covered for each applicable proposed activity.)
- Recipient developed an independent format (Use the checklists below to verify that the recipient provided the required details for each applicable proposed activity.)

- a. For **Rapid Re-Housing – Rental Assistance**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?

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Yes  No  Verification found on page

vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?

Yes  No  Verification found on page

viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?

Yes  No  Verification found on page

b. For **Rapid Re-Housing – Housing Relocation and Stabilization Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

i. The corresponding priority need from the recipient’s Annual Action Plan?

Yes  No  *The following are excerpted from the Action Plan, as amended:*

The following excerpted expressed housing and community development needs were either accepted or not for the 2011-2012 One-Year Action Plan, as indicated below:

- **Support for homeless families** – Seminole County funded activities to assist two emergency homeless shelters with operation and maintenance expenses through its Phase 1 ESG Program allocation.
- **Additional homeless shelter beds** – the County funded the expansion of the Women’s/Children’s emergency shelter of the Rescue Outreach Mission, by ten additional beds.
- **One-Stop Social Service Agency** – Insufficient funding is available to address this need at this time. However, plans are under development to establish a wide-scale collaboration mechanism for the nonprofit and other agencies in the County to provide services.
- **Treatment for mental health/addiction among homeless** -- Insufficient funding is available to address this need at this time, although some case management is available to homeless households. Also, transitional housing is provided under CDBG and HOME to house previous-homeless families and to transition them to market housing, and this funding is supplemented by Supportive Housing Program (SHP) funding through the Homeless Services Network of Central Florida to provide adequate case and management and supportive services. With the Emergency Solutions Grants funding, additional case management will be available, specifically aimed at assisting homeless individuals and families.
- **Continued ESG funding for homeless shelter operating costs** – Phase 1 ESG funding is provided to two emergency homeless shelters, namely, the Rescue Outreach Mission of Sanford and SafeHouse of Seminole (the Seminole County Victims’ Rights Coalition).

\* \* \* \* \*

**Homeless Objectives**

- Provide funds for emergency shelter operations.
- Provide transitional/supportive housing for families in crisis.
- Partial funding for a new homeless facility for men.
- Provide funds for homelessness prevention.
- Provide funds for case management to abate homelessness.

\* \* \* \* \*

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Community Development Priority Needs, from the Consolidated Plan, are as follows:

<b>Activity</b>	<b>Priority Need Ranking</b>
Bookertown Neighborhood Park Rehabilitation (CDBG)	Medium
Affordable Rental Housing (CDBG)	High
Rehabilitation and Expansion of Rescue Outreach Mission (CDBG)	High
Case Management for Public Services (CDBG)	High
Medical Assistance (Dental & Vision) (CDBG)	High
Child Care Assistance (Early Learning Coalition) (CDBG)	High
Affordable Rental Housing for Senior Citizens (HOME)	High
CHDO Set-Aside: Affordable Rental Housing (HOME)	High
Tenant-Based Rental Assistance (HOME)	High
Rescue Outreach Mission of Sanford – Operation and Maintenance Expenses (ESG)	Medium
Seminole County Victims' Rights Coalition - Operation and Maintenance Expenses (ESG)	High
Case Management for homelessness (ESG)	High

\* \* \* \* \*

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<b>ANNUAL HOUSING COMPLETION GOALS (CPMP TABLE 3B)</b>					
<b>ANNUAL AFFORDABLE RENTAL HOUSING GOALS (Sec. 215)</b>	<b>Annual Expected Number Completed</b>	<b>Resources used during the period</b>			
		<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>
Acquisition of existing units					
Production of new units					
Rehabilitation of existing units	12	x	x		
Rental assistance	53		x		
<b>Total Section 215 Rental Goals</b>	65	x	x		
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (Sec. 215)</b>					
Acquisition of existing units					
Production of new units					
Rehabilitation of existing units					
Homebuyer assistance					
<b>Total Section 215 Owner Goals</b>					
<b>ANNUAL AFFORDABLE HOUSING GOALS (Sec. 215)</b>					
Homeless	25			X	
Non-Homeless					
Special Needs					
<b>Total Section 215 Affordable Housing</b>	25			x	
<b>ANNUAL HOUSING GOALS</b>					
Annual Rental Housing Goal	90	x	x		
Annual Owner Housing Goal	0				
<b>Total Annual Housing Goal</b>	90	x	x		

\* \* \* \* \*

**Homeless and Special Needs 91.220(i)**

Specific one-year goals are as follows:

