

The purpose of this new plan and substantial amendments to the State of Florida's 5-year Consolidated Plan and Annual Action Plan for 2016 is to include the new National Housing Trust Fund (NHTF) program as part of the suite of now five federal programs administered by the State of Florida.

## **Executive Summary**

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

#### **1. Introduction**

The U. S. Department of Housing and Urban Development (HUD) requires that states receiving annual block grant funds from HUD for affordable housing and community development projects prepare an Annual Action Plan pursuant to requirements established in the Code of Federal Regulations, 24 CFR § 91. The Florida Department of Economic Opportunity administers the Small Cities Community Development Block Grant (CDBG) program, the Florida Department of Health administers the Housing Opportunities for Persons with AIDS Grant (HOPWA) program, the Florida Department of Children and Families administers the Emergency Solutions Grant (ESG) program, and the Florida Housing Finance Corporation administers the HOME Partnerships Program (HOME) and the National Housing Trust Fund (NHTF) program. The State of Florida's Annual Action Plan is for a one-year period from July 1, 2016, through June 30, 2017.

The Needs Assessment and Market Analysis sections of the Consolidated Plan (ConPlan) determine the priority housing and non-housing development needs within the state. The Strategic Plan section describes the strategies that will be undertaken and the goals to be achieved to address the priority needs over the Consolidated Plan's five-year timeframe. An emphasis is placed on meeting priority needs based on housing, homelessness, HOPWA, community, and economic development projects that are eligible for funds through the programs administered by the HUD-funded agencies. The Second-Year Action Plan describes the activities that will be undertaken in the second year to address the priority needs and marking progress toward meeting the Strategic Plan goals.

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

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

All HUD-funded projects must meet one of three National Objectives:

- primarily benefit low- and moderate-income (LMI) persons,

- prevent or eliminate slum or blight, or
- meet other community development needs, with 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.

The highest priority for the Small Cities CDBG program are the following:

- flood and drainage improvements,
- job creation,
- rehabilitation of substandard LMI housing,
- sewage treatment and sewer line improvements,
- street improvements, and
- water treatment and water line improvements.

The highest priority projects for the HOPWA program are the following:

- short-term rent, mortgage, and utility payments,
- tenant-based rental assistance (new activity beginning 2016),
- permanent housing replacement activities,
- resource identification services,
- supportive services,
- short-term transitional housing, and,
- grantee and project sponsor's administrative services.

The highest priority projects for the HOME program are the following:

- production of affordable rental housing, provision of rental assistance, and homebuyer assistance.

The highest priorities in the NHTF program are:

- production of affordable rental housing for extremely low income households.

The highest priority projects for the ESG program are the following:

- outreach strategies to homeless persons (especially unsheltered homeless persons) to assess their individual needs;
- operation and maintenance for emergency shelters and transitional housing facilities; and,

Rapid Re-Housing activities for homeless persons (especially persons that are chronically homeless, families with children, veterans, and unaccompanied youth) to make the transition to permanent housing and self-sufficiency.

### **3. Evaluation of past performance**

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

Though the 2011-2015 State of Florida Consolidated Plan reports that through the use of Emergency Solutions Grant (ESG), more than 5,000 households were assisted with homeless prevention services and an average of 37,393 shelter beds were provided annually.

Anticipated projects not yet achieved from the 2011-2015 Consolidated Plan period include community center/neighborhood facilities, public facilities (not including ineligible projects), street improvements, and commercial-industrial rehabilitation.

The 2015 State of Florida Consolidated Annual Performance Evaluation Report (CAPER) reported that the HOME program expected to produce 250 rental units and 50 homeownership units in 2015. So far, the HOME program has produced 87 homeownership units in FY 2015 and approved 326 rental units for financing in December 2015.

As NHTF is a new program being funded in 2016 for the first time, no previous performance has occurred to be evaluated.

The 2014 State of Florida CAPER reported that the HOPWA program expected to provide tenant based rental assistance to 48 eligible HOPWA beneficiaries between 2013 and 2014, but actually provided tenant based rental assistance to 54 eligible HOPWA beneficiaries. Also in 2014, the HOPWA program expected to assist 57 eligible HOPWA beneficiaries through short-term transitional housing activities between 2013 and 2014, but actually accomplished 70 eligible HOPWA beneficiaries. Between 2013 and 2014, the HOPWA program expected to assist 1,486 eligible HOPWA beneficiaries through short-term rent, mortgage or utility payments, but only accomplished 1,360. Finally, the HOPWA program expected to provide permanent housing placement services for 91 eligible HOPWA beneficiaries, but actually accomplished 222 eligible HOPWA beneficiaries.

According to the 2011-2015 State of Florida Consolidated Plan, Small Cities CDBG program projects that received a “high” or “moderate” need priority ranking were assigned a number of anticipated projects to be funded between 2011 and 2015. The following chart identifies the number of projects completed in 2014 as reported in the October 30, 2015, Consolidated Annual Performance and Evaluation Report (CAPER).

<b>Community Development Needs</b>	<b>Need Priority</b>	<b>Anticipated Number of Projects to be Funded 2011-2015</b>	<b>Projects Completed Through 2014</b>
Community Centers/Neighborhood Facilities	Moderate	3	1
Parks and/or Recreation Facilities	Moderate	5	13
Other Public Facilities (Police and Fire Stations, Jails, Emergency Shelters, Treatment Plants, City Halls) Note: Some of the facilities identified as priority needs are not eligible under the CDBG program.	Moderate	5	2
Flood & Drainage Improvements/Stormwater	High	10	19
Street Improvements/Road Paving	High	20	33
Sidewalks	Moderate	*	19
Sewer/Water Hookups	High	5	13
Water/Sewer Line Improvements	High	47	60
Commercial / Industrial Rehabilitation	High	15	7
Commercial / Industrial Infrastructure	Moderate	25	37

**Table 1 - Priority CDBG Needs**

**\*Sidewalks**

Sidewalk improvements are normally included in projects for street improvements or commercial-industrial rehabilitation.

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

Summary from citizen participation section of plan.

The state followed its Citizen Participation Plan during the development of the 2016 Plan. A notice was published for 14 days in the Florida Administrative Register announcing the initial Work Group Meeting and the Public Hearing. The Work Group meeting took place on April 6, 2016, and the Public Hearing took place on May 6, 2016. The notice was posted to each department's website and emailed to eligible applicants and interested parties. A 30-day comment period was provided so interested parties could comment on the proposed Action Plan. The comment period began on April 6, 2016, and concluded on May 6, 2016.

In addition, with the new NHTF program funding just coming available in mid-2016 after the proposed 2016 Plan was submitted to HUD, meetings and solicitations for public comments occurred via notices in the Florida Administrative Register; listserv email announcements; a website devoted solely to the new funding with information, workshop notices, a public comment section; and two workshops on February

24, 2016 and April 28, 2016; and the final 30-day public comment period, ending with the final public hearing on July 28, 2016.

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

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

The following is a summary of the public comments received at the public meetings held during the citizen participation process for the development of the 2016 Annual Action Plan.

Tallahassee Public Meeting Comments

- No comments were received.

Substantial Amendment for NHTF:

Please refer to public comment and comment summary attachment.

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

All the comments received regarding housing and non-housing community priorities were considered in establishing the priority projects in the draft Consolidated Plan. Comments received allowing developers to use grant funds to finance gaps due to higher market costs, giving local governments in rural areas of economic concern a higher priority, issues regarding conflicts of interest, and opening the CDBG cycle at the same time each year are not considered in this Consolidated Plan because they do not relate to determining priority projects. These comments will be considered in future revisions to the CDBG program regulations and requirements.

The Consolidated Plan does not list specific physical and development disabilities individually, but rather addresses the affordable housing and support services needs of persons with disabilities as a single population.

All the comments received were considered in development of the proposed NHTF Allocation Plan.

## **7. Summary**

There continues to be a need for infrastructure projects in the communities that receive funding through the Small Cities CDBG program, financial assistance and support assistance to persons with AIDS to help with housing costs in order to prevent homelessness through the HOPWA program, new affordable housing and homebuyer or rental assistance through the HOME program, and assistance to the homeless through the ESG program, including funding for the operation and maintenance of emergency shelters and transitional housing facilities, and extremely low income units for persons and households with special needs, or who are homeless or at risk of homelessness through the NHTF program.

**PR-05 Lead & Responsible Agencies - 91.300(b)**

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	FLORIDA	Department of Economic Opportunity
CDBG Administrator	FLORIDA	Department of Economic Opportunity
HOPWA Administrator	FLORIDA	Department of Health
HOME Administrator	FLORIDA	Florida Housing Finance Corporation
ESG Administrator	FLORIDA	Department of Children and Families
HOPWA-C Administrator		

**Table 2 – Responsible Agencies**

**Narrative**

NHTF Administrator, Florida, Florida Housing Finance Corporation, Nicole Gibson, [nicole.gibson@floridahousing.org](mailto:nicole.gibson@floridahousing.org)

**Consolidated Plan Public Contact Information**

Craig Reynolds, DOH, HOPWA, [craig.reynolds@flhealth.gov](mailto:craig.reynolds@flhealth.gov)

Nicole Gibson, Florida Housing Finance Corporation (HOME) and (NHTF), [nicole.gibson@floridahousing.org](mailto:nicole.gibson@floridahousing.org)

Mia Parker, DCF, ESG, [mia.parker@myflfamilies.com](mailto:mia.parker@myflfamilies.com)

Ginger Waters, DEO, CDBG, [ginger.waters@deo.myflorida.com](mailto:ginger.waters@deo.myflorida.com)

George Hutton, DEO, CDBG, [george.hutton@deo.myflorida.com](mailto:george.hutton@deo.myflorida.com)

## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

In an effort to expand traditional outreach methods from past Citizen Participation Plan processes, the State of Florida developed a formal outreach plan, in collaboration with partner agencies and consultant team, before beginning the citizen participation process. The outreach plan included a database of more than 250 stakeholders from the local government land use planning contacts, private sector stakeholders, general public, non-profit organizations, grant program project sponsors, and social services providers statewide for information about current housing and community development needs. The database was used to notify the contacts about public meetings. Also, the Consolidated Plan survey was sent to the contacts on the database.

The Consolidated Plan survey is for respondents to identify the specific housing and community development needs, as well as identify public services for homeless persons and special needs persons in their communities. Hard copies of the Consolidated Plan survey were distributed at each of the five scheduled public meetings, formatted for online submittal through the website [www.surveymonkey.com](http://www.surveymonkey.com), and posted on DEO's website from the beginning of the Consolidated Plan process, through the end of the 30 day comment period, ending on June 25, 2015. The Consolidated Plan survey results will be one of the tools, along with public comments received during the five public meetings, to determine the final goals, objectives, and funding amounts designated by the State of Florida as priorities for the 2015-2020 Consolidated Plan period.

The five public meetings were held in Tallahassee, Ft Lauderdale, Jacksonville, Lake City, and Bartow. The public meetings were conducted in government-owned facilities that were easily accessible to all segments of the population, including persons with disabilities or persons with language barriers. The public meetings were formally advertised in the Florida Administrative Register at least fifteen days prior to the beginning of the meeting dates. All meeting dates, location information, and handouts were emailed to the database contacts at least five days prior to the meetings. Reminder emails were also sent to the contacts one day prior to the meetings.

The state followed its Citizen Participation Plan during the development of the 2016 Plan. A notice was published for 14 days in the Florida Administrative Register announcing the initial Work Group Meeting and the Public Hearing. The Work Group Meeting took place on April 6, 2016, and the Public Hearing took place on May 6, 2016. The notice was posted to each Department's website and emailed to eligible applicants and interested parties. A 30-day comment period was provided so interested parties could comment on the proposed Action Plan. The comment period began on April 6, 2016, and concluded on May 6, 2016.

When HUD announced that the states would begin to receive NHTF program funds starting in 2016, FHFC planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, both in person in Tallahassee and via statewide telephonic conference. The final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and also was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations.

**Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

The State HOPWA Program contractually requires each sub-recipient to designate a representative to participate in the local homelessness planning process and provide local homelessness advocates with information about HOPWA as needed. By coordinating HOPWA services through Health Resources and Services Administration (HRSA) funded Ryan White Part B consortia and planning bodies, HOPWA clients are afforded access to supportive services funds under Ryan White Part B and state general revenue programs including, but not limited to, medical care, transportation, insurance, dental, counseling services, and emergency financial assistance.

Florida Housing Finance Corporation is working with its partner state agencies, the Departments of Children and Families, Elder Affairs, Veterans Affairs and the Agency for Health Care Administration to develop linkages between affordable rental housing and access to supportive services. One important pilot being worked on by these entities is the development of permanent supportive housing to serve chronically homeless persons with significant disabilities, and frail elders who have significant needs and are high users of publicly funded emergency, healthcare, court services, and institutional care. Out of this project will come a multi-year cost/benefit study evaluating the efficacy of permanent supportive housing to reduce public expenditures and improve personal outcomes for the residents.

As discussed below, the state's Council on Homelessness provides important opportunities for agencies, stakeholders, and housing providers to work together. In addition, Florida Housing Finance Corporation requires 5 percent of units financed to serve families and elders to be set aside for persons who are receiving community-based supportive services and are referred by a local supportive services lead agency that is recognized by the Corporation for this purpose.

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

The State HOPWA Program contractually requires each sub-recipient to designate a representative to participate in the local homelessness planning process and provide local homelessness advocates with information about HOPWA as needed.

The DCF Office on Homelessness works closely with the Florida Coalition on Homelessness (who represents the 28 Continuums) to address the needs of different homeless populations throughout the state. In 2016, \$2,050,000 in state funding will be given to support the operation of the continuums to ensure local planning, data collection, and grant writing capacity to enable our communities to continue to access federal housing grants to re-house our chronic, long-term homeless population.

The Department of Economic Opportunity and Florida Housing Finance Corporation sits on the state Council on Homelessness along with a number of other state agencies and stakeholders to discuss homeless housing and service issues. The Corporation uses its seat on the Council to seek input on program ideas, including the use of Low Income Housing Tax Credits and state or HOME funding for permanent supportive housing developments to serve homeless persons, a “rapid rehousing” approach with short term tenant based rental assistance, and the use of forgivable state loans in rural areas working with Continuums of Care to finance smaller, scattered site properties for chronically or situational homeless households. The Council provides an important opportunity to discuss how the Corporation can support the Continuums’ of Care work to serve homeless people throughout the state.

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

The DCF Office on Homelessness sent out the annual ESG survey to the Continuums of Care to gather input for allocation methods, performance standards, evaluation outcomes and HMIS compliance. The completed surveys were used to determine how the 2016 ESG funding would be dispersed throughout the state.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 3 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	DEPARTMENT OF ECONOMIC OPPORTUNITY (STATE OF FLORIDA)
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A discussion of the citizen participation process, including coordination with agencies, groups, organizations, and consultations is provided in the Executive Summary and section AP-15.
2	<b>Agency/Group/Organization</b>	Florida Department of Health
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A discussion of the citizen participation process, including coordination with agencies, groups, organizations, and consultations is provided in the Executive Summary and section AP-15.
3	<b>Agency/Group/Organization</b>	FLORIDA HOUSING FINANCE CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Market Analysis Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A discussion of the citizen participation process, including coordination with agencies, groups, organizations, and consultations is provided in the Executive Summary and section AP-15.
4	<b>Agency/Group/Organization</b>	Florida Department of Children and Families
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A discussion of the citizen participation process, including coordination with agencies, groups, organizations, and consultations is provided in the Executive Summary and section AP-15.

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

Not applicable.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Not applicable	
Local Comprehensive Plan	Department of Economic Opportunity	CDBG applications must include provisions from the local comprehensive plan demonstrating the proposed activity is consistent with comprehensive plan.

**Table 4 - Other local / regional / federal planning efforts**

**Narrative**

None

## **AP-12 Participation - 91.115, 91.300(c)**

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

In an effort to expand traditional outreach methods from past Citizen Participation Plan processes, the State of Florida developed a formal outreach plan, in collaboration with partner agencies and consultant teams, before beginning the citizen participation process. The outreach plan included a database of more than 250 stakeholders from the local government land use planning contacts, private sector stakeholders, general public, non-profit organizations, grant program project sponsors, and social services providers statewide for information about current housing and community development needs.

The database was used to notify the contacts about public meetings. The Consolidated Plan survey was also sent to the contacts on the database.

The Consolidated Plan survey for respondents to identify the specific housing and community development needs, as well as public services for homeless persons and special needs persons in their communities. Hard copies of the Consolidated Plan survey were distributed at each of the five scheduled public meetings, formatted for online submittal through the website [www.surveymonkey.com](http://www.surveymonkey.com), and posted on DEO's website from the beginning of the Consolidated Plan process, through the end of the 30-day comment period, ending on June 25, 2015. The Consolidated Plan survey results, along with public comments received during the five public meetings, the public hearing, and comments received during the 30 day comment period, were used to determine the final goals, objectives, and funding amounts designated by the State of Florida as priorities for the 2015-2020 Consolidated Plan period.

When HUD announced that the states would begin to receive NHTF program funds starting in 2016, Florida Housing Finance Corporation planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, in Tallahassee and also via statewide telephonic conference. After the final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	Two individuals from Big Bend Cares attended the April 6, 2016, workgroup meeting, but did not have any comments.	No comments received during the 30-day comment period.	None	

**Table 5 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.320(c)(1,2)

#### Introduction

Response exceeds number of allowable characters, please refer to Unique Appendices.

In 2016, the NHTF Program will receive a total allocation of \$4,598,821 for fiscal year 2016. Ninety percent of this funding, or \$4,138,939, will be made available in tandem with other affordable rental financing through a Request for Applications process for developments that commit to provide a small portion of extremely low income units that meet NHTF program requirements. Ten percent of the total allocation, or \$459,882, will be used by Florida Housing Finance Corporation for administrative costs.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	24,108,644	43,491	0	24,152,135	72,325,932	The annual allocation and any program income or prior year resources will be allocated to eligible CDBG categories per 24 CFR § 570.200-570.207

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	13,125,975	0	0	13,125,975	39,377,925	The annual allocation and any program income or prior year resources will be allocated to eligible HOME categories per 24 CFR§ 92
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,415,896	0	0	3,415,896	10,247,688	The annual allocation and any program income or prior year resources will be allocated to eligible HOPWA categories per 24 CFR § 574

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	5,098,790	0	0	5,098,790	15,296,370	The annual allocation and any program income or prior year resources will be allocated to eligible ESG categories per 24 CFR § 576.101-576.107
Housing Trust Fund	public - federal	Other	4,598,821	0	0	4,598,821	13,796,463	The annual allocation will be allocated to eligible NHTF categories per 24 CFR 93

Table 6 - Expected Resources – Priority Table

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

Response exceeds number of allowed characters, please refer to Unique Appendices.

Substantial Amendment for NHTF:

NHTF does not require matching funds; instead NHTF program funds will be made available in tandem with other affordable financing, which

may include Multifamily Mortgage Revenue Bonds, Low Income Housing Tax Credits, State Apartment Incentive Loan Program or HOME Investment Partnerships program funds, as part of a comprehensive annual funding plan adopted by FHFC's Board of Directors. NHTF funding will assist in creating financing opportunities with some or all of the programs listed here to enable assisted units to serve more extremely low income residents than could be done by each program separately.

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

Land owned by the local government can be used for leverage in the Small Cities CDBG Program. In addition, land donated or provided at below market value to a developer receiving HOME or NHTF funds will lower the overall cost of affordable housing development.

**Discussion**

In conclusion, the anticipated resources expected to be allocated toward eligible HUD funded program activities and projects will be used toward priority areas that have been identified by each funding program in the current planning years 2015-2020. Other resources available from other funding sources are encouraged to supplement HUD funded activities.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Development	2015	2019	Non-Housing Community Development	STATEWIDE	Job Creation	CDBG: \$6,804,801	Jobs created/retained: 20 Jobs
2	Commercial Revitalization	2015	2019	Non-Housing Community Development	STATEWIDE	Flood and Drainage Sewer Line Improvements Street Improvements Water Line Improvements	CDBG: \$1,497,056	Other: 5 Other
3	Housing Rehabilitation	2015	2019	Affordable Housing	STATEWIDE	Affordable Ownership Housing	CDBG: \$5,670,667	Homeowner Housing Rehabilitated: 120 Household Housing Unit
4	Neighborhood Revitalization	2015	2019	Non-Housing Community Development	STATEWIDE	Flood and Drainage Sewer Line Improvements Street Improvements Water Line Improvements	CDBG: \$8,710,145	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6800 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Street Outreach	2015	2019	Homeless	STATEWIDE	Street Outreach to Homeless Persons	ESG: \$251,458	Homelessness Prevention: 20 Persons Assisted
6	Emergency Shelter and Transitional Housing	2015	2019	Homeless	STATEWIDE	Emergency Shelters and Transitional Housing	ESG: \$1,759,949	Other: 21 Other
7	Permanent Housing for Homeless Persons	2015	2019	Affordable Housing	STATEWIDE	Homeless Prevention	ESG: \$2,959,914	Housing for Homeless added: 37 Household Housing Unit
8	Rental and Homeownership Activities (CHDOs)	2015	2019	Affordable Housing	STATEWIDE	Affordable Ownership Housing Affordable Rental Housing	HOME: \$1,968,896	Rental units constructed: 40 Household Housing Unit
9	Affordable Rental Housing	2015	2019	Affordable Housing	STATEWIDE	Affordable Rental Housing	HOME: \$10,938,000	Rental units constructed: 210 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 500 Households Assisted
10	Affordable Homeownership Housing	2015	2019	Affordable Housing	STATEWIDE	Affordable Rental Housing	HOME: \$10,938,000	Direct Financial Assistance to Homebuyers: 50 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	Housing and Supportive Services	2015	2019	Affordable Housing Non-Homeless Special Needs	STATEWIDE	Housing Placement Assistance Short Term Rent, Mortgage and Utility Payments Short Term Supported Housing Facility Assistance Supportive Services Tenant Based Rental Assistance	HOPWA: \$5,554,465	Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted HIV/AIDS Housing Operations: 62 Household Housing Unit Other: 1575 Other
12	Affordable Rental Housing for Extremely Low Income	2016	2019	Affordable Housing	STATEWIDE	Affordable Rental Housing	Housing Trust Fund: \$4,598,821	Rental units constructed: 16 Household Housing Unit

Table 7 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	The Department of Economic Opportunity has allocated approximately 30 percent of the total Fiscal Year 2016 CDBG allocation to the economic development category. Projects that are deemed eligible will be considered for a funding allocation up to \$1.5 million for activities described within their applications.