*Homeless goals for Program Year 2011-2012:*

- Provide funds for emergency shelter operations. Benefit to 160 homeless
- Provide transitional housing for families in crisis - 24 units
- Provide funds for homeless prevention for 280 families
- Provide rapid re-housing for 25 homeless households

*Special Needs and Non-Homeless Populations goals for 2011-2012:*

- Elderly housing – 6 units
- Physically disabled – 5 units
- Other: Families in Economic Crisis – 25

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Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

With its EShelterG Program (Phase 1) funding, the County funds assistance to two local emergency homeless shelters (including SafeHouse of Seminole, a local shelter for victims of domestic violence) for operation and maintenance expenses. This assistance allows the shelters to assist a greater number of homeless individuals and families. The SafeHouse shelter also has transitional housing previously funded by the County's HOME Program to provide longer term shelter while assisting homeless individuals and families to gain self-sufficiency (job training, education, etc.), and to eventually procure market housing. With its ESolutionsG Program (Phase 2) funding, the County will fund a full time case manager dedicated to assisting homeless individuals and families. This case manager will work with local housing providers and with homeless assistance agencies to locate, assist, and house homeless households. The County's Board of County Commissioners has also allocated \$900,000 in General Funds to assist homeless households.

- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  *Phase 2 ESG funding will be used to pay salary and personnel-related costs of an in-house case manager to handle homeless individuals and families. ESG funding will be coupled with \$900,000 in General Funds allocated by the Board of County Commissioners to assist homeless individuals and families in procuring housing. A minimum of 25 households are expected to be served each year.*
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  *Decent Housing / availability/accessibility.*
  - iv. The start date and completion date?  
Yes  No  *Verification found on page p. 3 of SF-424.*
  - v. ESG and other funding amounts?  
Yes  No  *\$48,306 to be used for Rapid Re-Housing.*
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  *Households to be assisted in Program Year 2011-2012.*
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  *25 households (homeless individuals and/or homeless families) to be assisted in Program Year 2011-2012.*
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  *25 households (homeless individuals and/or homeless families) to be assisted in Program Year 2011-2012.*
- c. For **Homelessness Prevention – Rental Assistance**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)

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- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page
  - v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- d. For **Homelessness Prevention – Housing Relocation and Stabilization Services**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)
- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page

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- v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- e. For **Emergency Shelter – Shelter Operations**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to the next activity.)
- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
  - ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
  - iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
  - iv. The start date and completion date?  
Yes  No  Verification found on page
  - v. ESG and other funding amounts?  
Yes  No  Verification found on page
  - vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
  - viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

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f. For **Emergency Shelter – Essential Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

g. For **Emergency Shelter - Renovation**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient's Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?

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- Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- h. For **Emergency Shelter – Assistance Required (URA)**: Did the recipient provide the following required details:
- N/A (If recipient did not propose this activity, skip to next activity.)
- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?

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Yes  No  Verification found on page

i. For **Street Outreach – Essential Services**: Did the recipient provide the following required details:

N/A (If recipient did not propose this activity, skip to the next activity.)

- i. The corresponding priority need from the recipient’s Annual Action Plan?  
Yes  No  Verification found on page
- ii. A concise description of the activity, including the number and types of persons to be served?  
Yes  No  Verification found on page
- iii. The corresponding standard objective category (decent housing, suitable living environment, or economic opportunity) and the corresponding outcome category (availability/accessibility, affordability, or sustainability), as described in the Federal Register Notice of Outcome Performance Measurement System for Community Planning and Development Formula Grant Programs, dated March 7, 2006 (71 FR 11470)?  
Yes  No  Verification found on page
- iv. The start date and completion date?  
Yes  No  Verification found on page
- v. ESG and other funding amounts?  
Yes  No  Verification found on page
- vi. One or more performance indicators (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- vii. Projected accomplishments, in accordance with each performance indicator, to be made within one year (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page
- viii. Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity (required for local governments and territories/recommended for States)?  
Yes  No  Verification found on page

**5b. DISCUSSION OF FUNDING PRIORITIES**

a. Did the recipient explain why they chose the proposed activities that they did, and why they funded these activities at the amounts specified? (Hint: The goal is for them to justify their decisions.)

Yes  No  *Activities were funded based upon:*

- *Limited funding available*
- *Funding priorities of Seminole County*
- *Funding priorities of HSN*
- *Tying in to the County’s General Funded homeless initiative*

b. Did the recipient identify any obstacles to addressing the underserved needs in the community?

Yes  No  *Limited funding is the chief obstacle to addressing the un-served and underserved homeless needs in Seminole County.*

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- c. Did the recipient use locally-relevant data (if available) to support its funding priorities? (not required)

Yes  No  Verification found on page

- d. Did the recipient describe how its funding priorities will support the national priorities established in “Opening Doors: Federal Strategic Plan to Prevent and End Homelessness”? (not required)

Yes  No  Verification found on page

**5c. DETAILED BUDGET**

- a. Did the recipient include a complete and detailed budget of the planned activities and funding levels, accounting for the entire second allocation and any reprogrammed funds from the first allocation?

Yes  No  Cf. FY2011 Detailed Budget Table

- b. Did the recipient correctly calculate the 7.5 percent cap for administrative activities?

Yes  No  Not applicable.

**6. WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE**

**Note: Metropolitan cities, urban counties and territories must include written standards for providing the proposed ESG assistance (24 CFR 91.220(l)(4)(i) and 576.400(e)(1) and (e)(3)). States must include written standards for providing ESG assistance or describe the requirements for subrecipients to establish and implement written standards (24 CFR 91.320(k)(3)(i) and 576.400(e)(2) and (e)(3)).**

FY 2011 ESG Substantial Amendment Written Standards: (Hint: These may be developed and improved over time, so the level of scrutiny of review can be low, but these must be complete and included in the amendment.)

- a. Did the written standards include standard policies and procedures for evaluating each individual or family’s eligibility for ESG assistance that are consistent with the definitions of “homeless” and “at risk of homelessness” in §576.2 and the recordkeeping requirements in §576.500(b), (c), (d), and (e)?

Yes  No  Attached.

- b. Did the written standards include policies and procedures for coordinating and integrating the proposed program components with other homeless assistance programs and mainstream housing and service programs (see the programs listed in §576.400(b) and (c) of the Interim Rule)?

Yes  No  Attached.

- c. Did the written standards include policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance? (Hint: This should be a justification of prevention versus rapid re-housing.)

Yes  No  Attached.

- i. For homeless prevention assistance: Did the recipient include the risk factors that will be used to help determine individuals and families who are most in need of ESG homeless prevention assistance to avoid moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR part 576.2?

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Yes  No  *Not applicable.*

- ii. For rapid re-housing: Did the recipient design policies and procedures to provide rapid re-housing assistance to as many homeless people as possible, including those individuals and families who face multiple obstacles to obtaining and sustaining housing? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- iii. Did the recipient design policies and procedures that target assistance to families and individuals who are the closest to going to a shelter, car, or the street, if not those who are about to spend their first night there? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- iv. Did the targeting policies and procedures not only identify the characteristics but the combinations of characteristics that are typical of families and individuals living in shelters or the streets? (not required)  
(Hint: A higher quality response will describe this.)

Yes  No  Verification found on page

- d. Standards for determining program participants' contribution:

- i. Did the written standards include guidelines for determining a program participant's contribution to rent and utilities, if any, while they are receiving homeless prevention or rapid re-housing assistance?

Yes  No  *Attached.*

- ii. If proposing assistance to be based on a percentage of the participant's income, do the standards specify the percentage and how it will be calculated?

Yes  No  *Attached.*

- e. Standards for determining the length of rental assistance provided and how adjusted over time:

(Hint: A high-quality response will include the following criteria, but the standards below do not necessarily need to be included in the amendment. Ensure that the recipient is not proposing an ineligible activity.)

- i. Did the written standards include guidelines for determining the length and amount of assistance a participant will receive, as well as, changes in assistance amounts over time?

Yes  No  *Attached.*

- ii. Did the written standards establish that program participants receiving project-based rental assistance must have a lease that is for a period of one year, regardless of the length of rental assistance?

Yes  No  *Not applicable.*

- iii. Did the written standards establish that program participants receiving rapid re-housing assistance must be re-evaluated at least once every year and program participants receiving homelessness prevention assistance are required to be re-evaluated at least once every three months?

Yes  No  *Attached.*

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- iv. Did the written standards establish that no program participant may receive more than 24 months of assistance in a three-year period?

Yes  No  *Attached.*

- f. Standards for determining type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including limits, if any, on the homeless prevention or rapid re-housing assistance that each program participant may receive:

- i. Did the written standards include standards for determining the housing stabilization and/or relocation services that will be provided to a participant, including the types of services, amount of services, and the length of time a participant can receive services?

Yes  No  *Attached.*

- ii. Did the standards include any limits that will be imposed above and beyond the Interim Rule's limits on the types and amount of assistance that a participant may receive?