2	<b>Goal Name</b>	Commercial Revitalization
	<b>Goal Description</b>	<p>The Department of Economic Opportunity has allocated approximately 6.6 percent of the total Fiscal Year 2016 CDBG allocation to the commercial revitalization category for the next funding cycle. Projects that are deemed eligible will be considered for a maximum funding allocation of up to \$750,000 for activities described within their applications.</p> <p>Priority needs addressed not listed for commercial revitalization- making goods and services more accessible to LMI residents.</p> <p>Goal outcome indicators not listed for commercial revitalization- parking improvements, streetscaping, public facilities, and building rehabilitation.</p>
3	<b>Goal Name</b>	Housing Rehabilitation
	<b>Goal Description</b>	<p>The Department of Economic Opportunity has allocated 25 percent of the total Fiscal Year 2016 CDBG allocation to the housing rehabilitation category for the next funding cycle. Projects that are deemed eligible will be considered for a maximum funding allocation of up to \$750,000 for activities described within their applications.</p>
4	<b>Goal Name</b>	Neighborhood Revitalization
	<b>Goal Description</b>	<p>The Department of Economic Opportunity has allocated 38.4 percent of the total Fiscal Year 2016 CDBG allocation to the neighborhood revitalization category for the next funding cycle. Projects that are deemed eligible will be considered for a maximum funding allocation up to \$750,000 for activities described within their applications.</p>
5	<b>Goal Name</b>	Street Outreach
	<b>Goal Description</b>	<p>The program will assist unsheltered homeless individuals and families with locating an emergency shelter or housing, case management needs, transportation, emergency health services and emergency mental health services through Florida. The programs will be carried out by local continuum of care lead agencies as a collaborative effort to coordinate area providers of service. Funding levels for both outreach and shelters shall not be more than 60% of ESG Program awards.</p>

6	<b>Goal Name</b>	Emergency Shelter and Transitional Housing
	<b>Goal Description</b>	This funding will enable the Department of Children and Families (DCF) to provide emergency shelter facilities, including domestic violence facilities, throughout the state. The programs will be carried out by local continuum of care lead agencies as a collaborative effort to coordinate area providers of service. Funding levels for both outreach and shelters shall not be more than 60% of ESG Program awards.
7	<b>Goal Name</b>	Permanent Housing for Homeless Persons
	<b>Goal Description</b>	The programs will be carried out by 28 local continuum of care lead agencies as a collaborative effort to coordinate area providers of service in accordance with local CoC Plans. Funding levels for prevention activities will be least 40% of ESG Program awards.
8	<b>Goal Name</b>	Rental and Homeownership Activities (CHDOs)
	<b>Goal Description</b>	The HOME program has allocated \$1,968,896 of the 2016 annual funding allocation to fund rental and homeownership activities sponsored by qualified Community Housing Development Organizations (CHDOs). The funding can be used for new construction, rehabilitation, rental assistance, or down payment assistance activities.
9	<b>Goal Name</b>	Affordable Rental Housing
	<b>Goal Description</b>	The HOME program has allocated \$10,938,000 from the 2016 annual funding allocation and program income and de-obligated funding to fund affordable rental housing through a Request for Application (RFA) process or demonstration. Funding can be used for activities such as construction, rehabilitation, and rental assistance for extremely low, very low and low- and moderate-income households.
10	<b>Goal Name</b>	Affordable Homeownership Housing
	<b>Goal Description</b>	The HOME program has allocated \$10,938,000 from the 2016 annual funding allocation and program income and de-obligated funding to fund affordable homeownership housing either through a Request for Application (RFA) process or reservation system. Funding can be used for homebuyer assistance activities, such as down payment assistance and construction and rehabilitation activities for homeownership.

<b>11</b>	<b>Goal Name</b>	Housing and Supportive Services
	<b>Goal Description</b>	The HOPWA program has allocated \$5,554,465 of the 2016 Annual Allocation to fund activities carried out by the eleven certified projects sponsors throughout Florida, including financial assistance in the form of short-term rent, mortgage and utility payments, short-term supported housing facility assistance for operation and maintenance, supportive housing services (i.e., counseling and healthcare services), and tenant-based rental assistance for persons with HIV/AIDS.
<b>12</b>	<b>Goal Name</b>	Affordable Rental Housing for Extremely Low Income
	<b>Goal Description</b>	<u>The NHTF program has allocated \$4,598,821 from the 2016 annual funding allocation to fund affordable rental housing for extremely low income households through an RFA process. Funding may be used for activities including construction, demolition, acquisition of real property, related soft costs and operating cost reserves funded with operating assistance.</u>

**Table 8 – Goal Descriptions**

## AP-25 Allocation Priorities – 91.320(d)

### Introduction

The following chart reflects the planned percentage distribution of the FFY 2016 Small Cities CDBG, ESG, HOME, NHTF program, and HOPWA programs. Also included in this section is a description of how the allocation distribution was determined, and how the allocation distribution will address the priority needs and goals determined in the Strategic Plan portion of the Consolidated Plan.

### Funding Allocation Priorities

	Economic Development (%)	Commercial Revitalization (%)	Housing Rehabilitation (%)	Neighborhood Revitalization (%)	Street Outreach (%)	Emergency Shelter and Transitional Housing (%)	Permanent Housing for Homeless Persons (%)	Rental and Homeownership Activities (CHDOs) (%)	Affordable Rental Housing (%)	Affordable Homeownership Housing (%)	Housing and Supportive Services (%)	Affordable Rental Housing for Extremely Low Income (%)	Total (%)
CDBG	30	7	25	38	0	0	0	0	0	0	0	0	100
HOME	0	0	0	0	0	0	0	15	42	43	0	0	100
HOPWA	0	0	0	0	0	0	0	0	0	0	100	0	100
ESG	0	0	0	0	0	60	40	0	0	0	0	0	100
Housing Trust Fund	0	0	0	0	0	0	0	0	0	0	0	100	100

Table 9 – Funding Allocation Priorities

### Reason for Allocation Priorities

The percentages, described in table 9 above, place an emphasis, or priority, on the types of projects that will be funded for each of the five HUD funded grant programs described in the 2015-2020 Consolidated Plan. For the Small Cities CDBG program, if the number of applications received are insufficient to fully utilize all funds allocated to a category, the balance of the funds in that category can be reallocated to another category receiving more applications than there are funds available. Also, grant category funding levels may be increased and/or decreased by reallocated funds. Similarly, for the HOME program, if the applications received are insufficient to fully utilize all funds allocated to a category, the balance of the funds in that category may be reallocated to another category receiving more applications than there are funds available. Also, funding in

each category may be increased and/or decreased by reallocated funds. The allocation percentages for each individual grant program were determined based on the needs presented in the Needs Assessment section of the 2015-2020 Consolidated Plan, the comments and survey responses received during the citizen participation process conducted during the development of the Consolidated Plan and the NHTF Allocation Plan, and applications received in the past. For the ESG Program, the types of projects will be in accordance with HUD eligible activities carried out by the local continuum lead agencies. Funding allocations for each activity will determine in accordance with local CoC Plans and shelter and street outreach activities will be no more than 60% of the project awards.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

Response exceeds number of allowable characters, please refer to Unique Appendices.

Substantial Amendment for NHTF:

The NHTF Program will address one primary objective with its FFY 2016 allocation: to increase Affordable Rental Housing Activities for extremely low-income households, with a preference for those who are homeless, at risk of homelessness and/or have special needs.

## AP-30 Methods of Distribution – 91.320(d)&(k)

### Introduction

This section of the FFY 2016 Annual Action Plan describes how each annual allocation of Small Cities CDBG, ESG, HOME, NHTE, and HOPWA program funds will be distributed geographically throughout Florida.

### Distribution Methods

**Table 10 - Distribution Methods by State Program**

<b>1</b>	<b>State Program Name:</b>	Florida Emergency Solutions Grant Program
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The ESG Program is a formula grant program based upon the demographics of Florida’s counties and cities. The state receives grant funds directly from HUD and will sub-grants the ESG funds to continuum of care designated lead agencies to carry out activities consistent with their local CoC Plans. Eligible beneficiaries must meet the “homeless” definition in 24 CFR § 576.2. Rapid Re-Housing assistance beneficiaries must also meet the requirements described in 24 CFR § 576.104. Lead agencies may sub-contract with local governments and non-profits to provide ESG activities in their respective areas. Funding for local projects will be determined by the lead agencies.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>To evaluate the grant applications, the Department of Children and Families will designate persons knowledgeable in the program area, which may include employees of other state agencies or entities to serve as grant evaluators. The evaluators selected will not have a conflict of interest with potential applicants. The evaluators will assess the applicants' responses to the Agency Profile, the capacity to carry-out Proposed Activities and the Quality of Service in the CoC area. Each response is given a point value, based on complexity of the function.</p> <p>For questions with a maximum point value of one to three points, the full amount of points must be given if the answer is complete and clear. For questions with a maximum value of five points, the scoring criteria chart below will be used for guidance. The five point questions must be awarded a score between 0-5. Sections of the application that are incomplete or no response was given (i.e. the response is missing, incomplete, or unclear), will receive a score of 0 points. Sections of the application with acceptable responses (i.e. the response is included and provides a description of the questions asked, but sufficient details may be lacking) will receive a score of three points. Sections of the applications that are excellent responses (i.e. the response is included and provides a clear, well-defined description and analysis of the question asked) will receive the maximum score. DCF will award grant mounts based on evaluations and the amount the agency request. DCF may consider other factors, including but not limited to, the proposed project and how it relates to serving the best interest of the state in sheltering homeless persons, preventing families and individuals from becoming homeless or providing needs of homeless persons through street outreach services. DCF may also consider how the proposed program will benefit the state and those persons DCF has a priority to serve.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>The ESG Program is a formula grant program based upon the demographics of Florida’s counties and cities. The state receives the grant funds directly from HUD and will sub-grant the ESG funds to local continuum of care lead agencies to carry-out activities consistent in their Continuum of Care (CoC) Plans. Lead agencies may sub-contract with units of general purpose local government and/or non-profit organizations to provide direct service to eligible beneficiaries meeting the “homeless” definition in 24 CFR § 576.2. Rapid Re-Housing assistance beneficiaries must also meet the requirements described in 24 CFR § 576.104. Local governments can establish additional eligibility criteria for program beneficiaries in accordance with 24 CFR § 576.400 (e).</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The State ESG Program will receive a total allocation of \$5,098,790 in funding for fiscal year 2016. DCF will require local lead agencies to allocate at least 40% of their total project funding to prevention/re-housing activities and no more than 5% of awarded funds to administrative costs. Street Outreach and Shelter Operations will combine to total no more than 60% of the total project award with 5% spent on Administrative activities. The types of services funded include: Homeless Prevention Grants direct to families at risk of homelessness or those who are homeless, emergency shelter operation and maintenance for emergency shelters, costs associated with data collection and coordination with the twenty-eight CoC agencies to provide services consistent with the CoC Plans to address homelessness. The Office on Homelessness maintains for its administrative costs, 2.5% for the administration of ESG and the provision of technical assistance to service providers and local continuums of care.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The maximum award amount for any lead agency is \$250,000 with a maximum 5 percent administration budget. The lead agencies will plan and coordinate activities within their local area that are consistent with CoC Plans. Sub-providers of services will be local governments and non-profits agencies and their threshold funding amounts will be decided by the lead agencies and approved by the Office on Homelessness.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The anticipated outcome measures for the ESG program are based on how many eligible homeless service providers and shelters receive funding assistance, how many homeless persons benefit from emergency shelter and transitional housing assistance, how many homeless persons received permanent housing, how many people are kept in their existing housing, and how many people are still stably housed in incremental months after receiving assistance.</p>
2	<p><b>State Program Name:</b></p>	<p>Florida HOME Investment Partnership Program</p>
	<p><b>Funding Sources:</b></p>	<p>HOME</p>
	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>HOME funds are allocated to provide necessary financial support for various activities, creating long-term affordable, safe, decent, and sanitary housing for very low- and low-income persons and households. The Florida Housing Finance Corporation (FHFC) works with both the public and private sector throughout the state to assist in meeting the needs of affordable housing in rural areas. The FHFC distributes HOME funds either through a Request for Applications process, a reservation system or a demonstration project.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Application selection criteria for the HOME program varies based upon the type of funding priority determined by FHFC for allocation distribution and amount of funding available to achieve funding priorities determined by FHFC. For example, larger scale rental development priority projects scoring criteria would be based on level of experience of the applicant with implementation of HOME funds and Davis-Bacon federal requirements and amount of funding available as leverage to the project. However, FHFC uses a different scoring criteria for smaller scale rural projects that are unable to provide leverage funds to a project, and instead base priority funding projects by level of experience and past project performance.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>In 2016, the HOME Program may receive a total allocation of \$13,125,975 in funding for fiscal year 2016. Of the total funding allocation, \$1,968,896 will be reserved for development that are sponsored by qualified Community Housing Development Organization (CHDO) applicants. FHFC has historically exceeded the 15 percent CHDO requirement between rental and homeownership activities. In the event insufficient applications meeting threshold are received to allocate this amount to rental developments, the remaining unallocated funds (including CHDO reservation amount) may be shifted to homeownership activities. The same applies to homeownership activities, so the remaining unallocated funds may be shifted to rental activities. The remaining funds allocated will be awarded via a Request for Application (RFA) process or a reservation system based on the appropriate rule chapters, or through one or more demonstration projects that create affordable rental and homeownership opportunities through construction or rehabilitation of housing units or through direct homebuyer or rental assistance. \$1.3 million of the total annual allocation will be used by FHFC for administrative costs pursuant to 24 CFR § 92.207.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The grant size limits imposed by FHFC for the RFA process(es) each year are based on the size of the project and type of priority criteria scoring determined by FHFC HOME program staff. During the fiscal year 2015 allocation distribution cycle, FHFC conducted two separate RFA processes, one for large scale rental development projects including bonds, and one for smaller scale rural area driven rental housing projects. The maximum grant size limits for the larger scale rental development projects including bonds is typically set at \$5 million, while the smaller scale projects for rental housing projects is typically set at a maximum of \$5 million per application submission.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>HOME program performance outcomes are based on how many affordable homeownership and rental housing units are constructed or rehabilitated, and how many low- and moderate-income beneficiaries receive purchase assistance or rental assistance. In 2016, it is expected that the HOME program will finance construction or rehabilitation of 250 rental housing units, rental assistance for affordable rental housing for 500 households and purchase assistance for 50 new homeowners.</p>
3	<p><b>State Program Name:</b></p>	<p>Florida Housing Opportunities for Persons with AIDS Grant Program</p>
	<p><b>Funding Sources:</b></p>	<p>HOPWA</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The Florida Department of Health currently contracts with eleven project sponsors to administer the HOPWA Program in designated geographic areas, the majority of which are rural. Ten of Florida’s 14 Ryan White Part B consortia/planning bodies provide recommendations for needs assessments, planning, and prioritization for state HOPWA funds. The five-consortia/planning body areas not listed are eligible metropolitan statistical areas (EMSAs) that receive funding directly from HUD. The state program provides funds for HOPWA services in 51 of Florida’s 67 counties. The EMSAs, including those administered by the state, provide services for the remaining sixteen counties.</p> <p>The current project sponsors for HOPWA funds and the counties that are served are listed below:</p> <ul style="list-style-type: none"> <li>• Area 1: Lutheran Services Florida, Inc. Northwest (Escambia, Okaloosa, Santa Rosa, and Walton Counties)</li> <li>• Area 2A: Basic NWFL Inc. (Bay, Calhoun, Gulf, Holmes, Jackson, Washington Counties)</li> <li>• Area 2B: Big Bend Cares, Inc. (Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla Counties)</li> <li>• Area 3/13: WellFlorida Council, Inc. (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, and Union Counties)</li> <li>• Area 6: Hillsborough County Health Department (Manatee County)</li> <li>• Area 7: United Way of Brevard County, Inc. (Brevard County)</li> <li>• Area 11B: Monroe County Health Department (Monroe County)</li> <li>• Area 12: Health Planning Council of Northeast Florida, Inc. (Flagler and Volusia Counties)</li> <li>• Area 14: Polk County Health Department (Highlands, Hardee and Polk Counties)</li> <li>• Area 15: St. Lucie County Health Department (Indian River, Martin, Okeechobee, and St. Lucie Counties)</li> </ul>
---	--

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The priority of applications are determined by how many low- and moderate-income beneficiaries with HIV/AIDS will be served and the past performance of the project sponsor that is requesting funds.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>

<b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b>	Not applicable.
---	-----------------

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Florida distributes funds annually based on the cumulative number of reported living HIV and AIDS cases in ten geographical service areas through December 31, 2014. The allocation is based on each area's proportionate share of the cumulative number of living HIV and AIDS cases, utilization rates, and available funds. The allocation methodology is reviewed periodically, and the FDOH takes recommendations into account while making final annual allocation decisions. EMSAs of the state that qualify for direct HOPWA funding from HUD may be eligible to receive state HOPWA program funds only when funds exist beyond the amount required to meet 100 percent of the need of the state program service areas.</p> <p>A minimum of 97 percent of the state HOPWA grant award will be allocated statewide to 11 project sponsors to carry out eligible services and activities for the state program. These project sponsors are local community organizations and county health departments. In order to ensure that the state pays a fair and reasonable price for the services to be provided, and to enhance quality, availability, and collaboration within the state housing program, the FDOH drafted a Request for Proposal consisting of a four year contract cycle. For the first HOPWA fiscal year (2012-2013), contracts were only for a 9 month period starting on October 1, 2012; for the remaining three years, contracts will be for the full 12 months. Funds were allocated within each geographical area in accordance with the methodology described. Approximately \$5,051,589 (97 percent) of the FFY 2015 grant award will be allocated to benefit eligible persons whose income does not exceed 80 percent of the median family income for the area served. The remaining 3 percent of the grant award will be used to cover grantee administrative costs. EMSA funds re-designated to the state HOPWA program will be administered by the FDOH in the same manner and for the same activities as the state HOPWA program.</p> <p>In advance of the 2016-17 cycle, the FDOH will draft a new Request for Proposal consisting of a four year contract cycle. The proposals submitted and awarded will determine the project sponsors for the 2016-2020 time frame. The state program currently has two faith-based organizations, six community-based organizations, and three planning councils providing either direct services or via sub-contract.</p>
---	---

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>In 2016, the HOPWA program may receive a total allocation of \$5,554,465 in funding for fiscal year 2016. Of the total funding allocation, \$5,387,831, or 97 percent, of the grant award will be spent to benefit eligible persons whose income does not exceed 80 percent the median family income for the area served. Eligible activities include rental payments, security deposits, and utility allowances to promote housing opportunities for persons with HIV/AIDS. The remaining three percent of the funding will be spent on administrative activities carried out by the Florida Department of Health.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The HOPWA program does not require specific thresholds factors or grant size limits for annual allocation distribution to project sponsors. Instead, the program determines annual allocation amounts based on budgets submitted by the 12 authorized project sponsors and the percentage of beneficiaries anticipated to be served by the grant funded projects and activities. The HOPWA program coordinators make the final funding allocation determination based on the feasibility of the project sponsor's budget submittal and amount of funding available to be distributed state-wide.</p>

	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The anticipated outcome measures for the HOPWA program are based on the number of persons with HIV/AIDS that receive direct financial assistance from eligible projects sponsors in the form of rent, mortgage, and utility payments, or tenant-based rental assistance, and other eligible public services including healthcare and counseling.</p>
4	<p><b>State Program Name:</b></p>	<p>Florida Small Cities Community Development Block Grant Program</p>
	<p><b>Funding Sources:</b></p>	<p>CDBG</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The Florida Department of Economic Opportunity (DEO) receives an annual allocation from the U.S. Department of Housing and Urban Development to administer the Small Cities Community Development Block Grant (CDBG) Program. DEO publishes a Notice of Funding Availability (NOFA) in the Florida Administrative Register prior to the opening of the annual funding cycle. This NOFA informs Florida residents of the availability of Small Cities CDBG funding by category and the opening and closing date of the funding cycle.</p> <p>When DEO receives notification of the annual allocation, the Small Cities CDBG Planning Manager reviews the allocation and makes recommendations for funding based on previous allocations and distributions, expected application submissions, and Department priorities. A committee made up of the Director of the Division of Community Development, the Community Revitalization Bureau Chief, and the planning managers for the Small Cities and Operations units review the recommendations and adopt a funding distribution plan for the funding cycle. This distribution is incorporated into the annual action plan prior to the public hearing on the action plan.</p> <p>Deobligated funds and program income funds sometimes become available during the federal fiscal year. When funds become available, the same committee that adopts the funding distribution plan for the annual action plan meets to determine how to allocate these funds. The funds can be used to award the highest ranking applications that did not receive funding during the current cycle, planning grants that have successfully completed the design phase and are ready to enter the construction phase, or economic development projects on the funding reservation list. If Emergency Set-Aside funds become available on April 1 because there has been no state declared disaster, those funds are used to award the highest ranking unfunded applications from the cycle.</p> <p>Neighborhood revitalization, housing rehabilitation, and commercial revitalization subgrants are awarded on a competitive basis. Economic Development subgrants are awarded on a competitive basis if the Small Cities CDBG Program receives more funding requests than there are funds available. Otherwise, eligible economic development projects are awarded on a first come, first served basis.</p>
---	---

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The funding categories for the Florida Small Cities CDBG Program are established by state law. The percentage of funds allocated for each category are determined based on public meetings, comments received on the Consolidated Plan, and the Annual Action Plan, and past funding experience. The criteria used for reviewing funding applications are outlined in federal regulations, state statutes, the program’s administrative rules, application manual, and the Consolidated Plan.</p> <p>Upon receipt of an application, an initial review is conducted to determine if threshold criteria have been met. This review is used as a screening method to ensure compliance with minimum application requirements and to ensure that applications from communities that are not in compliance with federal or state laws are not funded. Seven specific criteria established by Section 290.0475, Florida Statutes, establish the basis upon which the Department of Economic Opportunity may reject an application without regard to scoring:</p> <ol style="list-style-type: none"> <li>1. the application is not received by the specified deadline date;</li> <li>2. the proposed project activities fail to meet one of the three national objectives contained in federal and state legislation;</li> <li>3. the proposed activities are not eligible under federal legislation;</li> <li>4. the proposed activities are not in compliance with the adopted local comprehensive plan, as approved by the DEO;</li> <li>5. the applicant has an open community development block grant, except as provided in s. 290.046(2)(b) and (c), F.S., and department rules;</li> <li>6. the local government is not in compliance with citizen participation requirements; and</li> <li>7. information provided in the application that affects eligibility or scoring is misrepresented.</li> </ol> <p>DEO does not award a grant until it has determined, based upon a site visit, that the project and/or activities are eligible, in accordance with the description contained in the application, and that any open economic development grant is on time. If, based upon a site visit, the DEO determines that any information in the application that affects scoring has been misrepresented, the application is rejected.</p>
--	---

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The Small Cities program is established in state statutes in Sections 290.0401 through 290.048, Florida Statutes, and administered through Chapter 73C-23, Florida Administrative Code. The statute and administrative code contain guidelines for who can apply for CDBG funding, the application process, and how the applications are scored and ranked. The Small Cities CDBG application form, which is incorporated into the administrative rule by reference, gives the specific scoring criteria for the economic development, neighborhood revitalization, housing rehabilitation, and commercial revitalization applications. The application form can be downloaded from the Small Cities CDBG website. Information to be included in the application can be found on the U.S. Department of Housing and Urban Development website, the Small Cities CDBG website, and generated during the application process.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Funding amounts are assigned to each funding category based on need evaluation. For the FFY 2016 funding cycle, it was determined that there was higher demand and need for neighborhood revitalization category projects throughout the state. That determination was made based on the amount of applications that were received, but left unfunded from the prior federal fiscal year. The remaining funding categories were assigned percentages based on the number of applications submitted in the prior funding cycle, and based on the goals and objectives that were chosen as priorities needs and goals from the needs assessment and market analysis sections of the 2015-2020 Consolidated Plan.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The local governments' low- and moderate-income (LMI) population determines the maximum amount of funds for which they can apply. Population groupings are based on HUD modified census figures summarizing low- and moderate-income population as the following chart shows:</p> <ul style="list-style-type: none"> <li>• LMI Population Subgrant Ceiling:</li> <li>• 1 – 499: \$600,000</li> <li>• 500 – 1,249: \$650,000</li> <li>• 1,250 – 3,999: \$700,000</li> <li>• 4,000 – and above: \$750,000</li> <li>• Planning and Design Specifications subgrants: \$70,000.</li> </ul>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The anticipated outcome measures for the Small Cities CDBG program are based on the number and type of applications received from eligible subgrantees in the four eligible categories (neighborhood revitalization, commercial revitalization, housing rehabilitation, and economic development). Outcome measures for these programs include number of housing units rehabilitated, number of linear feet of sewer lines, water lines, street paving, and sidewalks completed, number of buildings receiving façade improvements, number of low- to moderate- income beneficiaries, and number of jobs created or retained.</p>
<p><b>5 State Program Name:</b></p>	<p>National Housing Trust Fund Program</p>
<p><b>Funding Sources:</b></p>	<p>Housing Trust Fund</p>

<b>Describe the state program addressed by the Method of Distribution.</b>	<u>NHTF funds will be used in tandem with other financing programs to provide necessary financial support to create new, 30-year affordable rental housing for extremely low-income households. FHFC will allocate NHTF funds through a competitive Request for Applications process directly to eligible recipients.</u>
--	---

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p><u>The criteria listed below have all been deemed of equal relative importance; that is, if an applicant does not meet these criteria, they will not receive funding.</u></p> <ul style="list-style-type: none"> <li>• <u>The development must be permanent rental housing and each NHTF-designated unit may have no more than two bedrooms;</u></li> <li>• <u>The NHTF-designated units must remain affordable to ELI households through a Land Use Restriction Agreement for no less than 30 years, and the development as a whole must remain affordable at designated income levels for a minimum of 30 years;</u></li> <li>• <u>The applicant must certify that it understands that by receiving NHTF funds, it commits to set aside the required number of units in its property for the priority households specified in this plan;</u></li> <li>• <u>The applicant must show via its developer experience its ability to obligate NHTF funds and undertake eligible activities in a timely manner;</u></li> <li>• <u>The provision of a description of the eligible activities to be conducted with the NHTF funds;</u></li> <li>• <u>The extent to which the application makes use of non-federal funding sources;</u></li> <li>• <u>The extent to which a proposed development has federal, state or local project based rental assistance.</u></li> <li>• <u>Certification must be made to FHFC that applicant will comply with the requirements of the NHTF program and that housing units assisted with the NHTF will comply with NHTF requirements;</u></li> <li>• <u>Show familiarity with the requirements of other federal, state or local housing programs that will be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs through demonstrated experience with developing, owning and managing affordable multifamily rental housing developments; and</u></li> <li>• <u>Commit to provide a Tenant Selection Plan during credit underwriting to carry out management practices related to leasing to homeless households or persons with special needs;</u></li> </ul>
--	---

	<ul style="list-style-type: none"> <li>• <u>Commit to participate in the state’s “Link Strategy” which requires applicants awarded financing to work with at least one Special Needs Household Referral Agency working in that county that will refer eligible Homeless, at-risk homeless or special needs households for residency in the NHTF-financed units;</u></li> <li>• <u>Commit to meeting specified green building and accessibility standards; and</u></li> <li>• <u>Propose developments in locations that are proximate to public transportation options and amenities such as grocery stores and pharmacies.</u></li> </ul>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p><u>Not applicable.</u></p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p><u>Not applicable.</u></p>

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p><u>Not applicable.</u></p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p><u>Ninety percent of the \$4,598,821 NHTF allocation will be used to finance affordable rental units for extremely low income households, and ten percent of the allocation will be used by FHFC for administrative costs pursuant to § 93.202.</u></p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p><u>Pursuant to § 91.320(k)(5) and § 93.300(a), funding limits are based on maximum per-unit development subsidy amounts specified by FHFC and the portion of units that will be required to be set aside in a larger property to serve the populations targeted through the NHTF program. For example, if four units out of 100 total units must be set aside for this purpose, the grant size limit will be based on the per-unit limit multiplied by four. FHFC has specified per-unit limits by unit mix (zero, one and two bedrooms); based on construction type (e.g., garden-style wood, high rise, etc) and for three geographic cost regions of the state. While a development may have a mix of unit sizes and bedrooms, NHTF units with more than two bedrooms will be prohibited.</u></p>

<b>What are the outcome measures expected as a result of the method of distribution?</b>	<u>In 2016, it is expected that the NHTF program will assist in financing construction of 16 affordable rental units to serve extremely low-income residents.</u>
--	---

## Discussion

In conclusion, the distribution methods in place for each of the five HUD-funded grant programs described above are aligned with the current federal regulations and are standard for each annual allocation cycle. The distribution methods for all administered grant programs in the state are based on several factors, including both geographical and demographical conditions. The Small Cities CDBG program bases allocation distribution methods on the eligible grantees who submit competitive scored applications that are awarded based on score and eligible project readiness. The ESG program bases allocation distribution methods on a competitive grant application scored based on eligible activities to persons meeting the definition of homeless or in imminent danger of becoming homeless and the capacity to carry-out these activities. The HOME program bases allocation distribution on awards to high performing CHDOs eligible to receive direct funding from the program to carry out eligible program activities and an application process where award determinations are based on the quality of the application submission and the amount of the request from eligible local governments and housing provider organizations. The HOPWA program bases allocation distribution on the amount of funding available and the location of the eleven authorized project sponsors who receive direct funding from the program to carry out eligible program activities. The NHTF program bases allocation methods on a competitive Request for Application process to ensure that, over time, properties assisted with NHTF funds will be geographically dispersed throughout the state, but allocated only to experienced, qualified applicants that meet specific criteria to ensure that a high quality development is built and then offers opportunities for residency to extremely-low income populations that will be served with this funding.

## **AP-35 Projects – (Optional)**

### **Introduction**

Florida Small Cities CDBG, ESG and HOPWA programs do not provide money to specific projects. Each program allows eligible grantees to select new or continuation projects to apply their awarded funds toward, as long as the projects meet all grant program eligibility requirements and goals aligned with the Consolidated Plan.

HOME for Rental developments are selected through a statewide, RFA process. Eligible housing providers [non-profits, for-profit developers, local governments, public housing authorities and Community Housing Development Organizations (CHDOs)] are encouraged to apply for HOME funding. There are three primary criteria applicants must demonstrate: (1) ability to proceed with construction or rehabilitation; (2) experience in developing affordable housing; and (3) ability to leverage HOME funds.

The HOME Rental program offers funds to eligible housing providers for the acquisition/rehabilitation, rehabilitation, new construction, conversion of non-residential units to residential units, and reconstruction of multifamily housing. HOME funds may be the primary source of financing or may bridge the gap between the development's primary financing and the total development costs. At least 15 percent of the annual allocation is set-aside for CHDO developments with the remaining funds being allocated to CHDO and other developments depending on the ranking.

HOME funds for Homeownership falls under Florida Housing Finance Corporation's Homeownership Pool (HOP) Program, under Rule 67-57, F.A.C., and is designed to be a non-competitive and on-going program, with Developers reserving funds for eligible homebuyers to provide purchase assistance on a first-come, first-served basis.

The HOP program is available to non-profit and for-profit organizations, Community Housing Development Organizations (CHDOs), counties, and eligible municipalities that are recipients of SHIP funding and the United States Department of Agriculture - Rural Development (USDA-RD).

HOME funds are used to provide financial support to families of low to moderate incomes with down payment and closing costs assistance up to the amounts stipulated in the HUD regulations. These funds require repayment if the homebuyer ceases to occupy the property as their primary residence during the affordability period, sells or transfer ownership or rents the property. Repayments are re-invested in the HOME program.

The Tenant-Based Rental Assistance provides Public Housing Authorities who administer the HUD Section 8 Housing Choice Voucher Program with HOME TBRA funds to assist their local residents as

these PHAs have a staggering wait list of potential applicants for housing.

NHTF developments will be selected through a statewide, Request for Application process. Eligible applicants (including non-profit and for-profit developers and public housing authorities) will apply for NHTF funding in tandem with other primary affordable financing, e.g., Low Income Housing Tax Credits. This program will offer financing only for new construction of multifamily rental properties. NHTF funds will assist in bridging the gap between a development's primary financing and its total development costs.

#	Project Name

**Table 2 – Project Information**

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

**AP-38 Project Summary**  
**Project Summary Information**

**Table 3 – Project Summary**

## **AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

Yes

### **Available Grant Amounts**

The maximum amount of an individual loan guarantee commitment that an eligible local government may receive is limited to \$5 million.

### **Acceptance process of applications**

Response exceeds number of allowable characters, please refer to Unique Appendices.

**AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

No

**State’s Process and Criteria for approving local government revitalization strategies**

Not applicable.

## AP-50 Geographic Distribution – 91.320(f)

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

#### Substantial Amendment for NHTF:

The NHTF program described in this Plan will base its statewide allocation distribution on geographical factors that will be part of a comprehensive annual funding plan adopted by Florida Housing Finance Corporation’s Board of Directors to distribute financing across geographic areas of the state based on the need for rental housing in each area. To ensure geographic distribution and to respond to rental needs studies carried out by and for FHFC, funding will be offered through Requests for Applications in large counties (825,000+ population), medium counties (<100,000 and <825,000 population) and small counties (up to 100,000 population) over a period of 3-5 years.

### Geographic Distribution

Target Area	Percentage of Funds
STATEWIDE	

Table 4 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The HUD funded HOPWA program described in this 2016 Annual Action Plan bases allocation distribution on geographical factors. The geographical distribution method is simply based on the location of the eleven authorized project sponsors who serve specific counties and jurisdictions within their respective geographical area range. The eleven authorized project sponsors serve an average of five counties. The sponsors serve all jurisdictions within the counties based on level of need and availability of funding.

The proposed approach to allocating NHTF funds will respond to rental needs studies carried out for and by FHFC on a regular basis. While additional data is evaluated, the foundation of these studies is a detailed review of cost burden information – that is, evaluating by county how many renters at various incomes and by demographic groups are paying more than 30 percent of their income for their housing and utilities.

### Discussion

None

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

#### Introduction

All five of the federal funded grant programs described in the 2015-2020 Consolidated Plan (CDBG, HOME, ESG, NHTF, and HOPWA) have strategies to achieve affordable housing goals each year. The CDBG program supports affordable housing by providing funds for rehabilitation or reconstruction of housing units. The HOME program addresses affordable housing for low and very low income households by providing rehabilitation, reconstruction, new construction, and rental assistance activities. The ESG program supports affordable housing by providing transitional and Rapid Re-Housing activities to the homeless segment of the population. The HOPWA programs supports affordable housing by providing housing opportunities to persons with HIV/AIDS. The HOME, ESG, and HOPWA programs set affordable housing goals to achieve each federal fiscal year. The CDBG program bases their accomplishments on the amount of beneficiaries served with housing rehabilitation funds each application cycle. The NHTF program will work in tandem with other affordable housing programs to finance new units for extremely low-income residents.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	70
Non-Homeless	712
Special-Needs	34
Total	816

**Table 5 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	500
The Production of New Units	366
Rehab of Existing Units	48
Acquisition of Existing Units	0
Total	914

**Table 6 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

In conclusion, affordable housing continues to be a top priority for HUD funded grant programs in the state due to the apparent documented state-wide need for all segments of the population. All goals, objectives, and strategies to expand affordable housing efforts in each of the five grant programs described throughout this Annual Action Plan align with the 2015-2020 Consolidated Plan, and will be implemented in accordance to the allocation distribution methods described in the previous sections of this document.

## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction**

The Small Cities CDBG, ESG, and HOPWA programs do not allocate direct funding to Public Housing Agencies (PHAs), nor are they eligible to support competitive applications to request funding from any of the programs. Florida Housing Finance Corporation contracts with certain PHAs to administer short-term, tenant-based rental assistance with HOME funds, and PHAs may be eligible to apply for rental development funding through a Request for Application process. There are direct grant funding programs and initiatives available through the U.S. Department of Housing and Urban Development Office of Public and Indian Housing for PHAs who demonstrate good performance standing and are not designated as troubled based on low monitoring and performance scores. PHAs determined to have high performance records are eligible to receive direct funding in order to implement rental assistance and affordable housing programs such as Section 8 project based rental assistance and voucher programs.

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

- Provide the tools and education necessary for public housing residents to move toward the goal of self-sufficiency
- Provide job training programs for public residents to maintain full-time employment
- Provide rent disincentives to encourage public housing residents to budget finances properly
- Create networking opportunities for public housing residents to work with after they no longer need assistance

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

- Provide the tools and education necessary for public housing residents to move toward the goal of self-sufficiency
- Provide job training programs for public residents to maintain full-time employment
- Provide rent disincentives to encourage public housing residents to budget finances properly
- Create networking opportunities for public housing residents to work with after they no longer need assistance

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

According to the State of Florida 2011-2015 Consolidated Plan, there were nine PHAs assigned a troubled designation according to regulations defined by 24 CFR § 902. The HUD provided a special allocation of grant funds to complete improvements to correct substandard housing problems discovered during a monitoring visit by field agents from the HUD Office of Public and Indian Housing. As

of 2013, only one of the nine PHAs on the listed provided in 2010 was still designated as troubled. However, as of June 2013, there were three PHAs who had received troubled designations between 2011 and 2013.

The three PHAs, designated as troubled, are still able to receive funding allocations from HUD, but are subject to frequent auditing and assistance from the HUD Office of Public and Indian Housing and must submit progress reports on a scheduled timeline. With the enhanced monitoring and an opportunity for staffing increases, management and operation improvements can be achieved faster and short and long term goals can be created in order to maintain successful practices and have the troubled designated removed.

### **Discussion**

None

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

The Department of Children and Families, through the ESG Program, provides funding for activities such as Emergency Shelters, Street Outreach, and Homeless Prevention and Rapid Re-Housing for homeless persons throughout Florida. Each of the funding categories has eligible activities that can be implemented with ESG funding to achieve annual goals and objectives. The Florida Department of Health, through the HOPWA Program, provides funding for housing opportunities for persons with HIV/AIDS. Florida Housing Finance Corporation, through the NHTF program, will provide funding for permanent rental housing to serve households that are homeless or at risk of homelessness, and/or have special needs, with property managers required to work with approved supportive services providers to seek these tenants. These three federal funding programs described in the 2015-2020 Consolidated Plan target specific segments of the special needs population in Florida, but the CDBG and HOME programs do not directly fund special needs populations.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

The Emergency Solutions Grant (ESG) program is the only one of the four HUD funded agency administered grant programs that relies on current homeless data and outreach strategies to create program goals and objectives and performance measures, because it is the only program that bases its funding models on the current homeless person numbers and characteristics. The state ESG program administrators rely on the 28 CoC agencies throughout Florida to create and implement outreach strategies that are successful in their particular jurisdiction. The most implemented outreach strategy is the point-in-time counts. Point-in-time counts can be carried out in two ways: the survey method and the in-person interview method. For the survey method, the CoC agency will send out surveys to their shelter services providers to collect data regarding the number of sheltered homeless individuals on any given night. For the in-person interview method, the CoC agency will employ surveyors to go out into the public to interview unsheltered homeless persons to collect data on the numbers and reasons for homelessness on any given night.

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

The state will allocate at least 40 percent of the annual grant award to the emergency shelter component, which will fund local providers of emergency housing. Based on new funding methods, DCF expects to fund the lead agencies to carry-out homeless programs through collaboration and planning

with local service providers in 2016.

Other transitional housing projects will be up for renewal grants in the CoC Notice of Funding Availability (NOFA) for 2016. Such housing units are critical to the homeless service plans, as the 13,540 transitional housing beds make up over one-third of the available homeless housing units in Florida.

To meet the safe shelter needs for victims of domestic violence, Florida provides more than \$31 million in state and federal grants to support 42 domestic violence centers, providing over 39,000 emergency shelter nights of care. State revenue sources provide more than \$12 million of the funding for these emergency shelters.

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

Much like the outreach strategies described in the paragraph above, the ESG Program relies on the twenty-eight (28) CoC agencies and their homeless service providers to provide the numbers and reasons for their respective jurisdiction's homeless population in relation to determining emergency and transitional housing needs of homeless persons. In order to address the emergency and transitional housing needs of homeless persons within a jurisdiction, the CoC agencies must provide current and concrete data to ensure that the appropriate amount of funding, depending on funding allocation availability, is distributed properly among the eligible grant categories. The CoC agencies are also responsible for creating strategies and providing services to homeless persons within their jurisdiction that promote self-sufficiency and access to more permanent housing options.

The CoC agencies within Florida implement a variety of programs that provide services to specific segments of the homeless populations including chronically homeless individuals and families, families with children, veterans and their families and unaccompanied youth. The ESG Program provides funds directly to CoC lead agencies for operation and maintenance of emergency shelters or transitional housing facilities. Other programs can include job training, housing counseling, and other similar programs. Due to a shortage of direct federal program funding, the CoC agencies and their homeless services providers must seek other funding sources available through public and private sector resources, but are able to do so in order to implement their strategies to assist in promoting the transition into permanent housing and avoidance of being homeless once again. In addition, DCF provides other state funded programs assisting homeless persons and the prevention of homelessness. Specific strategies to promote self-sufficiency and transition out of homelessness include mental health and housing counseling services, job training, transitional housing with supportive

services, and permanent housing with temporary supportive services.

Homeless persons will also be assisted to transition into permanent housing as a result of the creation of extremely affordable units set aside for homeless persons integrated into larger general occupancy through the NHTF program. Tenants for these units will be referred by supportive services providers such as CoC agencies and other providers serving homeless persons.

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

There are a number of private non-profit housing and supportive housing service providers throughout Florida that specifically assist individuals and families with low- and extremely-low incomes and implement strategies to avoid homelessness. The NHTF program will provide additional opportunities for these providers to work with properties at NHTF-funded properties to transition persons being discharged from various facilities, programs and institutions to affordable, independent housing integrated into the community, and with service supports from the referring supportive services provider and partners.

Many public housing authorities also implement programs and strategies for their clientele to receive the necessary support system to avoid becoming homeless, and help them to achieve self-sufficiency. In regards to the State of Florida's efforts to assist in funding strategies and initiatives for this particular segment of the population, the Florida Department of Children and Families works with public housing authorities and other housing and supportive housing services to identify the at-risk of homelessness population (extremely low-income or zero-negative income) and monitor their need for public services such as sufficient housing, healthcare, social services, employment, and education and youth needs.

## **Discussion**

None

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	1,200
Tenant-based rental assistance	40
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	150
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	50
Total	1,440

## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction**

As a part of the Consolidated Plan process, the State of Florida prepared a report titled *2015 Analysis of Impediments to Fair Housing Choice*. The report evaluated potential barriers to affordable housing and included actions to be undertaken by the HUD-funded agencies to address any potential barriers identified. In developing the *Analysis to Impediments* report, the State of Florida conducted ten public meetings throughout the state to gain public input from fair housing enforcement agencies, fair housing advocacy groups, local governments, and the general public about perceived impediments that may affect fair housing choice in all regions of the state. One important aspect of the report was the review of Florida's statutes, regulations, and policies that may have an effect on fair housing choice.

A review of Florida's statutes, regulations, and policies showed that Chapter 163, Part II, F.S. Florida Community Planning Act (§§ 163.3161 - 163.3217, F.S.) and Chapter 760, Part II, F.S. Florida Fair Housing Act (§§ 760.20 - 760.37, F.S.) have the most influence on overcoming fair housing choice impediments in Florida.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The 2015 Analysis of Impediments to Fair Housing Choice plan contains a detailed list of actions for the state and local jurisdictions to minimize potential impediments to fair housing choices. Some specific examples of recommendations to address any barriers to affordable housing include the following:

- publishing fair housing resource materials on agency websites in different languages,
- expanding the usage of Section 8 housing assistance,
- coordinating with the Florida Commission on Human Relations in conducting annual workshops on fair housing,
- reviewing local comprehensive land use plans and amendments to ensure these plans contain policies regarding affordable housing,
- requiring grant recipients to conduct quarterly fair housing activities, and
- having a local fair housing coordinator to address complaints.

### **Discussion**

None

## **AP-85 Other Actions – 91.320(j)**

### **Introduction**

In this section of the Annual Action Plan we will examine the additional actions, if any, that will be developed and implemented by each of the five HUD-funded, state administered grant departments and agencies, for the purpose of expanding outreach to areas of Florida that have been identified as underserved, or have specific obstacles that must be addressed with program funding.

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

The Department of Economic Opportunity (DEO), which administers the Small Cities CDBG program, serves the needs of its subgrantees through the grants which are awarded. Applications that are submitted by these local governments are based on comments received at a local public hearing that allows citizens to identify their priority community needs and submit eligible projects for funding consideration.

The Florida Department of Health (FDOH), which administers the HOPWA program, will remain involved in board activities of the Florida Supportive Housing Coalition. The Coalition and FDOH are committed to creating long-term housing solutions for people with special needs in Florida, including persons living with HIV/AIDS. The board promotes the development of partnerships to create effective approaches to ending homelessness and solving the housing crisis in Florida. The statutorily created State Council on Homelessness, a statewide workgroup of members that includes the coalition board, members of multiple statewide partner coalitions, and representatives from various state agencies, including the FDOH, will continue to convene.

The Florida Department of Children and Families (DCF), which administers the ESG program, collaborates directly with Florida's 28 CoC agencies in order to identify areas with high concentrations of underserved homeless populations, and use the information collected to update and implement strategies to overcome obstacles identified. The ESG program will provide direct funding to the CoC lead agencies within the the 28 CoC catchment in the categories of emergency shelter and transitional housing activities, street outreach activities, and Homeless Prevention Services. The CoC agencies have the option, when available, to supplement additional HUD program funding, such as the Shelter Plus Care Program, for the added benefit of achieving homeless housing goals and objectives.

Florida Housing Finance Corporation also serves on the State Council on Homelessness and provides two important ways local governments and emerging nonprofits can learn more about, and receive support on, affordable housing development issues. The State Catalyst Program provides training and technical assistance on federal and state affordable housing programs, including HOME. FHFC contracts with nonprofit providers for this service. The Predevelopment Loan Program provides revolving loan funds to emerging nonprofits wanting to get into housing development, and PHAs interested in housing development and redevelopment. The program provides predevelopment loan funding to get a project

started, and technical assistance at no cost to the organization.

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

The Small Cities CDBG program does not fund affordable housing projects, but does provide grants for housing rehabilitation projects. Funded projects allow homeowners to remain in their homes, and maintain the affordability of their homes.

The State HOME program provides program funding to produce and rehabilitate housing units for affordable homeownership and rental housing opportunities for low- and moderate-income beneficiaries for long-term affordability. Along with the HOME program, Florida Housing Finance Corporation uses a variety of other resources to provide affordable housing financing.

The goal of the State HOPWA program is to increase housing stability, and improve the quality of life for clients and their families. The HOPWA program achieves this goal by setting annual performance outcomes in the form of estimates of beneficiaries served and housing units provided. In this 2016 Annual Action Plan, the HOPWA program anticipates to serve 2,795 beneficiaries with housing and supportive services with the intention of fostering and maintaining affordable housing.

The goal of the state NHTF program is be used in tandem with other affordable financing to add new units to the supply of decent, affordable rental units in Florida.

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

The Florida Department of Health Website provides a list of ways to prevent lead-based paint exposure:

- determine the construction year of the house or dwelling where a child spends a large amount of time (e.g., grandparents or daycare),
- consider testing the home for lead-based paint and dust by an Environmental Protection Agency (EPA) certified lead risk assessor or inspector,
- make sure the child does not have access to chipping, peeling, or chalking paint or chewable surfaces painted with lead-based paint,
- create barriers between living/play areas and lead sources,
- children and pregnant women should not be present during renovation in housing built before 1978, and
- if considering renovation or repair work on a pre-1978 home, follow the EPA Lead-Safe Guide to Renovate Right.

The Florida Department of Health encourages the Renovation, Repair and Painting (RRP) Rule when considering renovations on any pre-1978 home. Also, the mission of Florida's Healthy Homes & Lead Poisoning Prevention Program (FHHLPPP) is to protect the health and cognitive development of all

children living in Florida by eliminating childhood exposure to all lead hazards.

The Florida Small Cities CDBG program requires all applications for housing rehabilitation projects to determine the age of the house. The program requires that any home constructed before January 1, 1978, be tested for lead base paint. If lead base paint is detected, appropriate measures must be taken to safely remove and dispose of the paint in accordance with HUD requirements.

No additional actions are planned to reduce lead-based paint hazards.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

No actions are planned to develop institutional structure.

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

Through the state's existing "Link Strategy," developers receiving financing through a number of FHFC's affordable rental development programs must reserve a small portion of units for tenants referred by an approved supportive services agency working in the community where the property is located. Populations served through this strategy include homeless persons and persons with special needs (including persons with disabilities, survivors of domestic violence and youth aging out of foster care). Properties financed with NHTF funding will also be required to implement this approach, with the addition of those at risk of homelessness being able to be served. Florida Housing Finance Corporation is working with other state agencies to implement this strategy.

### **Discussion**

None

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction

The Small Cities CDBG program anticipates receiving \$43,491 in program income this year. The program will not receive any proceeds from Section 108 loan guarantees, and there are no urban renewal settlements, lines of credit, or float-funded activities.

In the past two years, emergency set-aside funds have been awarded in response to state-declared emergencies, but the activities funded still benefitted LMI Residents. The estimated percentage of CDBG funds that will be used for activities that benefit low- and moderate-income persons is 70 percent. There are no overall benefit projects anticipated.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.320(k)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	43,491
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>43,491</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.05%

Annual Action Plan 70  
2016

### **HOME Investment Partnership Program (HOME)**

#### **Reference 24 CFR 91.320(k)(2)**

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

### **Emergency Solutions Grant (ESG)**

#### **Reference 24 CFR 91.320(k)(3)**

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

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

Response exceeds number of allowable characters, please refer to Unique Appendices.

5. Describe performance standards for evaluating ESG.

Response exceeds number of allowable characters, please refer to Unique Appendices.

### **Discussion**

None

## Attachments

## Citizen Participation Comments

### Appendix 1.A. Summary of Public Comments Received

#### 1. Summary of Public Comments

- **February 24, 2016 workshop**
  - The affordability period should be 50 years.
  - Geographic distribution should be a priority. (Provided in Plan at p. 12).
  - National Housing Trust Fund (NHTF) resources should be used to serve persons with special needs. (Provided in Plan at p. 4-5 and 12).
  - NHTF resources should be used to serve persons with incomes at the level of Supplemental Security Income (SSI). (Provided in Plan at p. 4-5 and 12).
  - NHTF resources should be used to serve homeless persons. (Provided in Plan at p. 4-5 and 12).
  - The housing should be paired with other services. (Provided in Plan at p. 6 and 20).
- **April 28, 2016 workshop**
  - Recipients should be required to hold units open for ELI households. (Provided in Plan at p. 6).
  - Fund as many new construction units as possible. (Provided in Plan at p. 7).
  - Focus on the working poor.
  - Require the longest affordability period possible. (Provided in Plan at p. 6 and 20).
  - Consider funding properties already in the Florida Housing pipeline.
- **July 28, 2016 Public Hearing**
  - No comments received.
- **Written Comments Submitted to Florida Housing**
  - Finance housing for ELI individuals with special needs, particularly individuals with mental health conditions.
  - Not only target funding to persons with special needs, but prioritize persons with mental illness.
  - Ensure long term compliance. (Provided in Plan at p. 6 and 20).
  - Limit awards to not-for-profit recipients.
  - Target persons at or below SSI income levels. (Provided in Plan at p. 4-5 and 12).
  - Require a 50 year affordability period.
  - Require leveraging of other sources but do not require that these sources be available at the time of application.

- Require strong tenant protections and prohibit excessive tenant application fees, large security deposits, and unreasonable criminal background checks in NHTF financed properties.
- Require a high percentage of the funded units to be 1-bedroom.
- Do not prioritize properties receiving rental assistance.
- Use NHTF to finance acquisition and rehabilitation, not just new construction.
- Require that NHTF units be provided in addition to other Florida ELI units required by Florida Housing. (Provided in Plan at p. 5).
- The 30 year affordability period is unreasonable and will make compliance monitoring difficult.

**2. Summary of comments or views not accepted and the reasons for not accepting them:**

All the comments received were considered in development of the proposed NHTF Allocation Plan. Some suggestions were not incorporated into the Plan.

- Several commenters proposed that Florida Housing require a 50 year affordability period for NHTF financed properties. The minimum affordability period for NHTF is 30 years. Florida Housing will not require additional years of affordability at the ELI level because rents will not cover property operating costs without additional subsidy.
- One commenter urged Florida Housing to target NHTF assisted units to the working poor. Although individuals and households identifiable as working poor will likely be among those served by NHTF, the target will not specifically be the working poor. Many other households who may be considered working poor have incomes above the NHTF maximum income level of 30% of ELI.
- One commenter suggested Florida Housing use its first allocation of NHTF to add units affordable to ELI households to properties which have already received an award of Low Income Housing Tax Credits, but have not yet been placed in service. This would allow Florida Housing to quickly add deeply-targeted units to the inventory of available housing. With the exception of some architectural and engineering expenses, the NHTF Interim Rule does not allow grantees to fund development costs undertaken before NHTF funds are committed to the property. In most cases, properties which have received financing awards will already have incurred substantial expenses by the time a 2016 NHTF award could be made.
- Several commenters recommended limiting eligibility to receive NHTF funds to not-for-profit entities. Florida Housing will not be able to limit NHTF awards to not-for-profit recipients. The NHTF will finance integrated housing targeted to priority populations. Through this strategy, a few units affordable to ELI households will be integrated into general occupancy properties serving families

and elders. Although not-for-profit developers do apply for and are awarded financing through Florida Housing, many focus on smaller, very specialized developments. In any event, there are too few of them to implement the integrated approach to NHTF described in the Proposed Plan. Florida Housing expects not-for-profit entities to apply for NHTF funding on their own and in partnerships with other developers; however, at this time it is not feasible to limit eligibility solely to not-for-profit recipients.

- More than one commenter proposed that Florida Housing target funding not only to persons with special needs, but prioritize persons with mental illness. Part of Florida Housing's integrated housing approach to NHTF is not to target any single special needs group.
- One commenter suggested that Florida Housing require leveraging of other sources, but not require that these sources be available at the time of application. Although the implementing Requests for Applications (RFAs) may include leveraging criteria, ensuring that firm funding commitments are in place at the time of application is critical to determining an applicant's readiness to proceed. Florida Housing believes it is important to place a priority on readiness to proceed in order to get new NHTF funded units up and running as quickly as possible.
- A group of commenters urged Florida Housing to require strong tenant protections and prohibit excessive tenant application fees, large security deposits, and unreasonable criminal background checks in NHTF financed properties. The specific recommendations have not been adopted as part of the allocation plan. However, Florida Housing will require applicants to develop Tenant Selection Plans which identify strategies to overcome the credit, income, criminal and rental histories which may be a barrier to tenancy for some ELI households. In addition, Florida Housing is implementing new compliance procedures for units targeted to special needs populations.
- One commenter recommended that Florida Housing require a high percentage of the funded units be 1-bedroom. The proposed plan calls for NHTF financed units to have no more than 2 bedrooms, and expects to tailor the percentage of 1-bedroom units required in each Request for Applications to ensure that over time the plan does not limit who may be served.
- One commenter suggested that Florida Housing not prioritize units with rental assistance. In the case of rental housing, the NHTF Interim Rule (24 CFR 93(k)(5)(i)) requires that grantees provide priority for funding to proposed developments based in part on the extent to which the project has Federal, State, or local project-based rental assistance.
- One commenter proposed that Florida Housing use NHTF to finance acquisition and rehabilitation, not just new construction. The NHTF Interim Rule (24 CFR

93.301(b)(1)) requires that grantees who finance rehabilitation with NHTF funds adopt statewide rehabilitation standards. At this time, Florida Housing has chosen not to do this.

- One group suggested that the 30 year affordability period is too long and will pose challenges for long term compliance monitoring. Florida Housing already carries out long term monitoring for many properties in its portfolio. The Interim Rule requires that the affordability period be no less than 30 years. Land Use Restriction Agreements will memorialize NHTF requirements and encumber each property that receives funding for the entire affordability period. Florida Housing will monitor the properties for compliance with these agreements.

**Appendix 1.B.**  
**Written Comments Received**

**Name:** Jaimie A. Ross, President and CEO  
**Affiliation:** Florida Housing Coalition  
**Date:** March 28, 2016

The Florida Housing Coalition's Florida Nonprofit Housing Advocates Network worked together to arrive at what would be best practices for the new NHTF to be administered by the FHFC. The experiences of this group of nonprofit tax credit developers and policy advocates in Florida combined with input from the NHTF experts at the National Low Income Housing Coalition, informed this set of recommendations for your consideration:

1. Prioritize first to 100% Nonprofits, which can include joint venture between two nonprofits; followed by joint ventures between nonprofit and for profit; followed by for profit. This prioritization should be meaningful, so that only if there are no qualified nonprofit applicants, will the NHTF monies be available to joint ventures with for profits and lastly to for profit developers;
2. 50 years of affordability or CLT permanent affordability should be a requirement;
3. Serve ELI or lower income groups entirely;
4. All rental- new construction (no home ownership with NHTF monies) or rehab for existing units that serve ELI- provided those units are at real risk of being lost from ELI housing stock;
5. Avoid targeting the types of projects too narrowly (for instance, naming a particular type of special needs population);
6. Do not use to buy down ELI units already committed to by existing program requirements; Sheila Crowley remarked that it would be great if we could ultimately point to a development and say "that is here because of the NHTF";
7. Use matching fund requirement to leverage NHTF monies but do not require that those funds be available at time of application, only at time of closing.

I hope you find this helpful as you move forward with implementation of the NHTF monies in Florida.

**Name:** Jeffrey M. Hearne  
**Affiliation:** Legal Services of Greater Miami, Inc.  
**Name:** Patrice Paldino, Housing Umbrella Group Co-Chair  
**Affiliation:** Legal Aid Service of Broward County  
**Name:** Natalie Maxwell, Housing Umbrella Group Co-Chair  
**Affiliation:** Community Legal Services of Mid-Florida  
**Date:** May 26, 2016

The Florida Legal Services Housing Umbrella Group (“HUG”) is comprised of over 150 legal services attorneys and law professors from across Florida who specialize in landlord-tenant issues and represent low-income tenants. We offer these comments for the proposed National Housing Trust Fund Allocation Plan which is open for public comment. We support the proposal to give funding preference to homeless families or persons with special needs whose annual income is around the amount received from SSI. We also support the proposal which provides preferences to developers whose proposals have flexible admission criteria for credit and rental histories.

• **Require “Good Cause” evictions** – One of the most critical protections provided to tenants living in properties funded by the Low-Income Housing Tax Credit is that they can only be evicted for “good cause.” FHFC should require similar protections for NHTF units and the protections must be included in the lease. The good cause requirement is vital to ensuring stability and security of a tenant’s home. This is especially true for more vulnerable segments of the population, such as elderly and disabled tenants with low incomes. Stability and security of tenure is an essential element of the human right to housing, as it is the basis upon which people build their lives. This stability enables people to invest emotionally, financially, and psychologically in their homes and neighborhoods. Stable housing provides continuity for children’s schooling and allows full participation in neighborhood social and political life. Involuntary displacement disrupts these educational and social connections; one of the most grave consequences being serious educational and social disrupts for students plagued with school instability. Additionally, relocation can lead to significant financial costs, ranging from additional security deposits for new tenancy to higher cost of replacement housing.

As advocates for low-income tenants, we have also found that FHFC-funded properties often have admission policies which prevent ELI households from accessing the housing. These admission policies include unreasonable criminal background checks, excessive application fees, and large security deposits. These policies deter many low-income households from applying, and many of those that do apply are rejected because of these policies.

• **Prohibit Tenant Application Fees for NHTF Units** – In some areas of the state, application fees can be more than \$85, and some landlords require each adult on the application to pay the fee. The tenant must pay the application fee even if she is ultimately rejected as a tenant. For a very low-income individual who already has a high rent burden, a fee this high will often prevent them from applying. Since these units will be filled with tenants referred by other agencies, we recommend that FHFC prohibit application fees for NHTF financed units.

• **Limit Security Deposits and Other Move-In Costs to One Month’s Rent for NHTF Units** — Often landlords require a tenant to pay first month’s rent, a security deposit and last month’s rent, as well as key deposits and other miscellaneous fees before moving into a unit. Depending on the rent, the total move-in costs can often exceed \$2,000. For an extremely low income family, it is very difficult, if not impossible, to save up enough money to pay this amount. Therefore, we recommend that FHFC

provide a preference for developers who limit the total move-in costs for NHTF units to one month's rent.

● **Prohibit Unreasonable Criminal Background Checks** –In April 2016, HUD released guidance stating that landlords who conduct overly broad criminal background checks for tenants may violate the Fair Housing Act. To comply with this HUD guidance, we recommend that FHFC prohibit admission policies for NHTF units which would deny a tenant based solely on arrest records or which would deny a tenant for convictions more than 3 years old. The NHTF allocation plan should also give a preference to any developer who has a Tenant Selection Plan which provides a grievance process for an applicant to review an application denial. FHFC should also require all landlords to make their tenant selection plans available online. The allocation plan should also make explicit that NHTF units cannot be filled with tenants who have a Section 8 housing choice voucher. Otherwise, there will be no net increase in the number of ELI units in the community through the NHTF funds. Thank you for your consideration of these comments. If you have any questions, please do not hesitate to contact us.

**Name:** Steven Wetstein  
**Date:** June 12, 2016

I strongly support:

- Limiting NHTF funds to housing for low-income individuals with special needs, particularly individuals with mental health conditions.
- Ensuring that the plan as outlined is enforced by the compliance staff during implementation;
- Limiting awards of NHTF funding to not-for-profit organizations.

**Name:** Olga Golik  
**Affiliation:** Citrus Health Network, Inc.  
**Date:** June 30, 2016

Just a quick note to say I support the proposed deeper income targeting with these funds to target persons at or below SSI income levels. I appreciate the comments in the public meetings being incorporated. I also support the comments submitted by Jeffrey Hearne of the Housing Umbrella Group. Excessive background checks and fees for applications and deposits continue to be a barrier. I also encourage Florida Housing to ensure that the requirements outlined in the proposed plan are incorporated in the contract and the compliance steps of the implementation of this plan. Thank you for your work in this important area.

**Name:** Maureen Kempa, MA, NCC, LMHC, Area Director  
**Affiliation:** Guidance/Care Center, Inc.  
**Date:** July 11, 2016

I understand that the FHFC is managing nearly \$4.6 million in NEW federal funds from the National Housing Trust Fund for affordable housing for very low-income residents in Florida. We desperately need housing in **Monroe County**.

**We support the plan and would like to see it strengthened by:**

- **Limiting the NHF funds to housing for low-income individuals with special needs, particularly individuals with mental health conditions.**
- **Ensuring that the plan as outlined is enforced by the compliance staff during implementation;**
- **Limiting awards of NHTF funding to not-for-profit organizations.**

Thank you for your assistance

**Name:** Mariamee Rodriguez, CRPS-A Judicial Support Specialist  
**Affiliation:** South Florida Behavioral Health Network, Inc.  
**Date:** July 11, 2016

In my opinion part of Mental Health recovery is access to housing. A safe place. For consumers to reach their full potential to recovery is having the basic human needs met from the beginning. Housing, medical care, mental health services, food and medications. Once all these are established for the consumer everything else will day by day fall into place. Housing is pivotal.

**Name:** Aaron Moore, Mental Health Specialist  
**Affiliation:** Community Health of South Florida Inc.  
**Date:** July 11, 2016

More and more people in Miami are forced to live on streets of our city each year. The problem that they face is qualifying for disability. It is taking longer and longer for these individual to qualify, and even though they admit to being homeless in their application, they are still denied disability, they are also being treated for mental health illnesses, is it possible that they will be given housing, how will they qualify? They have absolutely no income, what will become of them, how will they be affected by these monies?

**Name:** Sandra Smallwood Beltran  
**Date:** July 12, 2016

I am concerned about the lack of affordable and/or supportive housing for people with mental illness in Miami-Dade. I would like to see the plan strengthened by:

- Limiting the NHF funds to housing for low-income individuals with special needs, particularly individuals with mental health conditions,
- Ensuring that the plan as outlined is enforced by the compliance staff during implementation,
- Limiting awards of NHTF funding to not-for-profit organizations.

Thank you for taking these into account when deciding how to allocate your funds.

**Name:** Trudy Weitzer  
**Date:** July 11, 2016

Please, we need housing for people with mental disorders. I have 2 adult daughters with mental illness & can't find any housing for them.

**Name:** Denise Deshazior, AA Lead CBHT  
**Affiliation:** Jefferson Reaves House  
**Date:** July 11, 2016

It is with great concern I voice how hard it is for the growing population of mental health clients who are seeking housing to obtain it. 99% of the clients discharged from any program have difficulty transitioning into a safe and healthy environment do to availability and cost.

I currently work with clients that suffer from mental health and substance abuse issues and this is one of the most noted challenges clients face daily.

Although these individuals may or may not receive an income such as employment, SSA, SSDA SSI, it is still extremely difficult to find affordable housing suitable for dwelling.

The housing market in Miami Dade County and Broward does not cater to the growing need of low income mental health individual needs for housing. It was a wonderful thing when Car Four came about but, there are not many vacant available throughout the counties.

In order for mental health client to remain stable with medication adherence it vital to have a safe clean environment to be organize, keep up with appointment store medication, receive case management have a since of belonging.

In a perfect world we all would like to have what we want however this is a need and not a want.

**Name:** Andy McClellan, Board President  
**Affiliation:** The Key Clubhouse of South Florida  
**Date:** July 16, 2016

I was very glad to see that proposed plan for the allocation of the National Housing Trust Fund funding includes a priority for projects that serve extremely low and very-low persons and households with special needs.

One large population that has been overlooked in the past has been individuals with mental illness living on SSI. Miami-Dade County has a critical shortage of affordable housing for that group. Decent, supportive housing is one of the keys necessary for individuals with serious mental illness to become stable and reintegrate in the community. Without it, individuals who are coming out of the hospital or jail end up cycling into homelessness or back into the criminal justice system. Our organization, The Key Clubhouse of South Florida, serves adults with serious mental illness, and finding safe and affordable housing for our members who are homeless or on the verge of becoming homeless is always a great challenge.

Since there is so little funding for affordable housing dedicated to this population and the \$4.5 million per year will not go very far when it is distributed throughout the state, I would like to recommend that the funds be allocated exclusively for projects for this population, whether or not they meet HUD homeless criteria.

I would like to recommend that the funding be limited to not-for-profit entities, as the for-profit developers (at least in our community) do not have a reliable track record of actually serving low and very-low income individuals.

Finally, I would also urge the Florida Housing Finance Corporation put in place a strong compliance component to carefully monitor the use of these funds to ensure that they are being used according to the plan.

Thank you for listening to housing advocates about the need for affordable housing for this target population.

**Name:** Debra Webb, APR, MPA, Executive Director  
**Affiliation:** The Key Clubhouse of South Florida  
**Date:** July 21, 2016

I was pleased to see that the proposed plan for the allocation of the National Housing Trust Fund funding includes a priority for projects that serve extremely low and very low persons and households with special needs.

As the Executive Director of The Key Clubhouse of South Florida, serving people with severe mental illness, I have seen first hand the devastation of the lack of housing for this special population. Dignified and supportive housing is one of the keys necessary for people living with mental illness to become stable and reintegrate into the community. While our mission is to help people living with mental illness reintegrate back into the community through paid employment and school, they are still struggling with being homeless.

On behalf of the people we serve and their families, I would like to recommend that the funding be limited to not for profit organizations who are serving this special population whether or not they meet HUD homeless criteria. I would also recommend the Florida Housing Finance Corporation put in place monitoring tools to ensure these funds are being used for people living with this devastating illness.

Thank you for the opportunity to allow our organization to give input on this matter.

**Name:** Jaimie A. Ross, President and CEO  
**Affiliation:** Florida Housing Coalition  
**Date:** July 25, 2016

The Florida Housing Coalition's Florida Nonprofit Housing Advocates Network (FNHAN) appreciates the work done by the Florida Housing Finance Corporation to prepare a proposed National Housing Trust Fund Allocation Plan that targets extremely low-income and very low-income renters. We wish to submit the following comments in advance of the Public Hearing on July 28, 2016.

1. The Proposed Allocation Plan contains no language expressing a priority for nonprofit organizations. We recommend that the Plan give first priority to 100% Nonprofits, which can include joint ventures between two nonprofits; followed by joint ventures between nonprofit and for-profit entities; followed by for-profits. This prioritization should be meaningful, so that only if there are no qualified nonprofit applicants, will the NHTF monies be available to joint ventures with for-profits and lastly to for-profit developers.

FNHAN appreciates the Proposed Allocation Plan's incorporation of a preference for applicants that commit to develop tenant selection plans that recognize the screening barriers faced by ELI households. Nonetheless, we reiterate our preference for a nonprofit funding priority because our group members' experience with housing development for ELI populations suggests that mission-based nonprofits have the greatest experience with and commitment to serving tenants with such barriers, and are best able to translate an on-paper tenant selection plan into meaningful implementation.

2. The Proposed Allocation Plan proposes a minimum affordability period of 30 years. Florida has been a national leader in ensuring affordability for 50 years. It makes no sense to move backwards at the same time we know that we are falling further behind in meeting the housing need in Florida and that the most critical shortfall is in housing for extremely low income populations. Since long-term affordability is a best practice, we recommend that Florida's Proposed Allocation Plan stipulate that every RFP will include an affordability period of 50 years; this could also be accomplished by giving substantial points for additional years of affordability beyond 30 years.

3. FNHAN applauds the Proposed Allocation Plan's State Preferences for certain segments of the ELI population, which target vulnerable households while remaining sufficiently broad to provide opportunity to a wide range of developers when individual RFAs are targeted too narrowly—for example, to veterans or youth aging out of foster care—they provide opportunities for only a limited range of developers to grow their capacity and respond to pressing housing needs in their communities. We ask that the Proposed Allocation Plan strengthen this balance between targeting and breadth by explicitly expressing an intention to not target individual RFAs too narrowly.

4. FNHAN applauds the Proposed Allocation Plan for indicating an intention to use NHTF funds to finance units that would not otherwise be created, in addition to other Florida ELI units financed by Florida Housing. We recommend that the statement, "NHTF-financed units ... may be in addition to other Florida ELI units provided at the property," be revised to state that these units will be in addition to other Florida ELI units.

5. Page 7 of the Proposed Allocation Plan states, "Additional criteria may be added that [are] of less relative importance than the above criteria. Depending on the source of financing being offered, local government contributions and other leveraging strategies will be incorporated into RFAs." While FNHAN appreciates the inclusion of this language, we recommend that the Proposed Allocation Plan make an explicit commitment to include, at least for certain RFA types that the Plan may specify, a requirement or preference for proposed developments with matching funds from local government, philanthropic, or other sources. We also recommend that the Proposed Allocation Plan explicitly state that such matching funds are not required to be available at the time of application, but only at the time of closing.

I hope you find this helpful as you move forward with implementation of the NHTF monies in Florida

**Name:** Shannon Nazworth, Executive Director

**Affiliation:** Ability Housing

**Date:** July 29, 2016

I am sorry to send these so late, I read everything on the flight Monday but forget to then send you an email.

First, thank you for the great work on this. It is encouraging to see the state's expanding efforts to serve Floridians with the greatest need. I had a few questions/comments, my apologies for the brevity. Most of these are likely more related to implementation than the actual plan being submitted. I actually stated my vacation this morning and want to get started with it...

- I would require a high percentage of the funded units be 1-bedroom; in the communities we serve the greatest need among households relying upon SSI income is for 1-bedroom units
- When the plan references considering the extent to which the proposed development has rental assistance, is this intended to focus on projects without that assistance? As you know, I do not believe units with this assistance require additional subsidy to serve ELI and SSI reliant households
- Why are acquisition/rehab projects not eligible? I don't understand why an acq/rehab project cannot serve these households. Couldn't acq/rehabs – with fully accessible units – serve these households
- On pages 12 and 22 – I think you want to remove the "<" before 100,000 in the range
- On pages 18 and 21 – don't you mean 66 units, not 16
- Page 23 – in number 3, I think you mean managers at NHTF-funded properties

Thanks – sorry I couldn't call in yesterday for the meeting. I had a conflict that couldn't be rescheduled.

**Name:** Jane Bevan

**Affiliation:** Circuit 20 Substance Abuse & Mental Health Consortium

**Date:** August 1, 2016

We shared the proposed National Housing Trust Fund Allocation Plan for Florida with our Circuit 20 Consortium members on Mental Health and Drug Abuse. My instant comment was WOW!. How hard you and your staff have worked on getting this proposal ready.... You are to be commended.

The main comment from some members and those who have worked with Agencies on Grants etc... is that under the section " NHTF Funding Priorities- 91.320(k)(5)..., the proposal lists that the affordable at designated income levels...must remain affordable for 30 years"....The 30 year time line was deemed to be unreasonable. Some members advised that with other local agencies, just to do the monitoring for 30 years was just too much. Please advise, is this a Federal Guideline? Will your agency be monitoring for 30 years. How does one keep the reasonable rent for 30 years? What Group or Construction Co. is willing to take this on for 30 years?

Thank you, again for taking the time to respond

## Grantee Unique Appendices

---

### UNIQUE APPENDICES

---

#### Contents

AP-15 Expected Resources – 91.320(c)(1,2) .....	2
AP- 25 Allocation Priorities – 91.320(d) .....	3
AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii) .....	5
AP-50 Geographic Distribution – 91.320(f) .....	8
AP-85 Other Actions – 91.320(j) .....	9
AP-90 Program Specific Requirements – HOME Investment Partnership Program (HOME) Reference 24 CFR 91.320(k)(2) .....	10
AP-90 Program Specific Requirements- Emergency Solutions Grant (ESG) Reference 91.320(k)(3) .	12

ANNUAL ACTION PLAN

**AP-15 Expected Resources – 91.320(c)(1,2)**

**Introduction**

The Florida Small Cities CDBG Program will receive \$24,108,644 in funding for federal fiscal year 2016. Of the total funding allocation, \$100,000 (unmatched) plus 2.5 percent (matched with General Revenue) will be spent on Administration activities, 0.5 percent will be spent on Training and Technical Assistance, and 2.5 percent will be allocated to Emergency Set-Aside activities. That leaves approximately \$22,682,669 available for the four eligible funding categories in the annual competitive application cycle. The Florida Small Cities CDBG Program, administered by the Florida Department of Economic Opportunity, prioritized the funds for each category by percentage. The funding percentages for each category were determined by analyzing past requests for funding and from public input on the Consolidated Plan collected during the five public meetings.

Consolidated Plan Survey results received indicate a high priority for affordable rental housing and owner-occupied housing rehabilitation, as well as stormwater drainage and street improvements for all regions in Florida. These survey results were used in determining how the funds were allocated. For the second fiscal year (2016) of the 2015-2020 Consolidated Plan, funding percentages and dollar amounts for each category are as follows: Neighborhood Revitalization \$8,710,145 (38.4 percent), Housing Rehabilitation \$5,670,667 (25 percent), Economic Development \$6,804,801 (30 percent), and Commercial Revitalization \$1,497,056 (6.6 percent).

In 2016, the ESG Program will receive a total allocation of \$5,098,790 in funding for fiscal year 2016. Of the total funding allocation available to local continuum lead agencies for allocation to homeless prevention and emergency shelters in their areas, CoC lead agencies will provide at least 40% of available funding to homeless prevention programs and no more than 5% of the project award on administrative activities. Funds will be distributed as Homeless Prevention Grants to those agencies who those agencies who provide direct assistance to families at risk of homelessness or those who are homeless, for costs associated with data collection and coordination to provide services consistent with the CoC Plans to address homelessness. The Office on Homelessness will maintain for its costs 2.5% administrative costs for the administration of the ESG Grant and of other grant funded programs that serve housing, program, or service needs included within the CoC Plans of the 28 Continuums of Care.

In 2016, the State HOME Program received a total allocation of \$13,125,975 in funding for the fiscal year 2016. Of the total funding allocation, \$1,968,896 will be reserved for development that are sponsored by qualified Community Housing Development Organization (CHDO) applicants. Florida Housing Finance Corporation (FHFC) has historically exceeded the 15 percent CHDO requirement. In the event insufficient applications meeting the threshold are received to allocate this amount to rental developments, the remaining unallocated funds (including CHDO reservation amount) may be shifted to homeownership

activities. The same applies to homeownership activities, so the remaining unallocated funds may be shifted to rental activities. The remaining funds allocated will be awarded via a Request for Application (RFA) process or a reservation system based on the appropriate rule chapters, or through one or more demonstration projects that create affordable rental and homeownership opportunities through construction or rehabilitation of housing units, through tenant-based rental assistance, or direct homebuyer assistance. The total annual allocation of \$1.2 million will be used by the Florida Housing Finance Corporation HOME program for administrative costs pursuant to 24 CFR § 92.207.

In 2016, the Housing Opportunities for Persons with AIDS (HOPWA) Program received a total allocation of \$5,554,465 in funding for the fiscal year 2016. Of the total funding allocation, \$5,387,831, or 97 percent, of the grant award will be spent to benefit eligible persons whose income does not exceed 80 percent of the median family income for the area served. Eligible activities include rental payments, security deposits, and utility allowances to promote housing opportunities for persons with HIV/AIDS. The remaining 3 percent of the funding will be spent on administrative activities.

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

The Small Cities CDBG Program does not require matching funds, but the state administered program does award up to 25 bonus points in housing rehabilitation, neighborhood revitalization, and commercial revitalization applications and up to 125 bonus points if leveraged funds are included.

The HOME program requires participating jurisdictions to provide match funds in an amount equal to no less than 25 percent of the total HOME funds drawn down for project costs. Match is a permanent contribution to affordable housing. However, match is not leveraging. Match is the participating jurisdiction's contribution to the HOME program – the local, non-federal contribution to the partnership.

The Federal ESG program requires match for all direct recipients. However, 24 CFR § 576.201 (a)(2) states that "If a recipient is a State, the first 100,000 of the fiscal year grant is not required to be matched. However, the recipient must transfer the benefit of this exception to its subrecipients that are least capable of providing the recipient with matching contributions." Types of acceptable matching contributions include third party cash match or in-kind contributions.

Neither the federal nor the state HOPWA programs require match contributions to be leveraged toward funding allocations

**AP- 25 Allocation Priorities – 91.320(d)**

**How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan?**

Performance objectives for communities served by the Florida Small Cities CDBG Program are entered into HUD's Integrated Disbursement Information System (IDIS) when awards are made, and the final accomplishments and beneficiaries are reported when the project is completed. The composite objectives of subgrantees comprise the state's overall objectives.

---

UNIQUE APPENDICES

---

The Florida Small Cities CDBG Program will address three primary objectives with its federal fiscal year (FFY) 2016 allocation:

1. creating economic opportunities,
2. creating a suitable living environment, and,
3. providing decent housing.

These objectives will result in four major outcomes:

1. improve the local economy,
2. reduce poverty through job creation,
3. improve neighborhoods, and,
4. improve sustainability by promoting viable communities.

In preparing their CDBG applications, local communities hold public meetings to determine their community's priority needs, and then prepare and submit an application for funding in one of the four funding categories. Therefore, specific performance objections can only be determined when the applications are received, scored, and a grant is awarded.

The ESG Program will address three primary objectives with its FFY 2016 allocation:

1. increase Street Outreach to Homeless Persons (especially unsheltered),
2. increase availability of Emergency Shelters and Transitional Housing to Homeless Persons (especially families with children), and,
3. increase the availability of Homeless Prevention Services to persons and families at risk of Homelessness.

The HOME Program will address three primary objectives with its FFY 2016 allocation:

1. increase rental and homeownership activities, through CHDOs, for persons and families at, or below, 80 percent area median income (AMI),
2. increase affordable rental housing activities through construction of new rental housing units or through tenant-based rental assistance for persons and families at or below 60 percent AMI, and
3. increase Affordable Ownership Housing Activities through direct financial assistance to homebuyers at or below 80 percent AMI.

The HOPWA Program will address five primary objectives with its FFY 2016 allocation:

1. provide short-term rent, mortgage, and utility payments for persons with HIV/AIDS,
2. provide short-term transitional housing assistance for persons with HIV/AIDS,

3. provide supportive services, such as healthcare and counseling, to persons with HIV/AIDS,
4. provide tenant-based rental assistance to persons with HIV/AIDS, and
5. provide permanent housing placement assistance.

**AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Acceptance process of applications**

The Section 108 loan guarantee application, review, and approval process is outlined in rule 73C-23.0071, Florida Administrative Code. This rule is provided below:

(1) Eligibility.

(a) Municipalities and counties on U.S. Department of Housing and Urban Development's (HUD) list of non-entitlement local governments in Florida are eligible to apply for Section 108 loans guaranteed by the State of Florida's current and future Small Cities Community Development Block Grant allocations.

(b) Any project proposed for funding through the Small Cities Community Development Block Grant Loan Guarantee Program must be located within the jurisdictional boundaries of the non-entitlement local government that is applying for the loan.

(c) Section 108 loan requests must meet one of the three National Objectives to be eligible for consideration.

(2) Application Process.

(a) Eligible non-entitlement local governments wanting to receive assistance through the Small Cities Community Development Block Grant Loan Guarantee Program may apply at any time during the year. The following application process must be followed:

1. The non-entitlement local government completes the Section 108 Pre-Application Questionnaire, Form SC-58, <http://www.flrules.org/Gateway/reference.asp?No=Ref-05349>; effective date: April, 2015, which is hereby adopted and incorporated by reference, and submits it to the Department for review.

2. Following the Department's review and acceptance of the local government's responses to the Section 108 Pre-Application Questionnaire [sic], the local government requests a screening meeting with the Department. The meeting is held to determine if the proposed project meets all program requirements.

3. If the Department determines that the project is eligible for further consideration, the local government is invited to submit an loan request that contains the information required in 42 USC 5308, effective [sic] date: February 3, 2015, which is available at <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section5308&num=0&edition=prelim>, and which is incorporated herein by reference and 24 CFR part 570, subpart M. The local government must provide documentation to the

---

UNIQUE APPENDICES

---

Department that it has met the Citizen Participation requirements detailed in paragraph 73C-23.0041(5)(b), F.A.C., with the exception that it only has to provide a project summary and draft budget at the second public hearing.

4. The local government then prepares its Section 108 loan application and submits it to the Department for review. The application narrative must describe how the proposed project will meet a national objective and the public benefit standards, and it must document that the proposed activities are eligible for funding. The narrative shall also include a detailed budget showing all sources and uses of funds, a repayment (amortization) schedule, required local government certifications, proof of proper citizen's participation and site control (if applicable), background information on project partners, maps, and other supporting documentation to illustrate the specifics of the proposed project. Projects which propose a loan(s) to a third party(ies) shall include letters of commitment from all funding sources evidencing sufficient non-loan funds are available to complete the project. For economic development projects, these commitments shall include those stated in Part 5 of the Economic Development section of the Florida Small Cities Community Development Block Grant Application for Funding, Form SC-60, as incorporated in subsection 73C-23.0041(6), F.A.C., under the "Initial Participating Party Commitments" section.

5. Upon receipt of the application, the Department conducts a "due diligence and compliance" review of the application. The Department determines whether the application is eligible for funding and financially feasible, ineligible for funding, or financially infeasible.

6. The local government shall have a third party complete a detailed underwriting analysis of the proposed project in accordance with 24 CFR 570.482(e)(2) and Appendix A of 24 CFR Part 570, as incorporated in Rule 73C-23.0031, F.A.C.

a. The Department shall retain the right to approve the third party underwriter and the method of analysis and to enforce adherence to the guidelines in 24 CFR 570.482(e)(2) and Appendix A, as incorporated in Rule 73C-23.0031, F.A.C. The Department shall require additional underwriting standards, criteria or review when it appears that the proposed project is not economically feasible.

b. The client for the underwriter is the Department; however, the cost for the underwriting analysis is the responsibility of the applying local government or its partner(s).

c. The Department shall be provided the underwriting analysis prior to the final application package being sent to HUD Office in Jacksonville. The Department reserves the right to require additional information from the local government, the underwriter and/or the third party to whom a loan is proposed, when it appears that the proposed project is not economically feasible. Once a financial underwriting analysis and other required documentation has been provided by the local government, any material change, including changes in corporate or ownership structure, which affects the underlying assumptions upon which the local government relied, will require that the underwriting

analysis be re-evaluated by the local government and the underwriter and any assistance requested for the Participating Party must be adjusted if a material change that affects the conclusions of the underwriter has occurred.

d. Should the project be approved and funded, the cost for underwriting analysis may be reimbursed from loan proceeds to the entity incurring the cost. This reimbursement requires an up-front letter of request to incur pre-agreement costs from the applying local government, delivered to the Department prior to incurring the costs.

(3) Site Visit and Contracting Period.

(a) The Department will conduct a site visit following review and acceptance of the final application package. For projects which propose loans to a third party(ies), a representative(s) of the third party(ies) shall attend the site visit or shall meet with Department staff within 30 days of the site visit at the CDBG Office in Tallahassee.

(b) The local government shall submit a fully executed Participating Party Agreement(s) that meet(s) the requirements set out in Part 5 of the Florida Small Cities Community Development Block Grant Application for Funding, Form SC-60, as incorporated in Rule 73C-23.0031, F.A.C.

(c) The local government and the Department shall execute an agreement that outlines the State's requirements for administering the Section 108 loan and includes a Program Budget and an Activity Work Plan.

(d) The Department, HUD and the local government sign the HUD Section 108 Loan Guarantee Agreement.

(4) Administration and Reporting.

(a) The local government shall copy the Department on all written correspondence with HUD, the underwriter, the Participating Party, and all other involved parties.

(b) The local government shall provide the Department with quarterly progress reports until such time as the project is administratively closed. This report shall include documentation in a form acceptable to the Department of the project's draws and repayments, accomplishments to date, and updates on previous areas of concern as determined by the Department.

(c) The local government shall provide documentation and reporting of Minority and Women Business Enterprise participation and Section 3 compliance until such time as the project is administratively closed.

(d) The local government shall meet the requirements of subsection 73C-23.0051(7), F.A.C., pertaining to audits.

(e) The Department shall monitor the local government and project partners to ensure compliance with a National Objective and the public benefit standards, as well as all applicable federal and state regulations.

(f) The local government shall provide the Department with documentation of each loan payment made to HUD throughout the life of the Section 108 loan.

**AP-50 Geographic Distribution – 91.320(f)**

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

The Florida Small Cities CDBG program does not allocate funding resources geographically. Instead, each year a Notice of Funding Availability is published inviting eligible non-entitlement municipalities and counties to submit an application for funding consideration. There are four program areas: Economic Development, Housing Rehabilitation, Neighborhood Revitalization, and Commercial Revitalization. Before submitting an application, the local government must conduct a public hearing to receive input on what they consider is the community's highest priority need. Based on this information, the local government selects a project for funding and prepares an application for one of the four program areas. CDBG staff reviews the applications received in each program category and ranks them from the highest to the lowest score. Funding is awarded from the highest to the lowest ranked application until there are no funds available.

Allowing the local governments to establish their priority need, based on the above-described process, is beneficial to CDBG subgrantees. It allows the Department of Economic Opportunity (DEO) to be more flexible in funding projects that are responsive to the local communities' changing needs rather than require a community to submit a project based on a priority established by the state that may not be a priority need in a local community, or may result in a community not submitting an application because the state established priority is not responsive to their local priority need.

The ESG Program is a formula grant program based upon the demographics of Florida's counties and cities. The state receives the grant funds directly from HUD and subgrants the ESG funds to units of general purpose local government and/or non-profit organizations. Eligible beneficiaries must meet the "homeless" definition in 24 CFR § 576.2. Rapid Re-Housing assistance beneficiaries must also meet the requirements described in 24 CFR § 576.104. Local governments have the freedom to establish further eligibility criteria for program beneficiaries in accordance with 24 CFR § 576.400(e). All local government and non-profit recipients shall consult with the CoC Agencies operating within their jurisdiction before determining how ESG funds are allocated.

HOME funds are allocated to provide necessary financial support for various activities, creating long-term affordable, safe, decent, and sanitary housing for very low- and low-income persons and households. The FHFC works with both the public and private sector throughout the state to assist in meeting the needs of affordable housing, particularly in rural areas when development capacity exists. The FHFC distributes HOME funds either through a Request for Applications process, a reservation system, or by demonstration.

The Florida Department of Health currently contracts with eleven project sponsors to administer the State HOPWA Program in designated geographic areas, the majority of which are rural. Ten of Florida's 14 Ryan White Part B consortia/planning bodies provide recommendations for needs assessments, planning, and prioritization for state HOPWA funds. The five-consortia/planning body areas not listed

---

UNIQUE APPENDICES

---

are eligible metropolitan statistical areas that receive funding directly from HUD. The state program provides funds for HOPWA services in 51 of Florida's 67 counties. The eligible metropolitan statistical areas, including those administered by the state, provide services for the remaining 16 counties.

The current project sponsors for HOPWA funds and the counties that are served are listed below:

1. Area 1: Lutheran Services Florida, Inc. Northwest (Escambia, Okaloosa, Santa Rosa, and Walton Counties)
2. Area 2A: Basic NWFL Inc. (Bay, Calhoun, Gulf, Holmes, Jackson, Washington Counties)
3. Area 2B: Big Bend Cares, Inc. (Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla Counties)
4. Area 3/13: WellFlorida Council, Inc. (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, and Union Counties)
5. Area 6: Hillsborough County Health Department (Manatee County)
6. Area 7: United Way of Brevard County, Inc. (Brevard County)
7. Area 11B: Monroe County Health Department (Monroe County)
8. Area 12: Health Planning Council of Northeast Florida, Inc. (Flagler and Volusia Counties)
9. Area 14: Polk County Health Department (Highlands, Hardee and Polk Counties)
10. Area 15: St. Lucie County Health Department (Indian River, Martin, Okeechobee, and St. Lucie Counties)

**AP-85 Other Actions – 91.320(i)**

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

Florida's anti-poverty strategies are carried out by programs administered by several state agencies. Agency rules and related regulations set out the goals and objectives of the programs. The Department of Children and Families is the state agency responsible for the distribution of Food Stamps and Temporary Assistance to Needy Families (TANF). The state provides these services as a temporary means to assist families in need. DEO provides reemployment assistance and job placement services.

DEO provides reemployment assistance, job search and career planning assistance, and resources to assist businesses and entrepreneurs create jobs and establish businesses in Florida. The Small Cities CDBG program funds economic development projects and requires that 51 percent of the jobs created be made available to low- to moderate-income workers. Job training is also required, at no expense to the employee, if skills above a high school education are required.

Anti-poverty activities fall within several categories including the following: financial literacy, education and training, benefit coordination, and safety net programs.

Types of Financial Literacy programs include the Florida Financial Literacy Council and the Florida Prosperity Partnership (FPP). The Florida Financial Literacy Council develops recommendations to aid the Florida Department of Financial Services in developing programs and resources aimed at increasing financial literacy among Floridians. The FPP is a coalition of county governments dedicated to creating

unified, coordinated, and collaborative statewide effort to educate, train, and put money directly back into the hands of Florida citizens to increase financial stability for low and moderate income families.

Types of Education and Training programs include Florida Dislocation Workers Reemployment and Emergency Assistance Coordination (REACT), Food Stamp Employment and Training Program (FSET), Job Corps, and Veteran's Workforce Program. REACT provides assistance to regional workforce development boards, local government officials, and employers and workers for technical assistance and expertise, labor market statistics, and job relocation services. FSET emphasizes work, self-sufficiency, and personal responsibility by providing temporary financial assistance and job training. Job Corps assist economically disadvantaged young adults to become responsible, employable and productive citizens by providing them with opportunities to develop vocational, educational, and social skills needed to succeed. The Veteran's Workforce Program provides priority workforce services to veteran customers in the one-stop career centers around the state.

Types of safety net programs include Reemployment Assistance and Temporary Assistance to Needy Families. The Reemployment Assistance programs provide temporary, partial wage replacement benefits to qualified workers who are unemployed through no fault of their own. The Temporary Assistance to Needy Families program emphasizes work, self-sufficiency, and personal responsibility structured to enable participants to move from welfare to economic self-sufficiency. Other types of safety net programs include CDBG, HOME, ESG, and HOPWA. These HUD funded programs provide funding for jurisdictions to carry out activities such as housing rehabilitation, emergency shelter assistance, and housing opportunities for persons with HIV/AIDS for low to moderate income households.

No additional actions are planned to reduce the number of poverty-level families.

**AP-90 Program Specific Requirements – HOME Investment Partnership Program (HOME) Reference 24 CFR 91.320(k)(2)**

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

Florida Housing Finance Corporation (FHFC) does not use any other forms of investment with HOME funds other than those described in 24 CFR § 92.205(b).

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

Funds that are loaned to an eligible borrower in conjunction with the Homeownership Loan Program competitive cycle and the Homeownership Pool Program will conform to the following guidelines:

A. At the time of purchase, the initial buyer must satisfy the two following criteria:

1. Must be a low-income family (have an income of 80 percent or less of the median income for the area); and
2. Must occupy the acquired property as the principal residence.

B. HOME-assisted units shall comply with the purchase price limitation requirements in CFR 24 § 92.254. Eligible homebuyers can receive a 0 percent interest rate, deferred payment, subordinate mortgage loan. Repayment of the loan, in accordance with these recapture provisions, is expected if (1) the borrower sells, transfers, or disposes of the assisted unit (either by sale transfer, bankruptcy, foreclosure, or the like), (2) the borrower or a co-borrower dies, and as a result title to the property is transferred to a non-borrower, or (3) the loan matures.

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

FHFC utilizes option (ii) under 24 CFR § 92.254(a)(5)(ii), as its method of recapturing HOME funds under any Homebuyer Program the State administers. Resale is not currently utilized. If resale is to be used in the future, the Plan will be amended.

A. FHFC will recapture the entire amount of the HOME Investment in the property. If the sale of the unit does not have sufficient proceeds to cover the original HOME Investment, the amount recaptured will be the net proceeds (i.e., the sales price minus superior loan repayment, other than HOME funds, and closing costs). This method of recapture will be identified in the down payment assistance documents which include a homebuyer agreement with FHFC, promissory note, and recorded subordinate mortgage.

Period of Affordability

The recapture provisions are in effect for a period of affordability. This period is based on the amount of direct HOME subsidy to the buyer, as follows:

Amount of HOME Funds that were direct subsidy to buyer	Period of affordability
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

Principal Residency

The initial buyer must reside in the home as his/her principal residence for the duration of the period of affordability.

Triggering Recapture of HOME funds

If, during the period of affordability, an owner voluntarily or involuntarily transfers his/her property (e.g., through a sale or foreclosure), these recapture provisions go into effect.

The amount subject to recapture is the direct HOME subsidy.

The direct HOME subsidy is the total amount of HOME assistance that enables the buyer to purchase the unit, including a down payment, closing cost assistance, and the amount that reduces the purchase price from fair market value to an affordable price.

FHFC can never recapture more than the amount of available net proceeds upon sale. Net proceeds is the sales price of the home minus superior loan repayment (not including HOME loans), and any closing costs.

Noncompliance

During the affordability period, noncompliance occurs when an owner vacates the unit or rents the unit to another household, or sells or transfers the home without FHFC receiving recaptured funds due at time of sale. In the event of noncompliance, the owner is subject to repay any outstanding HOME funds invested in the housing. Repayment is based on the total amount of HOME funds invested, including both development funds and direct subsidy to the buyer minus any principal HOME loan repayments.

- 4. Plans for using HOME funds to refinance existing debt secured by Multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines that will be used under 24 CFR 92.206(b)**

FHFC has no plans to utilize this financing structure.

**AP-90 Program Specific Requirements- Emergency Solutions Grant (ESG) Reference 91.320(k)(3)**

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

In accordance with the option provided in the federal rule to state recipients, the Department of Children and Families shall require the local grantees to establish and implement the written standards required under 24 CFR § 576.400(e)(2). The local grantees shall establish their written

standards, and submit them to the DCF for review and approval. The approval by the Department is required prior to the execution of the grant agreement with the local grantee.

DCF's transfer of the responsibility to establish the written standards to the local grantee is consistent with Florida's homeless enabling statutes. In accordance with section 420.624, Florida Statutes, homeless services are intended to be tailored to the unique needs of each community. The homeless planning shall be done at the community level, as is the delivery of services and housing to those in need.

For 2016, the local recipients of the ESG shall develop the following written standards. All such standards shall be consistent with the provisions specified by HUD in the December 5, 2011, Interim Rule.

**Required Written Standards**

- a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under the ESG

Minimum Standards: (1) Consistency with the definition of homeless and at-risk homeless set forth in 24 CFR § 576.2; (2) The record keeping requirements in 24 CFR § 576.500 (b)-(e).

DCF's Limitation: For the 2014 awards, local recipients shall not use the risk factor for homelessness allowed under 24 CFR § 576.2 related to an individual who "otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness."

- b. Policies and procedures for coordination among homeless service providers, as well as mainstream service and housing providers.

Minimum Standards: Standard shall encompass all providers and programs listed in 24 CFR § 576.400(b)-(c).

- c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homeless prevention assistance or Rapid Re-Housing aid.

DCF's Priority: Families with children, as well as youth exiting from state care, shall be given preference under the DCF's awards for both prevention and Rapid Re-Housing, to the maximum extent possible.

- d. Standards for determining the share of rent and utilities cost that each eligible participant must pay, if any, while receiving either homeless prevention or Rapid Re-Housing aid.
- e. Standards for determining how long a particular participant will be provided with rental assistance, and whether and how the amount of assistance may be adjusted over time.

Minimum Standard: In accordance with the 24 CFR § 576, no participant may receive more than 24 months of assistance in any three-year period.

DCF Standard: Local grantees shall not obligate any assistance beyond the term of 24 months.

- f. Standards for determining the type, amount and duration of housing stabilization and/or Rapid Re-Housing assistance and/or relocation services to be provided to an eligible participant, including limits, if any, on the amount of homeless prevention or Rapid Re-Housing assistance that a participant may receive. The standards shall set forth the maximum amount of assistance, the maximum number of months of assistance possible, and maximum number of times a participant may receive assistance.

Minimum Standard: 24 CFR § 576 limits cannot be violated by the local standard.

- g. Standards for targeting and providing essential services to the unsheltered homeless persons related to street outreach activities.
- h. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG. This must include standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, such as victims of domestic violence. Such standards shall also address the individuals and families who have the highest barriers to housing and are likely to be homeless the longest.
- i. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

All recipients must develop the written standards required in (a) and (b) above. Street outreach recipients shall also develop and submit for approval the written standards in (g) above. Emergency shelter recipients must develop the standards described in (h) and (i) above. Homeless prevention and Rapid Re-Housing recipients must develop the standards required in (c), (d), (e) and (f) above.

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

The State of Florida does not have a balance of state CoC planning area. Rather, there are 28 local CoC planning areas, covering 64 of Florida's 67 counties.

The Department of Children and Families, ESG program shall require all applicants to submit in their grant proposal, a specific certification that the applying agency is using the CoC's assessment system. Victim service providers may choose not to use the continuum's coordinated assessment system. If so, the victim service provider shall document this decision in writing.

Florida does not have a balance of state CoC plan, and therefore the DCF has not established a coordinated assessment system, required by 24 CFR § 576.400(d).

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

For 2016, the DCF will competitively award grants for the ESG under three grant categories.

1. Emergency Shelters
2. Street Outreach
3. Prevention and Rapid Re-Housing

DCF shall make funds available to local continuum of care lead agencies in the state, where grant funded activities will be carried out and serve eligible participants.

DCF will detail the grant application requirements in its grant solicitation. The Department will make a maximum grant award of \$250,000 to lead agencies that may sub-contract to local governments and non-profit direct service providers to carry-out programs consistent with CoC Plans. The project awards shall make available at least 40 percent of the funding for homeless prevention activities. The lead agencies will determine with the approval of the Office on Homelessness, the funding for proposed direct service providers.

DCF will establish maximum grant awards for each of the grant categories. DCF reserves the right to make awards at levels less than the maximum level, if deemed in the best interest of the state. Those limits shall cover the base award limit, plus an administrative cost amount of 5 percent of the grant category award. All applicants shall cover the cost of contributing participant data to the CoC HMIS database, and may cover these eligible costs under the grant category award limit.

DCF shall give priority to its grant awards to applicants which shall carryout the grant funded activities in the non-formula cities and counties in the state. Exception: CoC lead agencies in formula jurisdictions/areas, may conduct activities in exception cities or carry-out eligible components not receiving direct awards to perform.

DCF shall publish the notice of grant solicitations using the State of Florida's Vendor Bid System. Such notice shall announce the dates for the submission of grant proposals. The Department will provide a completeness review of all applications to identify missing information that is required. Applicants will be provided an opportunity to provide the missing information prior to the evaluation of the application.

Grant awards will be made by the DCF based on the determination of which proposals are in the best interest of the State of Florida. Applications will be evaluated according to capacity and performance criteria, which shall serve as a recommendation for consideration by the DCF's

Secretary, or designee, in making the grant award decision determined to be in the best interest of the state.

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

If a sub-recipient of a grant from DCF does not meet the requirements for homeless participation on its policymaking body, and in staffing the activities funded by the grant, then DCF shall require the recipient to develop and implement a plan to comply with the federal requirement. The corrective action plan shall be a condition for receipt of payment under DCF's grant award.

Applicants seeking funding from DCF shall be governed by the requirements in 24 CFR § 576.405 of the HUD Interim Rule.

- 5. Describe performance standards for evaluating ESG.**

**Performance Goals**

The following performance measures are proposed to be used jointly by DCF and the CoC planning lead agency to assess the performance of DCF's funded recipients under the 2016 ESG. Recipients will be required to provide copies of DCF required reports to the lead agency at the same time the report is due to DCF.

Emergency Shelter Recipients

Performance Goals:

1. Reduction in the unsheltered homeless population of the CoC area.
2. Reduction in the recipients' average length of stay for clients served in the shelter.
3. Percentage increase of persons exiting the shelter who transition to permanent housing.
4. Percentage increase of persons exiting the shelter who leave with employment income.
5. Percentage decrease of persons who exit and return to homelessness within 3 months.

Street Outreach Recipients

Performance Goals:

1. Percentage increase of clients assessed who are successfully placed in housing.

---

UNIQUE APPENDICES

---

2. Reduction in the number of unsheltered homeless persons in the CoC area.
3. Reduction in the average length of time of a person's homeless episode in the CoC area.
4. Percentage increase of clients assisted who were able to receive mainstream benefits, like ACCESS Program benefits.

Prevention and Rapid Re-Housing Recipients

Performance Goals:

1. Reduction in the number of households with children who are homeless in the CoC area, or reduction in the number of unaccompanied youth in the CoC.
2. At least 35 percent of the participants served remained in permanent housing 6 months following the last assistance provided under the grant.

**Grantee SF-424's and Certification(s)**

**State of Florida**

**Proposed**

**National Housing Trust Fund Allocation Plan  
for Florida**

**Including proposed Substantial Amendments  
to the State of Florida's 5-Year Consolidated Plan**

**and 2016 Annual Action Plan**

**Proposed June 28, 2016**

## Table of Contents

<b>Introduction .....</b>	<b>2</b>
<b>Citizen Participation in the Plan Development .....</b>	<b>2</b>
<b>Proposed National Housing Trust Fund Allocation Plan .....</b>	<b>4</b>
<b>Proposed Substantial Amendments to the Consolidated Plan ...</b>	<b>10</b>
<b>Proposed Substantial Amendments to the Annual Action Plan ..</b>	<b>16</b>
<b>Appendix (to be provided before final plan submission)</b>	
Citizen Participation Documents	
Summary of Public Comments Received	

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 1*

## **Introduction**

### **Purpose**

The purpose of this new plan and substantial amendments to the State of Florida's 5-year Consolidated Plan and Annual Action Plan for 2016 is to include the new National Housing Trust Fund (NHTF) program as part of the suite of now five federal programs administered by the State of Florida.

### **Overview**

The new NHTF program, which will be administered by Florida Housing Finance Corporation, is added to the four others covered in the Consolidated Plan, which are: the Community Development Block Grant (CDBG) program, administered by the Florida Department of Economic Opportunity (DEO); the Emergency Solutions Grant (ESG), administered by the Florida Department of Children and Families; the Housing Opportunities for Persons with AIDS (HOPWA) program, administered by the Florida Department of Health; and the HOME Investment Partnerships (HOME) program, also administered by Florida Housing Finance Corporation.

### **The National Housing Trust Fund Program**

The NHTF program was established under Title 1 of the Housing and Economic Recovery Act of 2008 as a block grant to the states. Funding for the program comes from a small percentage of new business generated by Fannie Mae and Freddie Mac. Funding for the program was suspended during the recession, but starting in 2015, these two entities were directed to begin setting aside funds for this purpose. Each year the funds will be turned over to HUD, which is the federal administrator of the program. HUD sets the allocation for each state based on a formula out of the \$173.6 million in national funding available for all states in the program. Unlike the other four programs mentioned above, which also flow to many local areas of the state, NHTF program funding will be administered at the state level only.

The broad purpose of the program is to increase and preserve the supply of rental housing for extremely low- and very low-income households. The bulk of the program is targeted toward rental housing, although up to 10 percent may be used for homeownership activities.

Each state is required to develop a new NHTF allocation plan that is then incorporated into its Consolidated Plan and associated Annual Action Plan. These existing plans provide the outline for the state's priorities and allocation approaches for the programs listed above. This document provides the proposed NHTF allocation plan and the proposed substantial amendments to the State of Florida Consolidated Plan and 2016 Annual Action Plan.

### **Citizen Participation in Development of the NHTF Allocation Plan**

The proposed plan was developed through a process of citizen engagement and participation. On February 24, 2016, Florida Housing Finance Corporation held an NHTF workshop at the Holiday Inn Westshore-Airport in Tampa to outline program requirements and initial implementation ideas. The

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 2*

workshop was well attended and Florida Housing staff received comments from developers, academics, advocates for extremely low-income households, homeless persons and persons with disabilities, local government officials, providers of supportive housing and services, and concerned citizens. Staff from the Florida Department of Economic Opportunity (DEO) were also in attendance. Notice of the workshop was published in the Florida Administrative Register, posted to the Florida Housing Finance Corporation website, and emailed to the following stakeholder groups: developers, local housing officials, and special needs and homeless housing and service providers, as well as low-income and disability advocates.

On April 28, 2016, Florida Housing held another workshop to answer questions and receive comments on the draft NHTF allocation plan, which was made available for public review before the meeting. The workshop was held at Florida Housing's offices in Tallahassee and also was available by teleconference. Notice of the workshop was posted on April 8, 2016, to the Florida Housing website, emailed to the individuals listed above and published in the Florida Administrative Register.

These workshops were held before HUD released the state NHTF allocation amounts, which were released on May 5, 2016. This document provides the final, proposed allocation plan and associated substantial amendments to the state's Consolidated Plan and Annual Action Plan.

On June 28, 2016, the state announced the commencement of a final 30-day public review and comment period, ending with a telephonic public hearing to be held on July 28, 2016. To assist the public in its review of the proposed allocation plan and associated substantial amendments, the State of Florida Consolidated Plan and Annual Action Plan are posted on DEO's website:

- Consolidated Plan: click [here](#) or go to <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/community-development-block-grant-program/state-of-florida-consolidated-plan>; and
- 2016 Annual Action Plan: click [here](#) or go to <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/annual-action-plan>.

For more information about the public hearing, please go to Florida Housing Finance Corporation's website at [www.FloridaHousing.org](http://www.FloridaHousing.org) and click on the National Housing Trust Fund link under "Current Events."

For more information on the proposed plan or hearing, please contact Nancy Muller at [nancy.muller@floridahousing.org](mailto:nancy.muller@floridahousing.org) or Nicole Gibson at [nicole.gibson@floridahousing.org](mailto:nicole.gibson@floridahousing.org), or call them at (850) 488-4197.

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 3*

## National Housing Trust Fund Allocation Plan for Florida

### **Florida's FY 2016 HTF Allocation Amount: \$4,598,821**

#### **Introduction**

The National Housing Trust Fund (NHTF) is a new federal affordable housing production program that will complement existing state efforts to increase the supply of affordable housing for extremely low- and very low-income households. Congress established the NHTF through the Housing and Economic Recovery Act of 2008. On January 30, 2015, HUD published an [Interim Rule](#), which guides implementation of the NHTF by the states. HUD plans to issue a final rule for the NHTF after states have had experience administering the program and are able to offer comments regarding the initial implementation.

In years that total NHTF funding exceeds \$1 billion nationally, at least 75 percent of each state's allocation must benefit households at or below the federal extremely low income (ELI) level, which is 30 percent of area median income, or households with incomes below federal poverty level, whichever is greater.<sup>1</sup> In Florida, the ELI level is greater than the federal poverty level. Up to 25 percent may be used to benefit very low income households (those at or below 50 percent of area median income). However, in years when total national funding is less than \$1 billion, 100 percent of each state's allocation must benefit ELI households. In 2016, the total amount of funds available for the national trust fund is \$173.6 million. Thus, it is likely that the program will serve 100 percent ELI households for the foreseeable future.

The Governor has designated Florida Housing Finance Corporation as the entity to administer the NHTF program in Florida.

#### **State Preference for Use of NHTF - (§ 91.320(k)(5)(vii))**

The state may limit the beneficiaries or give preferences to a particular segment of the ELI population. The state may also allow rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3). However, these limitations or preferences must be described in this plan.

The State of Florida will give a preference to the following segments of the ELI population, which will also be integrated into the written agreements with the recipients of NHTF:

- Persons and households with incomes at or near the Supplemental Security Income (also known as SSI) level<sup>2</sup> and that are:
- Persons with special needs, defined in [Florida Statute](#) at 420.0004(13); or

---

<sup>1</sup> In some of its programs, Florida Housing utilizes a different "Florida ELI" level based on the Florida minimum wage. All references to ELI in this plan refer to the federal ELI level of up to 30 percent of area median income.

<sup>2</sup> For context, the SSI income level is currently \$8,796 per year for a single occupancy household.

- Homeless persons and households, defined in [Florida Statute](#) at 420.621(5); or
- Persons and families at risk of homelessness.

These households have limited access to high quality, affordable housing, and few new units of housing or rental assistance affordable to these residents are being made available. Households that receive SSI as their only income are at median income levels of approximately 22 percent. Using the most recent census data, there are approximately 162,000 cost burdened renter households (i.e., those paying more than 30 percent of one's income for rent and utilities) with incomes up to 20 percent of area median income in Florida. In a June 2016 evaluation of resident incomes served throughout Florida Housing Finance Corporation's rental portfolio, out of 154,000 units reporting, only 63 were targeted to renters with incomes this low, because current programs are not financially structured in such a way to allow rents to be low enough to serve this income group. Targeting households at this level would allow Florida to add a new lower income level to the Florida ELI units already being financed through state housing programs.

Florida will prioritize use of NHTF funds for developments that commit to integrate a small number of NHTF-funded units serving the populations described above into general occupancy affordable housing properties. These are properties that serve family and elderly households with a range of incomes up to 60 percent of area median income in most cases.<sup>3</sup> NHTF-financed units will comprise only a small portion of total units in any property, but may be in addition to other Florida ELI units provided at the property. NHTF funding will be blended with other program financing, such as Multifamily Mortgage Revenue Bonds and State Apartment Incentive Loan gap funds, to finance general occupancy properties that include these units. Any development that has more than five NHTF-assisted units will be required to submit an Affirmative Marketing procedures in accordance with the requirements at § 93.350, together with the signed written agreement.

#### **NHTF Funding Priorities - § 91.320(k)(5)(i) and Recipient Application Requirements - § 91.320(k)(5)(ii)**

The state of Florida will distribute NHTF funds by selecting applications submitted by eligible recipients on a competitive basis through Florida Housing Finance Corporation's Request for Applications (RFA) process. Funds will be made available in tandem with other financing geographically across Large, Medium and Small counties over a period of three to five years.<sup>4</sup> These RFAs will make financing available directly to recipients submitting applications to develop rental developments that meet the criteria outlined in this allocation plan, more specific criteria described in each RFA, and criteria required by federal and state statute and rules governing other programs included in the RFA. These RFAs will be

<sup>3</sup> "Family" properties are general occupancy properties that serve households of any size and age. "Elder" properties are general occupancy properties that serve households of any size, but set aside all or most units for elders. At these properties, the head of household must be 55 or older.

<sup>4</sup> Pursuant to Section 420.5087, Florida Statutes, large counties are those with a population of 825,000 or more; medium counties are those with a population of more than 100,000, but less than 825,000; and small counties are those with a population of 100,000 or less.

part of a comprehensive annual funding plan that is adopted by Florida Housing Finance Corporation's Board of Directors to distribute financing across geographic areas of the state based on the need for rental housing in each area.

The Florida Housing Board of Directors will make funding selections based on recommendations from a staff review committee which will score all applications. The following threshold criteria must be met by all applicants:

- The development must be permanent rental housing – that is, it must provide a permanent home to residents who meet all lease requirements – and each NHTF-designated unit may have no more than two bedrooms;
- The NHTF-designated units must remain affordable to ELI households through a Land Use Restriction Agreement for no less than 30 years, and the development as a whole must remain affordable at designated income levels for a minimum of 30 years;
- The applicant must certify that it understands that by receiving NHTF funds, it commits to set aside the required number of units in its property for the priority households specified in this plan; and
- The applicant must show via its developer experience its ability to obligate NHTF funds and undertake eligible activities in a timely manner; that is, there must be a reasonable expectation that the development will be placed in service within 24 months.

In addition to applicable rules, statutes and RFA criteria, applications for funding submitted by eligible applicants will be reviewed according to the following criteria:

- Provision of a description of the eligible activities to be conducted with the NHTF funds;
- The extent to which the application makes use of non-federal funding sources; and
- The extent to which a proposed development has federal, state or local project based rental assistance.

Applicants for NHTF funding must meet minimum qualifications and demonstrate their proficiency as developers and asset managers. In their applications or before preliminary loan awards receive final approval, eligible recipients must:

- Certify to Florida Housing Finance Corporation that they will comply with the requirements of the NHTF program and that housing units assisted with the NHTF will comply with NHTF requirements;
- Demonstrate their financial capacity to undertake, comply with and manage the eligible activity;
- Have experience and capacity to conduct eligible NHTF activities by demonstrating ability to own, construct, manage and operate an affordable multifamily rental housing;
- Show familiarity with the requirements of other federal, state or local housing programs that will be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs through demonstrated experience with developing, owning and managing affordable multifamily rental housing developments; and

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 6*

- Explain their understanding and management practices related to leasing to homeless households or persons with special needs.

**Other Selection Criteria.** Florida Housing Finance Corporation shall give funding preference to applicants that commit to participate in the state’s “Link Strategy,” which requires applicants awarded financing to work with at least one Special Needs Household Referral Agency working in that county that will refer eligible homeless, at-risk homeless or special needs households for residency in the NHTF-financed units.

In RFAs that offer NHTF funding, a preference will be specified for applicants that commit to develop Tenant Selection Plans that include, at a minimum, income and credit strategies specified by Florida Housing Finance Corporation that recognize that the ELI households to be served may have credit, income, criminal and rental histories that may be a barrier to tenancy at the property.

Applicants for NHTF funding will be incentivized to include accessible and green features in their developments, and proximity to public transit and other amenities such as grocery stores will be scoring factors, with developments closer to such amenities generally receiving more favorable scoring. These criteria, in addition to the criteria above, have all been deemed of equal relative importance; that is, if an applicant does not meet these criteria, they will not receive funding.

Additional criteria may be added that is of less relative importance than the above criteria. Depending on the source of financing being offered, local government contributions and other leveraging strategies will be incorporated into RFAs. Typically, RFAs for general occupancy properties prioritize new developments that are further away from existing affordable rental properties serving the same general occupancy demographic population.

**Use of NHTF Funds**

Florida will use NHTF project funds to pay for all or some of the following eligible costs: development hard costs, demolition, acquisition of real property, related soft costs and operating cost reserves (not to exceed one-third of the state’s annual allocation). Awards of NHTF funds will be made in the form of 0 percent, 30-year forgivable loans in order to minimize project debt and maximize affordability to ELI households. Funding will be allocated only for new construction, including redevelopment in which a new property is built to replace a demolished property. If demolition of occupied units is required, Tenant Relocation Information is required at the time of application per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Up to 10 percent of the state’s NHTF allocation will be used for administration, as allowed by NHTF regulations.

**Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)** – NHTF funds will not be used for rehabilitation of housing.

**Resale and/or Recapture Provisions - § 91.320(k)(5)(v) and § 93.304(f) and HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305** – NHTF funds will not be used to assist first-time homebuyers.

**Refinancing of Existing Debt - § 91.320(k)(5)(viii) and § 93.201(b)** – NHTF funding will not be used for the refinancing of existing debt.

**Maximum Per-Unit Development Subsidy Amount - § 91.320(k)(5) and § 93.300(a)**

The maximum per-unit NHTF subsidy limit is provided in the table below for zero, one and two bedrooms, based on three geographic locations as specified. Units with more bedrooms will not be financed with NHTF funds.

**NHTF Maximum Per-Unit Development Subsidy Amounts**

**Maximum Subsidy Limits for 0-1 Bedroom Units – New Construction Only**

<b>Construction Type</b>	<b>Miami-Dade, Broward, Palm Beach Counties</b>	<b>Monroe County</b>	<b>Remainder of Florida</b>
Garden – Wood	N/A	N/A	\$183,100
Garden – Concrete	\$236,200	\$332,400	\$215,100
Mid-Rise – Wood	N/A	N/A	\$215,100
Mid-Rise – Concrete	\$256,800	\$362,300	\$234,500
High-Rise	\$305,000	N/A	\$280,100

**Maximum Subsidy Limits for 2 Bedroom Units – New Construction Only**

<b>Construction Type</b>	<b>Miami-Dade, Broward, Palm Beach Counties</b>	<b>Monroe County</b>	<b>Remainder of Florida</b>
Garden – Wood	N/A	N/A	\$211,000
Garden – Concrete	\$271,700	\$384,000	\$248,600
Mid-Rise – Wood	N/A	N/A	\$248,600
Mid-Rise – Concrete	\$295,900	\$419,200	\$271,500
High-Rise	\$352,700	N/A	\$325,100

Add this factor to the all above limits if a development is subject to the requirements of the Davis-Bacon Act	\$5,000
--	---------

\* N/A means the Construction Type is not allowed or is inappropriate for the location.

These limits are based on compilation of data about non-luxury developments and reasonable land costs around the state through years of administering Multifamily Mortgage Revenue Bonds, state gap funding, Low Income Housing Tax Credits and other program funding, combined with information about the current cost environments in these areas. The limits specify different amounts based on three geographic cost regions of the state, as well as five development types, ranging from garden-style wood apartments to high rise concrete buildings. Florida Housing Finance Corporation updates its cost

limitations regularly based on current actual contracts that deliver affordable housing units, inclusive of any required green features; industry review; construction trends; and stakeholder feedback.

The limits developed by Florida Housing Finance Corporation are based on historic information and analysis of two components in considering an appropriate maximum: the cost to acquire land and develop a property, and the level and cost of the debt associated with the property, which differs by program.

The typical sources of financing in an affordable rental development in Florida include bonds, state gap financing, housing credit equity, a traditional first mortgage, local government resources and a deferred developer fee. The housing credit equity does not have any repayment requirements and the local government resources are typically cash flow dependent. The objective of providing NHTF funding is to lower any loan or other debt on a property to ensure that the development is financially feasible.

All developments receiving NHTF awards will be subject to credit underwriting and undergo a subsidy layering review to ensure that financing awarded is no greater than what is needed to make the development financially feasible. Florida Housing Finance Corporation may specify lower NHTF maximum limits in specific RFAs.

## Proposed Substantial Amendments to the Consolidated Plan

### ES-05 Executive Summary: § 91.320(b)

1. **Introduction**, page 1, is amended to add: The Florida Department of Economic Opportunity administers the Small Cities Community Development Block Grant (CDBG) program, the Florida Department of Health administers the Housing Opportunities for Persons with AIDS Grant (HOPWA) program, the Florida Department of Children and Families administers the Emergency Solutions Grant (ESG) program, and the Florida Housing Finance Corporation administers the HOME Partnerships Program (HOME) and will administer the National Housing Trust Fund Program (NHTF) beginning in 2016.
2. **Summary of the objectives and outcomes identified in the Plan Needs Assessment**, page 2, is amended to add: The highest priorities for the NHTF program are:
  - production of affordable rental housing units for extremely low income residents with a preference for persons with special needs, and persons who are homeless or are at-risk of homelessness.
3. **Evaluation of Past Performance**, page 3, is amended to add: As NHTF is a new program being funded in 2016 for the first time, no previous performance has occurred to be evaluated.
4. **Summary of citizen participation process and consultation process**, page 5, is amended to add at the end of section 4: When HUD announced that the states would begin to receive NHTF program funds starting in 2016, Florida Housing Finance Corporation planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, in Tallahassee and also via statewide telephonic conference. After the final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations. ANY WRITTEN COMMENTS RECEIVED WILL BE ATTACHED AFTER PUBLIC HEARING.
5. **Summary of public comments**, attached to this document to follow existing Attachments, starting on page 178; *SUMMARIES OF ALL COMMENTS WILL BE ADDED HERE AFTER PUBLIC HEARING.*
6. **Summary of comments or views not accepted and the reasons for not accepting them**, page 5, is amended to add at the end of the section: All the comments received were considered in development of the proposed NHTF Allocation Plan. TO BE FINISHED AFTER PUBLIC HEARING BASED ON RESPONSE TO COMMENTS RECEIVED.

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 10*

7. **Summary**, page 5, the sentence is amended to add: , and extremely low income units for persons and households with special needs, or who are homeless or at risk of homelessness through the NHTF program.

**PR-05 Lead & Responsible Agencies: § 91.300(b)**

1. **Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**, page 7, add: NHTF Administrator, Florida, Florida Housing Finance Corporation, Nicole Gibson, nicole.gibson@floridahousing.org

**PR-15 Citizen Participation: § 91.115 and § 91.300(c)**

1. **Summary of citizen participation process/Efforts made to broaden citizen participation**, page 13, add to the Public Comment section referenced here: When HUD announced that the states would begin to receive NHTF program funds starting in 2016, Florida Housing Finance Corporation planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, in Tallahassee and also via statewide telephonic conference. After the final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations.

**SP-10 Geographic Priorities: § 91.315(a)(1)**

1. **Table 51**, pages 86-87, revise per underlined/strikethrough words:
  - **“Identify the neighborhood boundaries for this target area” section:** FHFC works with both the public and private sector throughout the state to assist in determining the affordable housing needs that can be served through the HOME, NHTF and other housing programs.
  - **“Include specific housing and commercial characteristics of this target area” section:** HOME and NHTF are ~~is~~ statewide, and the characteristics of local areas where HOME and NHTF might be used are wide ranging.
  - **“What are the opportunities for improvement in this target area?” section:** For affordable housing funding through the HOME and NHTF programs, the opportunities are simply to assist in financing more housing and access to housing, including more housing for extremely low-income households.
  - **“Are there barriers to improvement in this target area?” section:** For affordable housing through the HOME and NHTF programs, the most important barrier is having enough funding to meet the need.

*Florida’s Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 11*

2. **General Allocation Priorities**, page 89, add to the section end: NHTF program funds will be made available in tandem with other financing as part of a comprehensive annual funding plan that is adopted by FHFC's Board of Directors to distribute financing across geographic areas of the state based on the need for rental housing in each area. NHTF funding will be made available across large counties (825,000+ population), medium counties (<100,000 and <825,000 population) and small counties (up to 100,000 population) over a period of 3-5 years to ensure geographic distribution and to respond to rental needs studies carried out by and for FHFC.

**SP-25 Priority Needs: § 91.315(a)(2)**

1. **Table 52, #9 Priority Need Name: Affordable Rental Housing, Population**, page 95, add:
  - Persons and Families that are Homeless or At Risk of Homelessness
  - Persons with Special Needs
2. **Narrative**, add the following to the Unique Appendices, SP-25 section starting on page 187: Based on need studies, FHFC's supportive housing strategy developed in concert with stakeholders and legislative direction over ten years, as well as the public workshops held before and as the NHTF allocation plan was developed, there is a high need for units that are affordable to extremely low income persons, particularly those with incomes at the Supplemental Security Income (SSI) level. These households have limited access to decent, affordable housing, and few new units of housing or rental assistance affordable to these residents are being made available with current program resources. Households that receive SSI as their only income are at median income levels of approximately 22 percent. Using the most recent census data, there are approximately 162,000 cost burdened renter households (i.e., those paying more than 30 percent of one's income for rent and utilities) with incomes up to 20 percent of area median income in Florida. These households have limited access to decent, affordable housing, and few new units of housing or rental assistance affordable to these residents are being made available with current program resources. In a June 2016 evaluation of resident incomes served throughout Florida Housing Finance Corporation's rental portfolio, out of 154,000 units reporting, only 63 were targeted to renters with incomes this low, because current programs are not financially structured in such a way to allow rents to be low enough to serve this income group. In particular, there is a need for units to serve persons and families at this income level who have special needs or who are homeless or at risk of homeless and need access to supportive services along with the housing to help them live independently in their communities. Thus, an additional priority is to provide housing units for these households integrated into general occupancy affordable housing properties (i.e., properties that serve family and elderly households with a range of incomes up to 60 percent of area median income in most cases) to provide opportunities for residents at this income level to live integrated in their communities.

Although the number of units developed for these households will change over the five-year planning period based on funding, the focus of this housing will remain the same.

- Annual Affordable Rental Housing Goals
  - Production of new units: 66 units
- Annual Affordable Housing Goals
  - Rental units constructed: 66 units

**SP-30 Influence of Market Conditions: § 93.315(b)**

1. **Table 53, New Unit Production section**, page 99, add: Local land use policies and jurisdiction comprehensive planning goals that support the development of accessible multifamily housing stock for lower income renters, including those with incomes at SSI levels, persons with disabilities and their families, persons and families that are homeless, and those at risk of homelessness; and that support an integrated housing approach to allow persons and families that need supportive services to live integrated in their communities.

**SP-35 Anticipated Resources: § 91.315(a)(4); § 91.320(c)(1) and (2)**

1. **Introduction**, add the following to the Unique Appendices, SP-30 section starting on page 188: For fiscal year 2016, the state NHTF Program will receive a total allocation of \$4,598,821. All of this funding (minus 10 percent for administration) will be reserved for applicants that commit to set aside a small portion of units in their developments to serve households with incomes at approximately 22 percent of area median and that are homeless, at risk of homelessness, or include an adult person with a special need. Funding will be made available in tandem with other affordable rental financing through one or more competitive Requests for Application that are based on state and federal requirements, including the NHTF program regulations.
2. **Table 54**, add to the bottom of the table a new row:  
Program: NHTF  
Source of Funds: public-federal  
Uses of Funds: New construction of affordable rental housing  
Expected Amount Available Year 1 \$: 4,598,821  
Program Income \$: 0  
Prior Year Resources \$: 0  
Total \$: 4,598,821  
Expected Amount Available on Remainder of ConPlan: 13,796,463  
Narrative Description: The annual allocation will be allocated to eligible NHTF categories per 24 CFR 93
3. **Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**, add the following to the Unique Appendices, SP-35, at the very end of this subsection on page 191:

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 13*

National Housing Trust Fund – Provides funds to developers of affordable rental housing that construct new housing for extremely low income households. This funding can assist FHFC in creating financing opportunities with some or all of the programs listed here to enable assisted units to serve lower income residents than could be done by each program separately.

4. **Second sentence** at the top of page 103, revise: In addition, land donated or provided at below market value to a developer receiving HOME or NHTF funds will lower the overall cost of affordable housing development.

**SP-45 Goals: § 91.315(a)(4) and § 91.315 (b)(2)**

1. **Table 57, Goals Summary**, on page 108 add to the bottom of the table a new row:  
Sort Order: 12  
Goal Name: Affordable Rental Housing for Extremely Low Income Households  
Start Year: 2016  
End Year: 2019  
Category: Affordable Housing  
Geographic Area: STATEWIDE  
Needs Addressed: Affordable Rental Housing for Extremely Low Income Households  
Funding: NHTF: \$18,395,284  
Goal Outcome Indicator: 66 units added to serve extremely low income households
2. **Goal Descriptions Table**, on page 110 add to the bottom of the table a new row:  
12 – Goal Name: Affordable Rental Housing for Extremely Low Income Households; Goal Description: The NHTF program has allocated \$4,598,821 from the 2016 annual funding allocation to fund affordable rental housing for extremely low income households through an RFA process. Funding may be used for activities including construction, demolition, acquisition of real property, related soft costs and operating cost reserves funded with operating assistance.

**SP-80 Monitoring: § 91.330**

1. Add the following to the Unique Appendices, at the very end of section SP-80 on page 199:  
FHFC must perform onsite inspections of each NHTF-assisted project at completion, per § 93.404(d). For rental housing, the property must be inspected during the period of affordability to determine that the housing complies with the applicable property standards. Because NHTF funding will be layered with other affordable rental financing, additional more stringent monitoring requirements may also be required. The provisions below are required per NHTF regulations:
  - The onsite inspections must occur 12 months after project completion and at least once every three years thereafter during the period of affordability;

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 14*

- If there are observed deficiencies for any inspected items, a follow-up onsite inspection must occur within 12 months or other reasonable timeframe established by grantee;
- Life-threatening health and safety deficiencies must be corrected immediately;
- On an annual basis, the property owner must certify to the grantee that each building is suitable for occupancy;
- Inspections must be based on a statistically valid sample of units appropriate for the size of the HTF-assisted project; and
- The grantee must verify the information submitted by project owners.

## Proposed Substantial Amendments to the 2016 Annual Action Plan

### AP-05 Executive Summary: § 91.320(b)

1. **Introduction**, first paragraph on page 1, revise the following sentence: The Florida Department of Economic Opportunity administers the Small Cities Community Development Block Grant (CDBG) program, the Florida Department of Health administers the Housing Opportunities for Persons with AIDS Grant (HOPWA) program, the Florida Department of Children and Families administers the Emergency Solutions Grant (ESG) program, and the Florida Housing Finance Corporation administers the HOME Partnerships Program (HOME) and the National Housing Trust Fund (NHTF) Program.
2. **Summarize the objectives and outcomes identified in the Plan**, on page 2 add to the end of this section:  
The highest priorities in the NHTF program are:
  - production of affordable rental housing for extremely low income households.
3. **Summary of Citizen Participation Process and consultation process**, add to the bottom of this subsection: In addition, with the new NHTF program funding just coming available in mid-2016 after the proposed 2016 Plan was submitted to HUD, meetings and solicitations for public comments occurred via notices in the Florida Administrative Register; listserv email announcements; a website devoted solely to the new funding with information, workshop notices, a public comment section; and two workshops on February 24, 2016 and April 28, 2016; and the final 30-day public comment period, ending with the final public hearing on July 28, 2016.
2. **Summary of public comments**, *TO BE PROVIDED AFTER COMPLETION OF THE JULY 28, 2016, PUBLIC HEARING AS AN ATTACHMENT.*
3. **Summary of comments or views not accepted and the reasons for not accepting them**, page 4, is amended to add at the end of the section: All the comments received were considered in development of the proposed NHTF Allocation Plan. TO BE COMPLETED BASED ON COMMENTS RECEIVED AT PUBLIC HEARING.
4. **Summary**, page 5, the sentence is amended to add: and extremely low income units for persons and households with special needs, or who are homeless or at risk of homelessness through the NHTF program.

### PR-05 Lead & Responsible Agencies - § 91.300(b)

2. **Table 2 and Narrative**, page 6, add: NHTF Administrator, Florida, Florida Housing Finance Corporation, Nicole Gibson, nicole.gibson@floridahousing.org

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 16*

#### AP-10 Consultation

1. **Introduction**, add to the end of the subsection on page 7: When HUD announced that the states would begin to receive NHTF program funds starting in 2016, Florida Housing Finance Corporation planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, both in person in Tallahassee and via statewide telephonic conference. The final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and also was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations.

#### AP-12 Participation

1. **Summary of citizen participation process/Efforts made to broaden citizen participation.** **Summarize citizen participation process and how it impacted goal-setting**, revised to add a paragraph at subsection end, page 13: When HUD announced that the states would begin to receive NHTF program funds starting in 2016, Florida Housing Finance Corporation planned and held two public meetings, the first on February 24, 2016, in Tampa and the second on April 28, 2016, in Tallahassee and also via statewide telephonic conference. After the final draft plan was published online to allow a noticed 30-day public comment period, ending on July 28, 2016. The final public hearing was held on July 28, 2016, in Tallahassee and was made available statewide telephonic conference. The meetings were advertised in the Florida Administrative Register and notices were emailed to five extensive listservs covering all local community development and housing departments, the rental development community, and stakeholders representing and working with extremely low income, homeless and special needs populations.

#### AP-15 Expected Resources: § 91.320(c)(1) and (2)

1. **Introduction**, add the following to the Unique Appendices, at the end of the subsection on page 3: In 2016, the NHTF Program will receive a total allocation of \$4,598,821 for fiscal year 2016. Ninety percent of this funding, or \$4,138,939, will be made available in tandem with other affordable rental financing through a Request for Applications process for developments that commit to provide a small portion of extremely low income units that meet NHTF program requirements. Ten percent of the total allocation, or \$459,882, will be used by Florida Housing Finance Corporation for administrative costs.
2. **Table 6**, add new row on page 17:  
Program: NHTF  
Source of Funds: public-federal  
Uses of Funds: New construction of affordable rental housing

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 17*

Expected Amount Available Year 1 \$: 4,598,821

Program Income \$: 0

Prior Year Resources \$: 0

Total \$: 4,598,821

Expected Amount Available on Remainder of ConPlan: 13,796,463

Narrative Description: The annual allocation will be allocated to eligible NHTF categories per 24 CFR 93

3. **Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**, add the following to the Unique Appendices, at the very end of this subsection on page 3: NHTF does not require matching funds; instead NHTF program funds will be made available in tandem with other affordable financing, which may include Multifamily Mortgage Revenue Bonds, Low Income Housing Tax Credits, State Apartment Incentive Loan Program or HOME Investment Partnerships program funds, as part of a comprehensive annual funding plan adopted by FHFC's Board of Directors. NHTF funding will assist in creating financing opportunities with some or all of the programs listed here to enable assisted units to serve more extremely low income residents than could be done by each program separately.
4. **Last sentence** at the bottom of page 17, revise: In addition, land donated or provided at below market value to a developer receiving HOME or NHTF funds will lower the overall cost of affordable housing development.

**AP-20 Annual Goals and Objectives: § 91.320(c)(3) and (e)**

1. **Table 7, Goals Summary**, on page 21 add to the bottom of the table a new row:  
Sort Order: 12  
Goal Name: Affordable Rental Housing for Extremely Low Income Households  
Start Year: 2016  
End Year: 2020  
Category: Affordable Housing  
Geographic Area: STATEWIDE  
Needs Addressed: Affordable Rental Housing for Extremely Low Income Households  
Funding: NHTF: \$4,598,821  
Goal Outcome Indicator: 16 units added to serve extremely low income households
2. **Goal Descriptions Table**, on page 23 add to the bottom of the table a new row:  
12 – Goal Name: Affordable Rental Housing for Extremely Low Income Households; Goal Description: The NHTF program has allocated \$4,598,821 from the 2016 annual funding allocation to fund affordable rental housing for extremely low income households through an RFA process. Funding may be used for activities including construction, demolition, acquisition of real property, related soft costs and operating cost reserves funded with operating assistance.

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 18*

**AP-25 Allocation Priorities: § 91.320(d)**

1. **Introduction**, page 24, first sentence revised as follows: The following chart reflects the planned percentage distribution of the FFY 2016 Small Cities CDBG program, ESG program, HOME program, NHTF Program and the HOPWA program.
2. **Table 9**, on page 24, add to the bottom of the table a new row for NHTF: Under the column heading Affordable Rental Housing, specify 100, and under the column heading Total (%), specify 100.
3. **Reason for Allocation Priorities**, page 24, revise the first and last sentences in this paragraph as follows:  
The percentages, described in Table ~~8~~ 9 above, place an emphasis, or priority, on the types of projects that will be funded for each of the ~~four~~ five HUD funded grant programs described in the 2015-2020 Consolidated Plan. . . . The allocation percentages, for each individual grant program, were determined based on the needs presented in the Needs Assessment section of the 2015-2020 Consolidated Plan, the comments and survey responses received during the citizen participation process conducted during the development of the Consolidated Plan and the NHTF Allocation Plan, and based on applications received in the past.
4. **How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**, add new paragraph to the subsection end in the Unique Appendices, page 5: The NHTF Program will address one primary objective with its FFY 2016 allocation: to increase Affordable Rental Housing Activities for extremely low-income households, with a preference for those who are homeless, at risk of homelessness and/or have special needs.

**AP-30 Method of Distribution: § 91.320(d) and (k5)**

1. **Introduction**, revise first sentence on page 26 as follows: This section of the FFY 2016 Annual Action Plan describes how each annual allocation of Small Cities CDBG, ESG, HOME, NHTF, and HOPWA program funds will be distributed geographically throughout Florida.
2. **Table 10** is revised by adding a new section at the bottom of the table on page 44 as follows:  
**5. State Program Name:** National Housing Trust Fund Program  
**Funding Sources:** NHTF  
**Describe the state program addressed by the Method of Distribution:** NHTF funds will be used in tandem with other financing programs to provide necessary financial support to create new, 30-year affordable rental housing for extremely low-income households. FHFC will allocate NHTF funds through a competitive Request for Applications process directly to eligible recipients.

**Describe all of the criteria that will be used to select applications and the relative importance of these criteria:**

The criteria listed below have all been deemed of equal relative importance; that is, if an applicant does not meet these criteria, they will not receive funding.

- The development must be permanent rental housing and each NHTF-designated unit may have no more than two bedrooms;
- The NHTF-designated units must remain affordable to ELI households through a Land Use Restriction Agreement for no less than 30 years, and the development as a whole must remain affordable at designated income levels for a minimum of 30 years;
- The applicant must certify that it understands that by receiving NHTF funds, it commits to set aside the required number of units in its property for the priority households specified in this plan;
- The applicant must show via its developer experience its ability to obligate NHTF funds and undertake eligible activities in a timely manner;
- The provision of a description of the eligible activities to be conducted with the NHTF funds;
- The extent to which the application makes use of non-federal funding sources;
- The extent to which a proposed development has federal, state or local project based rental assistance.
- Certification must be made to FHFC that applicant will comply with the requirements of the NHTF program and that housing units assisted with the NHTF will comply with NHTF requirements;
- Show familiarity with the requirements of other federal, state or local housing programs that will be used in conjunction with NHTF funds to ensure compliance with all applicable requirements and regulations of such programs through demonstrated experience with developing, owning and managing affordable multifamily rental housing developments; and
- Commit to provide a Tenant Selection Plan during credit underwriting to carry out management practices related to leasing to homeless households or persons with special needs;
- Commit to participate in the state's "Link Strategy" which requires applicants awarded financing to work with at least one Special Needs Household Referral Agency working in that county that will refer eligible Homeless, at-risk homeless or special needs households for residency in the NHTF-financed units;
- Commit to meeting specified green building and accessibility standards; and
- Propose developments in locations that are proximate to public transportation options and amenities such as grocery stores and pharmacies.

**If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only):** Not applicable

**Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations (ESG only):** Not applicable

*Florida's Proposed Allocation Plan for the National Housing Trust Fund and Substantial Amendments to the State of Florida 5-Year Consolidated Plan and 2016 Annual Action Plan • June 2016 • 20*

**Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only):** Not applicable

**Describe how resources will be allocated among funding categories:** Ninety percent of the \$4,598,821 NHTF allocation will be used to finance affordable rental units for extremely low income households, and ten percent of the allocation will be used by FHFC for administrative costs pursuant to § 93.202.

**Describe threshold factors and grant size limits:** Pursuant to § 91.320(k)(5) and § 93.300(a), funding limits are based on maximum per-unit development subsidy amounts specified by FHFC and the portion of units that will be required to be set aside in a larger property to serve the populations targeted through the NHTF program. For example, if four units out of 100 total units must be set aside for this purpose, the grant size limit will be based on the per-unit limit multiplied by four. FHFC has specified per-unit limits by unit mix (zero, one and two bedrooms); based on construction type (e.g., garden-style wood, high rise, etc) and for three geographic cost regions of the state. While a development may have a mix of unit sizes and bedrooms, NHTF units with more than two bedrooms will be prohibited.

**What are the outcome measures expected as a result of the method of distribution?** In 2016, it is expected that the NHTF program will assist in financing construction of 16 affordable rental units to serve extremely low-income residents.

3. **Discussion**, revise the first sentence on page 45 to say: In conclusion, the distribution methods in place for each of the ~~five~~<sup>four</sup> HUD-funded grant programs described above are aligned with the current federal regulations and are standard for each annual allocation cycle.

**In addition**, add a new sentence to the end of the paragraph on page 45: The NHTF program bases allocation methods on a competitive Request for Application process to ensure that, over time, properties assisted with NHTF funds will be geographically dispersed throughout the state, but allocated only to experienced, qualified applicants that meet specific criteria to ensure that a high quality development is built and then offers opportunities for residency to extremely-low income populations that will be served with this funding.

### **AP-35 Projects**

1. **Introduction**, add a paragraph to the end of this subsection on page 47: NHTF developments will be selected through a statewide, Request for Application process. Eligible applicants (including non-profit and for-profit developers and public housing authorities) will apply for NHTF funding in tandem with other primary affordable financing, e.g., Low Income Housing Tax Credits. This program will offer financing only for new construction of multifamily rental properties. NHTF funds will assist in bridging the gap between a development's primary financing and its total development costs.

**AP-50 Geographic Distribution: § 91.320(f)**

- 1. Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed,** revise Unique Appendices by adding paragraph to end of subsection on page 9: The NHTF program described in this Plan will base its statewide allocation distribution on geographical factors that will be part of a comprehensive annual funding plan adopted by Florida Housing Finance Corporation’s Board of Directors to distribute financing across geographic areas of the state based on the need for rental housing in each area. To ensure geographic distribution and to respond to rental needs studies carried out by and for FHFC, funding will be offered through Requests for Applications in large counties (825,000+ population), medium counties (<100,000 and <825,000 population) and small counties (up to 100,000 population) over a period of 3-5 years.
- 2. Rationale for the priorities for allocating investments geographically,** add an additional paragraph on page 51 as follows: The proposed approach to allocating NHTF funds will respond to rental needs studies carried out for and by FHFC on a regular basis. While additional data is evaluated, the foundation of these studies is a detailed review of cost burden information – that is, evaluating by county how many renters at various incomes and by demographic groups are paying more than 30 percent of their income for their housing and utilities.

**AP-55 Affordable Housing: § 91.320(g)**

- 1. Introduction,** first sentence on page 52 is revised as follows: All ~~four~~ five of the federal funded grant programs, CDBG, HOME, ESG, NHTF, and HOPWA, described in the 2015-2020 Consolidated Plan have strategies to achieve affordable housing goals each year.

In addition, add a sentence to the end of the paragraph on page 52 as follows: The NHTF program will work in tandem with other affordable housing programs to finance new units for extremely low-income residents.

- 2. Table 14 - One Year Goals for Affordable Housing by Support Requirement,** revised on page 52 by adding an additional group as follows:

Homeless	<del>37</del> <u>70</u>
Special-Needs	<del>33</del> <u>34</u>
Total	<del>750</del> <u>816</u>

- 3. Table 15 - One Year Goals for Affordable Housing by Support Type,** revised on page 52 as follows:

The Production of New Units	<del>300</del> <u>366</u>
Total	<del>848</del> <u>914</u>

- 4. Discussion,** on page 52 revised as follows: In conclusion, affordable housing continues to be a top priority for HUD funded grant programs in the state due to the apparent need documented

state-wide for all segments of the population. All goals, objectives and strategies to expand affordable housing efforts in each of the ~~five~~<sup>four</sup> grant programs, described throughout this Annual Action Plan, align with the 2015-2020 Consolidated Plan and will be implemented in accordance to the allocation distribution methods described in the previous sections of this document.

**AP-65 Homeless and Other Special Needs Activities: § 91.320(h)**

1. **Introduction**, on page 56 revised as follows: The Department of Children and Families, through the ESG Program, provides funding for activities such as Emergency Shelters, Street Outreach, and Homeless Prevention and Rapid Re-Housing for homeless persons throughout Florida. Each of the funding categories has eligible activities that can be implemented with ESG funding to achieve annual goals and objectives. The Florida Department of Health, through the HOPWA Program, provides funding for housing opportunities for persons with HIV/AIDS. Florida Housing Finance Corporation, through the NHTF program, will provide funding for permanent rental housing to serve households that are homeless or at risk of homelessness, and/or have special needs, with property managers required to work with approved supportive services providers to seek these tenants. These ~~three~~<sup>two</sup> federal funding programs described in the 2015-2020 Consolidated Plan target specific segments of the special needs population in Florida, but the CDBG and HOME programs do not directly fund special needs populations.
2. **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**, add a paragraph to the end of this subsection on page 57 as follows: Homeless persons will also be assisted to transition into permanent housing as a result of the creation of extremely affordable units set aside for homeless persons integrated into larger general occupancy through the NHTF program. Tenants for these units will be referred by supportive services providers such as CoC agencies and other providers serving homeless persons.
3. **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**, add a sentence to the end of first paragraph in this subsection on page 58 as follows: The NHTF program will provide additional opportunities for these providers to work with properties at NHTF-funded properties to transition persons being discharged from various facilities, programs and institutions to affordable, independent housing

integrated into the community, and with service supports from the referring supportive services provider and partners.

**AP-75 Barriers to Affordable Housing: § 91.320(i)** - No edits proposed.

**AP-85 Other Actions: § 91.320(j)**

1. **Introduction**, page 60, revised as follows: In this section of the Annual Action Plan, we will examine the additional actions, if any, that will be developed and implemented by each of the ~~five~~ HUD-funded, state administered grant departments and agencies, for the purpose of expanding outreach to areas of Florida that have been identified as underserved or have specific obstacles that must be addressed with program funding.
2. **Actions planned to foster and maintain affordable housing**, revised on page 62 to add the following at the subsection end: The goal of the state NHTF program is be used in tandem with other affordable financing to add new units to the supply of decent, affordable rental units in Florida.
3. **Actions planned to enhance coordination between public and private housing and social service agencies**, page 63, revised as follows: ~~No actions are planned to enhance coordination between public and private housing and social service agencies.~~ Through the state's existing "Link Strategy," developers receiving financing through a number of FHFC's affordable rental development programs must reserve a small portion of units for tenants referred by an approved supportive services agency working in the community where the property is located. Populations served through this strategy include homeless persons and persons with special needs (including persons with disabilities, survivors of domestic violence and youth aging out of foster care). Properties financed with NHTF funding will also be required to implement this approach, with the addition of those at risk of homelessness being able to be served. Florida Housing Finance Corporation is working with other state agencies to implement this strategy.

**Appendix**

*The final document submitted to HUD will include a summary of public comments received.*