Yes  No  Verification found on page

**7. MAKING SUB-AWARDS**

**(Note: Metropolitan cities, urban counties and territories are not required to sub-grant. States may retain funds for HMIS and administrative costs.)**

- a. (States) Did the recipient describe how it intends to make its allocation available to units of general local government and private nonprofit organizations, including community and faith-based organizations?

Yes  No  Verification found on page

- b. (Territories or metropolitan cities) Did the recipient describe how it intends to make its allocation available to private nonprofit organizations?

Yes  No  Verification found on page

- c. (Urban counties) Did the recipient describe how it intends to make its allocation available to private nonprofit organizations and to participating units of local government?

Yes  No  Verification found on page

**8. HOMELESS PARTICIPATION REQUIREMENT**

- a. (Except for States) Did the recipient provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive ESG funding?

Yes  No  *HSN was consulted in the development of the Substantial Amendment and for the development of the required policies and procedures. HSN has, no its Board of Directors, a formerly homeless individual.*

- b. For those recipients that cannot meet the participation requirement in §576.405(a): Did the amendment include a plan that meets the requirements under §576.405(b)?

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Yes  No  Verification found on page

9. **PERFORMANCE STANDARDS**

a. Did the recipient describe the performance standards for evaluating ESG activities?

Yes  No  Verification found on page 2 of this checklist.

b. Did the recipient indicate that the performance standards were developed with the CoC?

Yes  No  Unable to determine  Verification found on page 2 of this checklist.

c. The purpose of the performance standards is to provide an effective measure for the ESG recipient and the CoC to evaluate each ESG service provider's effectiveness, such as how well the service provider succeeded at 1) targeting those who need the assistance most; 2) reducing the number of people living on the streets or in emergency shelters; 3) shortening the time people spend homeless; and 4) reducing each program participant's housing barriers or housing stability risks.

i. Does the substantial amendment capture the purpose of the performance standards?

Yes  No  Verification found on page

ii. Were the standards developed in consultation with the CoC?

Yes  No  Verification found on page 2 of this checklist.

iii. Did the performance standards complement or contribute to the CoC program performance measures detailed in Section 427 of the McKinney-Vento Act, as amended by the HEARTH Act? (not required)

Yes  No  Verification found on page 2 of this checklist.

iv. Did the performance standards reflect the recipient's consideration of how the standards might help or hinder providers' ability to target and design their programs so that homelessness is effectively shortened and reduced in the recipient's jurisdiction? (not required)

Yes  No  Verification found on page

10. **CERTIFICATIONS (91.225(c); 91.325(c))**

Did the recipient submit **new** ESG certifications in accordance with the requirements in 24 CFR 91.225(c) for local governments and territories and 24 CFR 91.325(c) for States?

Yes  No  Verification found on page

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**C. WRITTEN STANDARDS REQUIRED FOR RECIPIENTS WHO ARE ELIGIBLE AND DECIDE TO USE PART OF THE SECOND ALLOCATION FY 2011 FUNDS FOR EMERGENCY SHELTER AND STREET OUTREACH ACTIVITIES (576.400(e)(1), (2), (3))**

1. Is the recipient eligible to and are they proposing to use any portion of the second allocation of FY 2011 fund for emergency shelter or street outreach?

Yes  No  Verification found on page

(If no, skip to section D. If yes, the Notice stated that HUD will not approve any emergency shelter or street outreach activities proposed in the substantial amendment until the requirements in this section are met.)

2. Local Governments and Territories

- a. If the local government or territory is proposing to use the second allocation to fund essential services related to street outreach, did the recipient include standards for targeting and providing these services?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to street outreach activities. Skip to section c below.)

- b. If the local government or territory is proposing to use the second allocation to fund any emergency shelter activities, did the recipient include its policies and procedures for emergency shelters assisted under ESG regarding:

N/A  (If the recipient is not proposing to fund emergency shelter activities, skip to section c below.)

- i. Admission to shelter

Yes  No  Verification found on page

- ii. Diversion from emergency shelter

Yes  No  Verification found on page

- iii. Referral

Yes  No  Verification found on page

- iv. Discharge by shelters

Yes  No  Verification found on page

- v. Standards for length of stay (if any)

Yes  No  Verification found on page

- vi. Safeguards to meet the safety and shelter needs of special populations (e.g. victims of domestic violence) and individuals and families who have the highest barriers to housing and are likely to be homeless the longest?

Yes  No  Verification found on page

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- vii. If the local government or territory is using the second allocation to fund essential services related to emergency shelter, did the recipient include its policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to emergency shelter activities.)

3. States

- a. If a state decides to use the second allocation to fund street outreach and/or emergency shelter activities, then did the recipient include its own written standards as provided under 24 CFR 576.400(e)(2) and (3)?

Yes  No  (If no, skip to section b.) Verification found on page

- i. If the State is proposing to use the second allocation to fund essential services related to street outreach, did the recipient include standards for targeting and providing these services?

Yes  No  Verification found on page

N/A  (If the recipient is not proposing to fund essential services related to street outreach, skip to section ii.)

- ii. If the State is proposing to use the second allocation to fund any emergency shelter activities, did the recipient include its policies and procedures for emergency shelters assisted under ESG regarding:

- a) Admission to shelter

Yes  No  Verification found on page

- b) Diversion from emergency shelter

Yes  No  Verification found on page

- c) Referral

Yes  No  Verification found on page

- d) Discharge by shelters

Yes  No  Verification found on page

- e) Standards for length of stay (if any)

Yes  No  Verification found on page

- f) Safeguards to meet the safety and shelter needs of special populations (e.g. victims of domestic violence) and individuals and families who have the highest barriers to housing and are likely to be homeless the longest?

Yes  No  Verification found on page

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- iii. If the recipient is using the second allocation to fund essential services related to emergency shelter, did the recipient include its policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter?

Yes  No  Verification found on page

N/A  (The recipient is not proposing to fund essential services related to emergency shelter activities.)

- b. If the recipient did not develop its own written standards, did the recipient describe its requirements for its subrecipients to establish and implement the relevant written standards as provided under 24 CFR 576.400(e)(2) and (3)?

Yes  No  Verification found on page

Note: If "no" is checked for **both** 3a and 3b and the State is proposing to fund emergency shelter and/or street outreach activities, the substantial amendment should be disapproved as substantially incomplete.

**D. REQUIREMENTS FOR RECIPIENTS WHO PLAN TO USE THE RISK FACTOR UNDER PARAGRAPH (1)(iii)(G) OF THE "AT RISK OF HOMELESSNESS" DEFINITION**

1. Does the recipient plan to serve individuals or families that are "at risk of homelessness," as defined under 24 CFR part 576.2, based on the risk factor, "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness"?

Yes  No  Verification found on page (If "no," skip to section E.)

2. Did the recipient describe the specific characteristics associated with instability and increased risk of homelessness as specified in paragraph (1)(iii)(G) of the "at risk of homelessness" definition?

Yes  No  Verification found on page

**E. REQUIREMENTS FOR OPTIONAL CHANGES TO THE FY 2011 ANNUAL ACTION PLAN**

1. If the recipient's jurisdiction, or a portion of the recipient's jurisdiction, currently has a centralized or coordinated assessment system and the recipient or subrecipients participate in the system, did the recipient describe the assessment system in the substantial amendment?

Yes  No  N/A  Verification found on page

2. Monitoring

- a. Did the recipient update its monitoring standards and procedures in the amendment?

Yes  No  *Monitoring will be performed on all activities funded by ESG. Monitoring will continue as has already been conducted.*

- b. Did the recipient address associated requirements for appropriate levels of staffing? (not required)

Yes  No  Verification found on page

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**F. SUBSTANTIALLY INCOMPLETE?**

1. Is the amendment (including any corrective actions taken at HUD's request during HUD's review of the amendment) substantially incomplete?

Yes  No  Verification found on page

2. If the amendment is substantially incomplete, set forth the basis of that determination by using the following as a guide:

The amendment was developed without the required citizen participation or the required consultation with the CoC.

The amendment fails to satisfy all the required elements in the regulations.

Comments:

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**G. APPROVAL/DISAPPROVAL**

Based on my review of the amendment against the regulations, I have determined the amendment is:

Approved

Disapproved

Date amendment was disapproved (in part or in its entirety):

Note: Written notification of disapproval must be communicated to the recipient within 15 days after HUD notifies the recipient that it is disapproving its amendment in accordance with 24 CFR 91.500(c). If disapproved, provide documentation, including dates and times of the incompleteness determination and discussions with the recipient and headquarters. The recipient has 45 days after the first notification of disapproval to revise or resubmit the amendment. HUD must respond to approve or disapprove the amendment within 30 days of receiving the revisions or resubmission (24 CFR 91.500(d)).

Reviewed by:

Signature:

Date:

Program Manager:

Signature:

Date:

CPD Director:

Signature:

Date: