Contents

OMB Control No: 2506-0117 (exp. 07/31/2015)

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 (DEO) administers the Small Cities Community Development Block Grant (CDBG) Program, the Florida Department of Health (DOH) administers the Housing Opportunities for Persons with AIDS Grant (HOPWA) Program, the Florida Department of Children and Families (DCF) administers the Emergency Solutions Grant (ESG) Program and the Florida Housing Finance Corporation (FHFC) administers the HOME Partnerships Program (HOME) Program as well as the National Housing Trust Fund (NHTF) Program. The state of Florida's Annual Action Plan is for a one-year period from July 1, 2017, through June 30, 2018.

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 Third-Year Action Plan describes the activities that will be undertaken in the third year to address the priority needs and marking progress toward meeting the strategic plan's 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 persons (LMI);
- Prevent or eliminate slum or blight; or
- Meet other community development needs having a particular urgency, because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

The highest priority for the CDBG Program are the following:

- Job creation;
- Flood and drainage (stormwater projects);
- Street improvements;
- Sewer line and treatment plant improvements; and
- Water line and treatment plant improvements.

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

- Short-term rent, mortgage and utility (STRMU) payments;
- Tenant-based rental assistance (TBRA);
- Permanent housing placement (PHP) 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 priority in the NHTF Program is:

- Production of affordable rental housing for extremely low-income (ELI) 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 the 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.

The 2015 state of Florida Consolidated Annual Performance Evaluation Report (CAPER) reported that the HOME Program expected to produce 50 homeownership units and 250 rental units in 2015. So far, the HOME program has produced 86 homeownership units in FY 2015 and approved 509 rental units for financing in December 2015.

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

The 2015 state of Florida CAPER reported that the HOPWA Program expected to provide tenant-based rental assistance (TBRA) to 38 eligible HOPWA beneficiaries between 2014 and 2015, but actually provided TBRA to 43 eligible HOPWA beneficiaries. During the same time period, the HOPWA Program expected to assist 85 eligible HOPWA beneficiaries through short-term transitional housing activities, but actually assisted 70 eligible HOPWA beneficiaries. The HOPWA Program expected to assist 1,804 eligible HOPWA beneficiaries through short-term rent, mortgage or utility (STRMU) payments, but actually assisted 1,133 eligible HOPWA beneficiaries. Finally, the HOPWA Program expected to provide permanent housing placement (PHP) services for 229 eligible HOPWA beneficiaries, but actually provided PHP services to 211 eligible HOPWA beneficiaries.

According to the 2011-2015 state of Florida Consolidated Plan, the 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 2015 as reported in the November 30, 2016, Consolidated Annual Performance and Evaluation Report (CAPER).

Community Development Needs	**Need Priority**	**Anticipated Number of Projects to be Funded 2011-2015**	**Projects Completed Through 2015**
Community Centers/Neighborhood Facilities	Moderate	3	1
Parks and/or Recreation Facilities	Moderate	5	14
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	3
Flood & Drainage Improvements/Stormwater	High	10	22

Street Improvements/Road Paving	High	20	37
*Sidewalks	Moderate	*	20
Sewer/Water Hookups	High	5	14
Water/Sewer Line Improvements	High	47	67
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 2017 plan. A notice was published in the Florida Administrative Register (FAR) announcing the initial work group meeting and the public hearing. The work group meeting took place on July 17, 2017, and the public hearing took place on July 31, 2017. The notice was posted to each department's website and emailed to eligible applicants and interested parties. On or about May 10, 2017, HUD issued a waiver to reduce the public comment period associated with these plans from 30 to 14 days [waiver available at: 24 CFR 91.105(b)(4) and 24 CFR 91.115(b)(4)]. Therefore, a 14-day comment period was provided so interested parties could comment on the proposed action plan. The 14-day comment period began on July 17, 2017, and ended on July 31, 2017.

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 2017 Annual Action Plan.

Public meeting comments:

- Please refer to the Public Comment and Comment Summary attachment, if applicable.

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

- Please refer to the Public Comment and Comment Summary attachment, if applicable.

7. Summary

There continues to be a need for:

- Infrastructure projects in the communities that receive funding through the CDBG Program;
- Financial and supportive assistance to persons with AIDS to help with housing costs to prevent homelessness through the HOPWA Program;
- New affordable housing, homebuyer or rental assistance through the HOME Program;
- Assistance to the homeless, including funding for the operation and maintenance of emergency shelters through the ESG Program; 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 (DEO)
CDBG Administrator	Florida	Department of Economic Opportunity (DEO)
HOPWA Administrator	Florida	Department of Health (DOH)
HOME Administrator	Florida	Florida Housing Finance Corporation (FHFC)
ESG Administrator	Florida	Department of Children and Families (DCF)

Table 2 – Responsible Agencies

Narrative

None.

Consolidated Plan Public Contact Information

Craig Reynolds, DOH, HOPWA, craig.reynolds@flhealth.gov

Nicole Gibson, FHFC, HOME and NHTF, nicole.gibson@floridahousing.org

Mia Parker, DCF, ESG, mia.parker@myflfamilies.com

Ginger Waters, DEO, CDBG, ginger.waters@deo.myflorida.com

Roger Doherty, DEO, CDBG, roger.doherty@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 teams, before beginning the citizen participation process. The statewide outreach plan included a database of more than 250 stakeholders from the local government land use planning contacts, private-sector stakeholders, general public, nonprofit organizations, grant program project sponsors and social services providers who provide 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 allows respondents to identify 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 and posted on DEO's website from the beginning of the Consolidated Plan process, through the end of the 30-day comment period, 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 2015-2019 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 FAR at least 15 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.

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 via 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 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.

FHFC is working with its partner state agencies, DCF, 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, FHFC 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 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 2017, $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.

DEO and FHFC sits on the 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 re-housing" approach with short-term tenant-based rental assistance and the use of forgivable state loans in rural areas working with Continuums of Care (CoC) 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 CoC 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 CoC to gather input for allocation methods, performance standards, evaluation outcomes and HMIS compliance. The completed surveys were used to determine how the 2017 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	**Agency/Group/Organization**	Department of Economic Opportunity (State of Florida)
	Agency/Group/Organization Type	Other government - state
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	Florida Department of Health-Central
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Other government - State
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	Florida Housing Finance Corporation
	Agency/Group/Organization Type	Housing Services - Housing Other government - state

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Housing Trust Fund (HTF)
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	**Agency/Group/Organization**	Florida Department of Children and Families
	Agency/Group/Organization Type	Services-Children Services-Homeless Other government - state
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Not applicable
Local Comprehensive Plan	Department of Economic Opportunity	CDBG applications must include provisions from the local comprehensive plan demonstrating the proposed activity is not inconsistent with the 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 statewide outreach plan included a database of more than 250 stakeholders from the local government land use planning contacts, private-sector stakeholders, general public, nonprofit organizations, grant program project sponsors and social services providers who provided 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 in 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 and posted on DEO's website from the beginning of the Consolidated Plan process, through the end of the 30-day comment period, 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 2015-2019 Consolidated Plan period.

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, 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 via 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	TBD	TBD	TBD	TBD

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 page two.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				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	$24,176,468	$72,500		$24,248,968	$48,497,936	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

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				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	$13,268,667	$3,400,000	$6,170,665	$22,839,332	$45,678,664	The annual allocation and any program income or prior year resources will be allocated to eligible HOME categories per 24 CFR 92

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOPWA	Public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	$6,946,155	0	0	$6,946,155	$13,892,310	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 3				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	$5,183,540	0	0	$5,183,540	$10,367,080	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	$7,658,948	0	0	$7,658,948	$15,317,896	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 page three.

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 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 2015-2019. 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	Jobs created/retained: 100 Jobs
2	Commercial Revitalization	2015	2019	Non-Housing Community Development	STATEWIDE	Flood and Drainage Sewer Line Improvements Street Improvements Water Line Improvements	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted
3	Housing Rehabilitation	2015	2019	Affordable Housing	STATEWIDE	Affordable Ownership Housing	CDBG	Homeowner Housing Rehabilitated: 48 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	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5800 Persons Assisted
5	Street Outreach	2015	2019	Homeless	STATEWIDE	Street Outreach to Homeless Persons	ESG	Homelessness Prevention: 100 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Emergency Shelter and Transitional Housing	2015	2019	Homeless	STATEWIDE	Emergency Shelters and Transitional Housing	ESG	Homeless Person Overnight Shelter: 2000 Persons Assisted
7	Permanent Housing for Homeless Persons	2015	2019	Affordable Housing	STATEWIDE	Homeless Prevention	ESG	Housing for Homeless added: 1000 Household Housing Unit
8	Rental and Homeownership Activities (CHDOs)	2015	2019	Affordable Housing	STATEWIDE	Affordable Ownership Housing Affordable Rental Housing	HOME	Rental units constructed: 250 Household Housing Unit Direct Financial Assistance to Homebuyers: 50 Households Assisted Tenant-based rental assistance / Rapid Re-Housing: 250 Households Assisted
9	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 Tenant Based Rental Assistance	HOPWA	Tenant-based rental assistance / Rapid Re-Housing: 43 Households Assisted Homelessness Prevention: 1414 Persons Assisted

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Affordable Rental Housing for Extremely Low Income	2016	2019	Affordable Housing	STATEWIDE	Affordable Rental Housing	NHTF	Rental units constructed: 32 Household Housing Unit
11	Affordable Rental Housing	2015	2019	Affordable Housing	STATEWIDE	Affordable Rental Housing	HOME	Public service activities for Low/Moderate Income Housing Benefit: 500 Households Assisted
12	Affordable Homeownership Housing	2015	2019	Affordable Housing	STATEWIDE	Affordable Ownership Housing	HOME	Homeowner Housing Added: 80 Household Housing Unit

Table 7 – Goals Summary

Goal Descriptions

1	**Goal Name**	Economic Development
	Goal Description	The CDBG Program has allocated approximately 30 percent of the total Fiscal Year 2017 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	**Goal Name**	Commercial Revitalization
	Goal Description	The CDBG Program has allocated approximately 6.6 percent of the total Fiscal Year 2017 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. Priority needs addressed not listed for commercial revitalization- making goods and services more accessible to LMI residents. Goal outcome indicators not listed for commercial revitalization- parking improvements, streetscaping, public facilities and building rehabilitation.
3	**Goal Name**	Housing Rehabilitation
	Goal Description	The CDBG Program has allocated 25 percent of the total Fiscal Year 2017 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.
4	**Goal Name**	Neighborhood Revitalization
	Goal Description	The CDBG Program has allocated 38.4 percent of the total Fiscal Year 2017 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.
5	**Goal Name**	Street Outreach
	Goal Description	The ESG 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 CoC 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 percent of ESG Program awards.

6	**Goal Name**	Emergency Shelter and Transitional Housing
	Goal Description	The ESG Program funding will enable DCF to provide emergency shelter facilities, including domestic violence facilities, throughout the state. The programs will be carried out by local CoC 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 percent of ESG Program awards.
7	**Goal Name**	Permanent Housing for Homeless Persons
	Goal Description	The ESG Program goals will be carried out by 28 local CoC 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 percent of ESG Program awards.
8	**Goal Name**	Rental and Homeownership Activities (CHDOs)
	Goal Description	The HOME Program has allocated $1,990,300 of the 2017 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	**Goal Name**	Housing and Supportive Services
	Goal Description	The HOPWA Program has allocated $6,946,155* of the 2017 Annual Allocation to fund activities carried out by the 11 projects sponsors throughout Florida, including financial assistance in the form of short-term rent, mortgage and utility STRMU payments; short-term supported housing facility assistance; supportive housing services (i.e., counseling and healthcare services); and TBRA for persons with HIV/AIDS. *This amount includes additional funds for EMSAs which may or may not re-designate their allocation back to the state. As such, this number may be reduced should they choose to administer their grant locally.
10	**Goal Name**	Affordable Rental Housing for Extremely Low Income
	Goal Description	The NHTF Program has allocated $7,658,948 from the 2017 annual funding allocation to fund affordable rental housing for ELI households through the Request for Application (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.

11	**Goal Name**	Affordable Rental Housing
	Goal Description	The HOME Program has allocated $7,961,200 from the 2017 annual funding allocation and program income and de-obligated funding to fund affordable rental housing through the RFA process. Funding can be used for activities such as construction, rehabilitation and rental assistance for low- and moderate-income households.
12	**Goal Name**	Affordable Homeownership Housing
	Goal Description	The HOME Program has allocated $3,317,167 from the 2017 annual funding allocation and program income and de-obligated funding to fund affordable homeownership housing either through the RFA process or through a reservation process. Funding can be used for homebuyer assistance activities, such as down payment assistance and construction activities.

Table 8 – Goal Descriptions

AP-25 Allocation Priorities – 91.320(d)

Introduction

The following chart reflects the planned percentage distribution of the FFY 2017 CDBG, ESG, HOME, NHTF 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) (%)	Housing and Supportive Services (%)	Affordable Rental Housing for Extremely Low Income (%)	Affordable Rental Housing (%)	Affordable Homeownership Housing (%)	Total (%)
CDBG	30	6.6	25	38.4	0	0	0	0	0	0	0	0	**100**
HOME	0	0	0	0	0	0	0	15	0	0	60	25	**100**
HOPWA	0	0	0	0	0	0	0	0	100	0	0	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	100	0	0	**100**

Table 9 – Funding Allocation Priorities

Reason for Allocation Priorities

The percentages, described in the table 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 2015-2019 Consolidated Plan. For the 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. 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 2015-2019 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 HOPWA Program, the types of housing and supportive services will be based on financial and programmatic requirements in accordance with HUD-eligible activities delivered by local project sponsors. For the ESG Program, the types of projects will be in accordance with HUD-eligible activities carried out by the local continuum lead agencies.

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 page four.

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

Introduction

This section of the FFY 2017 Annual Action Plan describes how each annual allocation of CDBG, ESG, HOME, NHTF and HOPWA Program funds will be distributed geographically throughout Florida.

Distribution Methods

Table 10 - Distribution Methods by State Program

1	**State Program Name:**	Florida Emergency Solutions Grant Program
	Funding Sources:	ESG
	Describe the state program addressed by the Method of Distribution.	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-grant 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 nonprofits to provide ESG activities in their respective areas. Funding for local projects will be determined by the lead agencies.

	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	To evaluate the grant applications, DCF 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. 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 zero and five. Sections of the application that are incomplete or where there was no response given (i.e. the response is missing, incomplete or unclear), will receive a score of zero 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 amounts based on evaluations and the amount the agency requested. 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.

	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 to ESG.
	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)	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 CoC plans. Lead agencies may sub-contract with units of general purpose local government and/or nonprofit 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).
	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Not applicable to ESG.

	Describe how resources will be allocated among funding categories.	The ESG Program will receive a total allocation of $5,183,540 in funding for fiscal year 2017. DCF will require local lead agencies to allocate at least 40 percent of their total project funding to prevention/re-housing activities and no more than 5 percent of awarded funds to administrative costs. Street outreach and shelter operations will combine to total no more than 60 percent of the total project award with 5 percent spent on administrative activities. The types of services funded include: Homeless Prevention Grants directed to families at risk of homelessness or those who are homeless, emergency shelter operation and maintenance for emergency shelters, and costs associated with data collection and coordination with the 28 CoC agencies to provide services consistent with the CoC Plans to address homelessness. The Office on Homelessness maintains for its administrative costs, 2.5 percent for the administration of ESG and the provision of technical assistance to service providers and local CoC.
	Describe threshold factors and grant size limits.	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 nonprofit organizations and their threshold funding amounts will be decided by the lead agencies and approved by the Office on Homelessness.
	What are the outcome measures expected as a result of the method of distribution?	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.

2		
	State Program Name:	Florida HOME Investment Partnership Program
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	HOME Program funds are allocated to provide necessary financial support for various activities, creating long-term affordable, safe, decent and sanitary housing for extremely low- and low-income persons and households. FHFC works with both the public- and private-sector throughout the state to assist in meeting the needs of affordable housing in rural areas. FHFC distributes HOME funds either through a request for applications process, a reservation system or a demonstration project.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	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 the 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.
	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 to HOME.

	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 to HOME.
	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Not applicable to HOME.
	Describe how resources will be allocated among funding categories.	The HOME Program will receive a total allocation of $13,268,667 in funding for fiscal year 2017. Of the total funding allocation, $1,990,300 will be reserved for developments 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 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 the 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.

	Describe threshold factors and grant size limits.	The grant size limits imposed by FHFC for the RFA process(es) each year are based on the size of the project and the type of priority criteria scoring determined by FHFC HOME Program staff. During the fiscal year 2016 allocation distribution cycle, FHFC conducted one RFA for large scale rental development projects including bonds. The maximum grant size for the larger scale rental development projects including bonds is typically set at $5 million.
	What are the outcome measures expected as a result of the method of distribution?	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 2017, 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.
3	**State Program Name:**	Florida Housing Opportunities for Person With AIDS (HOPWA) Grant Program
	Funding Sources:	HOPWA

	Describe the state program addressed by the Method of Distribution.	DOH currently contracts with 11 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 16 counties. The current project sponsors for HOPWA funds and the counties that are served are listed below: • Lutheran Services Florida, Inc. Northwest (Escambia, Okaloosa, Santa Rosa and Walton counties) • BASIC NWFL Inc. (Bay, Calhoun, Gulf, Holmes, Jackson and Washington counties) • Big Bend Cares, Inc. (Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla counties) • WellFlorida Council, Inc. (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee and Union counties) • Florida Department of Health-Hillsborough County Health Department (Manatee County) • United Way of Brevard County, Inc. (Brevard County) • Florida Department of Health (Monroe County) • Health Planning Council of Southwest Florida, Inc. (Charlotte, Collier, DeSoto, Glades, Hendry, Lee and Sarasota counties)

		• Florida Department of Health-Volusia (Flagler and Volusia counties) • Florida Department of Health-Polk County (Highlands, Hardee and Polk counties) • Florida Department of Health-St. Lucie County (Indian River, Martin, Okeechobee and St. Lucie counties)
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	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.
	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 to HOPWA.
	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 to HOPWA.

	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Florida distributes funds annually based on the cumulative number of reported living HIV and AIDS cases in 10 geographical service areas through December 31, 2015. 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 DOH takes recommendations into account while making final annual allocation decisions. EMSAs in 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. 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, DOH drafted a Request for Proposal (RFP) consisting of two three-year contract cycles covering 2016-2019 and 2019-2022. Funds were allocated within each geographical area in accordance with the methodology described above. Approximately $6,737,770, or 97 percent of the FFY 2017 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 DOH in the same manner and for the same activities as the state HOPWA Program. The state program currently has two faith-based organizations, three community-based organizations, five county health departments and two planning councils providing either direct services or via sub-contract.

	Describe how resources will be allocated among funding categories.	The HOPWA Program may receive a total allocation of $6,946,155* in funding for fiscal year 2017. Of the total funding allocation, $6,737,770 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 carried out by DOH. * This amount includes additional funds for Eligible Metropolitan Statistical Areas (EMSAs) which may or may not re-designate their allocation back to the state. As such, this number may be reduced should they choose to administer their grant locally.
	Describe threshold factors and grant size limits.	The HOPWA Program does not require specific threshold 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 11 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 proposal and amount of funding available to be distributed statewide.
	What are the outcome measures expected as a result of the method of distribution?	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 project sponsors in the form of short-term rent, mortgage and utility (STRMU) payments, or tenant-based rental assistance (TBRA) and other eligible public services, including healthcare and counseling.
4	**State Program Name:**	Florida Small Cities Community Development Block Grant Program
	Funding Sources:	CDBG

	Describe the state program addressed by the Method of Distribution.	DEO receives an annual allocation from HUD to administer the 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 CDBG funding by category and the opening and closing date of the funding cycle. 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. The recommendations are then reviewed by the Small Cities and Rural Communities Bureau Chief and approved or revised. This distribution is incorporated into the annual action plan prior to the public hearing on the action plan. Deobligated funds and program income funds sometimes become available during the federal fiscal year. When funds become available, the Planning Manager and Bureau Chief meet 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 or economic development projects on the funding reservation list. If emergency set-aside funds become available on the first of April because there has been no state declared disaster, those funds are used to award the highest ranking unfunded applications from the cycle. 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 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.

	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The funding categories for the 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. 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 DEO may reject an application without regard to scoring: 1. The application is not received by the specified deadline date; 2. The proposed project activities fail to meet one of the three national objectives contained in federal and state legislation; 3. The proposed activities are not eligible under federal legislation; 4. The proposed activities are not in compliance with the adopted local comprehensive plan, as approved by the DEO; 5. The applicant has an open CDBG, except as provided in § 290.046(2)(b) and (c), F.S., and department rules; 6. The local government is not in compliance with citizen participation requirements; and 7. Information provided in the application that affects eligibility or scoring is misrepresented.

OMB Control No: 2506-0117 (exp. 07/31/2015)

		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, DEO determines that any information in the application that affects scoring has been misrepresented, the application is rejected.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	The CDBG Program is established in Sections § 290.0401 through 290.048, Florida Statutes, and administered through Chapter 73C-23, Florida Administrative Code (F.A.C.). 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 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 DEO/CDBG webpage. Information to be included in the application can be found on the HUD website, the CDBG website and generated during the application process.
	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 to CDBG.
	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Not applicable to CDBG.

OMB Control No: 2506-0117 (exp. 07/31/2015)

	Describe how resources will be allocated among funding categories.	Funding amounts are assigned to each funding category based on need evaluation. For the FFY 2017 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 priority needs and goals from the needs assessment and market analysis sections of the 2015-2019 Consolidated Plan.
	Describe threshold factors and grant size limits.	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: **LMI Population Subgrant Ceiling** • 1 – 499: $600,000 • 500 – 1,249: $650,000 • 1,250 – 3,999: $700,000 • 4,000 – and above: $750,000 • Economic Development subgrants: $1,500,000.

	What are the outcome measures expected as a result of the method of distribution?	The anticipated outcome measures for the CDBG Program are based on the number and type of applications received from eligible sub-grantees 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.
5	**State Program Name:**	National Housing Trust Fund Program
	Funding Sources:	Housing Trust Fund
	Describe the state program addressed by the Method of Distribution.	NHTF Program 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.

OMB Control No: 2506-0117 (exp. 07/31/2015)

	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 to NHTF.
	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 to NHTF.

	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	Not applicable to NHTF.
	Describe how resources will be allocated among funding categories.	Ninety percent of the NHTF allocation will be used to finance affordable rental units for extremely low-income households, and 10 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 2017, it is expected that the NHTF program will assist in financing construction of 32 affordable rental units to serve extremely low-income residents.

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 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 for the CHDO set-aside and other eligible applicants 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 submissions and the amount of the requests 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 11 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

The 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 [nonprofits, 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, 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 fall under the 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 nonprofit 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.

Tenant-Based Rental Assistance (TBRA) provides Public Housing Authorities (PHAs) 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 Program developments will be selected through a statewide Request for Application process. Eligible applicants (including nonprofit 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 only offer financing 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. Please refer to Unique Appendices page 18 for the complete National Housing Trust Fund Allocation Plan for Florida.

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 page five.

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 page eight.

Geographic Distribution

Rationale for the priorities for allocating investments geographically

The HUD-funded HOPWA Program described in this 2017 Annual Action Plan bases allocation distribution on geographical factors. The geographical distribution method is simply based on the location of the 11 project sponsors who serve specific counties and jurisdictions within their respective geographical area range. The 11 project sponsors serve an average of five counties. The project 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 demographic groups are paying more than 30 percent of their income for their housing and utilities.

Discussion

None.

OMB Control No: 2506-0117 (exp. 07/31/2015)

Affordable Housing

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

Introduction

All five of the federal funded grant programs described in the 2015-2019 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 Program 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.

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

Table 11 - One Year Goals for Affordable Housing by Support Requirement

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

Table 12 - 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 statewide 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 2015-2019 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 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. FHFC 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. 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 list provided in 2010 was still designated as troubled.

However, June of 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 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 designation 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. The 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 service providers to seek these tenants. These three federal funding programs described in the 2015-2019 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 ESG Program is the only one of the five HUD-funded agency administered grant programs that relies on current homeless data and outreach strategies to create program goals objectives and performance measures, because it is the only program that bases its funding models on the current homeless person numbers and characteristics. The 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 service 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 2017.

Other transitional housing projects will be up for renewal grants in the CoC Notice of Funding Availability

(NOFA) for 2017. 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 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 with the 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 nonprofit 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, DCF 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, education and youth needs.

Discussion

None.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	1,348
Tenant-based rental assistance	90
Units provided in permanent housing facilities developed, leased or operated with HOPWA funds	297
Units provided in transitional short-term housing facilities developed, leased or operated with HOPWA funds	76
Total	1,811

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 10 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 potential 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

DEO administers the CDBG Program, which serves the needs of its sub-grantees 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.

DOH administers the HOPWA Program, which will remain involved in board activities of the Florida Supportive Housing Coalition. The Coalition and DOH 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 include the coalition board, members of multiple statewide partner coalitions and representatives from various state agencies (including DOH) will continue to convene.

DCF administers the ESG Program, which collaborates directly with Florida's 28 CoC agencies 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 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.

FHFC administers the HOME and NHTF, which also serves on the 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 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 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 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 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, FHFC uses a variety of other resources to provide affordable housing financing.

The goal of the 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.

The goal of the 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 supportive services provided. In this 2017 Annual Action Plan, the HOPWA Program anticipates to serve 2,389 beneficiaries with housing and supportive services with the intention of fostering and maintaining affordable housing.

Actions planned to reduce lead-based paint hazards

The DOH 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 of 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.

DOH 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 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-based paint. If lead-based 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 page 10.

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 finances 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 Program funding will also be required to implement this approach, with the addition of those at risk of homelessness being able to be served. FHFC 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 CDBG Program anticipates receiving $72,500 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 three 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 and 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.	72,500
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
Total Program Income:	**72,500**

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 percent 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%

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 page 11.

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 page 11.

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 page 12.

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 page 13.

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 page 13.

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 page 15.

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 page 15.

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 page 16.

5. Describe performance standards for evaluating ESG.

Response exceeds number of allowable characters, please refer to Unique Appendices page 17.

Discussion

None.

Contents

ANNUAL ACTION PLAN

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

Introduction

The CDBG Program will receive $24,176,468 in funding for federal fiscal year 2017. 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 4 percent will be allocated to emergency set-aside activities. That leaves approximately $22,384,115 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 third fiscal year (2017) of the 2015-2019 Consolidated Plan, funding percentages and dollar amounts for each category are as follows: Neighborhood Revitalization $8,595,500 (38.4 percent), Housing Rehabilitation $5,596,029 (25 percent), Economic Development $6,715,235 (30 percent) and Commercial Revitalization $1,477,351 (6.6 percent).

In 2017, the ESG Program will receive a total allocation of $5,183,540 in funding for fiscal year 2017. 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 percent of available funding to homeless prevention programs and no more than 5 percent 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 percent 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 2017, the HOME Program received a total allocation of $13,268,667 in funding for the fiscal year 2017. Of the total funding allocation, $1,990,300 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 $1.3 million will be used by FHFC HOME program for administrative costs pursuant to 24 CFR § 92.207.

The HOPWA Program may receive a total allocation of $6,946,155* in funding for fiscal year 2017. Of the total funding allocation, $6,737,770 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 carried out by DOH. * This amount includes additional funds for Eligible Metropolitan Statistical Areas (EMSAs) which may or may not re-designate their allocation back to the state. As such, this number may be reduced should they choose to administer their grant locally.

In 2017, the NHTF Program will receive a total allocation of $7,658,948 for fiscal year 2017. Ninety percent of this funding, or $6,893,053, will be made available in tandem with other affordable rental financing through a Request for Applications process for developments that commit to providing a small portion of extremely low-income units that meet NHTF Program requirements. Ten percent of the total allocation, or $765,895, will be used by FHFC for administrative costs.

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 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.

The NHTF Program 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 Program 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.

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 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 sub-grantees comprise the state's overall objectives.

The CDBG Program will address three primary objectives with its federal fiscal year (FFY) 2017 allocation:

1. Creating economic opportunities;
2. Creating a suitable living environment; and
3. Providing affordable 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 2017 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 2017 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 state HOPWA Program will address three primary objectives with its FFY 2017 allocation:

1. Establish or better maintain a stable living environment;
2. Improved access to HIV treatment and other healthcare support; and
3. Reduce the risk of homelessness among people living with HIV/AIDS and their families.

The NHTF Program will address one primary objective with its FFY 2017 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-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 Questionaire [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, effictive [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 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 CDBG Program does not allocate funding resources geographically. Instead, each year a Notice of Funding Availability (NOFA) 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 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 nonprofit 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 nonprofit recipients shall consult with the CoC agencies operating within their jurisdiction before determining how ESG funds are allocated.

HOME Program 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. 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. FHFC distributes HOME funds either through a RFA process, a reservation system or by demonstration.

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 FHFC'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 RFAs 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 three to five years.

DOH currently contracts with 11 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 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. Lutheran Services Florida, Inc., Northwest (Escambia, Okaloosa, Santa Rosa and Walton counties)
2. BASIC NWFL, Inc. (Bay, Calhoun, Gulf, Holmes, Jackson and Washington counties)
3. Big Bend Cares, Inc. (Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla counties)
4. WellFlorida Council, Inc. (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee and Union counties)
5. Florida Department of Health-Hillsborough County (Manatee County)
6. United Way of Brevard County, Inc. (Brevard County)
7. Health Planning Council of Southwest Florida, Inc. (Charlotte, Collier, DeSoto, Glades, Hendry, Lee and Sarasota counties)
8. Florida Department of Health-Monroe County (Monroe County)
9. Florida Department of Health-Volusia County (Flagler and Volusia counties)
10. Florida Department of Health-Polk County (Highlands, Hardee and Polk counties)

11. Florida Department of Health-St. Lucie County (Indian River, Martin, Okeechobee and St. Lucie counties)

AP-85 Other Actions – 91.320(j)

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 (DCF) 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 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, 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.

<u>AP-90 Program Specific Requirements – HOME Investment Partnership Program (HOME) Reference 24 CFR 91.320(k)(2)</u>

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:
   FHFC does not use any other forms of investment with HOME Program 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 zero 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 Program 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 (DCF) 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 DCF 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 2017, 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 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 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 2017, 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 CoC 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. DCF will make a maximum grant award of $250,000 to lead agencies that may sub-contract to local governments and nonprofit 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 five 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 2017 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 three months.

Street outreach recipients

Performance Goals:

1. Percentage increase of clients assessed who are successfully placed in housing.
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 six months following the last assistance provided under the grant.

National Housing Trust Fund Allocation Plan for Florida

Florida's FY 2017 HTF Allocation Amount: $7,658,948

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.[1] 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 2017, the total amount of funds available for the national trust fund is $219.2 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 (FHFC) 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 and are as follows:

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 below 22 percent of area median income in order to serve those at or near the Supplemental Security Income (also known as SSI) level[2] and that are;

[1] 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.

[2] For context, the SSI income level is currently $8,796 per year for a single occupancy household.

- Persons with special needs, defined in Florida Statute at 420.0004(13); and/or
- 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 FHFC'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 various types of properties, including general occupancy affordable housing properties serving family and elderly households with a range of incomes up to 60 percent of area median income in most cases,[3] properties that serve a range of demographic populations and properties that are targeted to persons with special needs or who are homeless. 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 (SAIL) gap funds,[4] 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)

The funding priorities and selection criteria of particular importance to the NHTF program are described in the next two sections. Then the plan provides a broader overview of how these mandatory, threshold criteria will fit into the broader funding selection process implemented by FHFC.

The populations that are prioritized to be served by NHTF are described in the prior section. The state of Florida will distribute NHTF funds by selecting applications submitted by eligible recipients on a

[3] "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.

[4] SAIL is a state program (section 420.5087, Florida Statutes) that is used to finance rental development, and is used as gap financing with mortgage revenue bonds and 9% Low Income Housing Tax Credits, or on its own when financing very small properties.

competitive basis through FHFC's Request for Applications (RFA) process. Funds will be made available in tandem with other financing to ensure geographic diversity, through an existing process that:

- Proportionally aligns SAIL and Low Income Housing Tax Credit funding with affordable rental needs in the state based on the most recent cost burden data provided through triennial market needs studies carried out by the Shimberg Center for Housing Studies at the University of Florida. Program funding is proportionally distributed across Large, Medium and Small counties based on these findings.[5] Florida is commonly divided into three broad regions: north, central and south. Three of the seven large counties are located in South Florida, three are located in Central Florida and one is located in North Florida. Medium and small counties are located in all three regions with North Florida having the greatest number of small counties; and

- Within large, medium and small county groupings, Florida regularly uses a "county award tally" to ensure that funding in each RFA is further distributed across as many counties as possible. For example, the tally might specify that once a development is awarded funding in a particular county, that county will not receive another development award unless eligible applications in all other counties have first been awarded.

These RFAs will make financing available directly to recipients submitting applications to develop rental developments that meet the criteria outlined in this allocation plan and criteria required by federal and state statute and rules governing other programs included in the RFA. These RFAs will be part of a comprehensive annual funding plan that is adopted by FHFC's Board of Directors to distribute all competitive FHFC program financing across geographic areas of the state based on the need for rental housing in each area. A total of about 15 RFAs are issued every year.

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 NHTF threshold criteria must be met by all applicants to be considered for funding selection:

- 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;[6]
- The NHTF-designated units must remain affordable to ELI households through a Land Use Restriction Agreement for no less than 30 years. FHFC will not incentivize a longer affordability period for these units at the 22 percent of area median income level, but will require the units to remain affordable at or below 60 percent of area median income after the first 30 years for

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[5] 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.
[6] Most of the state's 22 percent of area median income, special needs households are made up of 1-2 people.

an additional 20-year period. After 30 years, the property will require rehabilitation, but because of the limitations on operating income even from the 60 percent of area median income units, recapitalization will be difficult without financing from FHFC and/or the private sector, which may require more flexible approach to the income levels served. Any units in the development with affordability restrictions must remain affordable at 60 percent of area median income levels for 50 years. FHFC's approach to providing refinancing to older properties is to require additional units to be set aside to serve ELI tenants; thus, while we cannot know the economic and real estate markets and programs in 30 years, under today's approach these properties would be targeted with refinancing to maintain affordability for ELI tenants.

Recipient Application Requirements - § 91.320(k)(5)(ii)

In addition to applicable rules, statutes and RFA criteria, applications for funding submitted by eligible applicants will be reviewed according to the following NHTF 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 as compared to total units in the proposed development (leveraging factor). This may be measured by different methods, depending on the other funding being blended with NHTF. For example, FHFC can calculate the leveraging factor using any of these types of subsidies below:
    - The amount of any financial contribution from the local government to the development;
    - The amount of SAIL or other state funding in the development; and/or
    - The amount of other non-governmental sources of funding in the development, such as private or nonprofit loans or grants; and
- The extent to which a proposed development has federal, state or local project based rental assistance. Florida will prioritize applications for funding which are able to maintain units affordable to ELI households for at least 30 years without project based rental assistance. Florida's experience indicates that combining capital subsidies for ELI units with project based rental assistance is wasteful and limits the total number of units available to ELI households. Maximizing the number of units affordable to ELI households was a goal of Florida Housing long before Congress created the NHTF. For many years, Florida Housing has worked to finance as many new ELI rental units as possible, because the need for these units is high. The rental programs administered by FHFC are competitive; consequently, the state is able to encourage the inclusion of project based rental assistance in developments without the addition of NHTF. Rather than using both types of funding to finance new ELI units, the state's objective is to create additional units with NHTF. Thus, Florida will not prioritize applications which utilize project based rental assistance. FHFC established the maximum per-unit NHTF subsidy limits in this plan at a level that ensures that properties funded with NHTF will require less debt

financing. With less hard-pay debt service, NHTF funded properties will have sufficient cash flow to support the ELI units for 30 years. Where this cross-subsidization is insufficient, FHFC expects applicants to establish an operating deficit reserve to offset projected operating losses from ELI units identified during underwriting. Operating deficit reserves may be funded with NHTF and/or from other sources. No more than one-third of the state's NHTF award will be used to fund operating deficit reserves.

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 meet these threshold requirements related to NHTF. If any of these requirements are not met, the applicant will not be awarded financing:

- Sign a certification that they understand that by receiving NHTF funds, they commit to set aside the required number of units in its property for the priority households specified in this plan; and sign a certification 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 ability to obligate NHTF funds, their experience and their financial capacity to undertake, comply with and conduct NHTF eligible activities. In addition, 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. This will be done through the following:
    - Showing prior developer experience by requiring applicants to list development information for a minimum specified number (depends on the combination of program funding in the RFA) of prior developments financed and built through affordable housing programs. In addition, for developments that will primarily serve special needs tenants, applicants are evaluated on a development experience narrative they submit to explain their experience serving the subpopulation(s) targeted;
    - Showing prior operating/management experience by requiring applicants to list general management company information for a minimum specified number (depends on the combination of program funding in the RFA) of prior affordable rental developments. In addition, for developments that will primarily serve special needs tenants, applicants are evaluated on an operating/managing experience narrative they submit to explain their experience serving the subpopulation(s) targeted;
    - Showing active developments affiliated with applicants that financed through any FHFC programs are in compliance;
    - Showing that applicants have no financial arrearages in any FHFC programs the applicants are currently funded through.

  - o Showing its ability to 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, which is typically outlined in closing agreements. The most critical way this is measured is the experience threshold described above.

Additional NHTF Threshold Selection Criteria. With the exception of developments that mainly serve persons with special needs where the provision of supportive services is incorporated into a broader permanent supportive housing strategy, applicants for funding for general occupancy properties that include NHTF units will only be eligible for NHTF funding if they 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 order to be eligible for NHTF funding, applicants also must commit to develop tenant selection plans that include strategies that demonstrate specific tenant selection and application strategies to address barriers to tenancy that the ELI households to be served may have with credit, income, criminal and rental histories.

Scoring RFA Applications that include NHTF Funds

RFAs issued by FHFC typically have three elements to determine funding selection: threshold criteria that are mandatory to meet to be considered for funding, including the NHTF criteria above and augmented by more general criteria summarized below; scored items that allow applications to be ranked for funding selection, including tiebreakers; and finally, any RFA goals or additional funding selection criteria used to choose applications for funding. These categories are described more below.

Mandatory Threshold Items. All applicants must meet specific mandatory items to be eligible for scoring. Not providing these requirements or providing them incorrectly will cause the application to not be eligible for funding. For RFAs that include NHTF funding, applicants must, in summary, meet the following threshold requirements in addition to the NHTF criteria described above:

- Submission requirements, such as meeting the application deadline, submitting all required forms and paying the application fee, if there is one;
- Completion of all required items in the application and submitting all required forms such as those showing local government signatures on availability of appropriate zoning and infrastructure;
- Showing evidence of site control;
- Meeting all funding requirements, such as not requesting funding over limits imposed in the RFA; submitting financing information, public and private funding commitments and a development cost pro forma and construction/permanent financing analysis;
- Not be in financial arrearage in any existing property;
- Meet minimum scores on any scored items in the RFA, if specified (scoring discussed below);

and

- A multi-page certification signed by the applicant that includes the certifications described above in addition to others related to meeting the requirements of the RFA. In partial summary, a certification and/or acknowledgement of the following:
    - Due dates for items to be submitted in credit underwriting if awarded financing;
    - That all building codes, including Fair Housing Act, ADA and other required codes will be met;
    - That the applicant's commitments will be included in a land use restriction agreement and, if applicable, an extended use agreement;
    - That all required construction features, including green building requirements as specified in the RFA, will be addressed;
    - That resident services programs committed to in credit underwriting will be implemented;
    - That a memorandum of understanding with a supportive services referral agency under the state's link strategy will be executed and implemented, and tenant selection plan will be developed and implemented that includes income and credit strategies recognizing 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;
    - That all financial requirements specified in the RFA will be met;
    - That the third party information required for the RFA has been reviewed by the applicant and is accurate; and
    - Cooperation with all audits.

Scored Items. RFAs also include scored items. RFAs providing financing for general occupancy properties that include a few NHTF units will include the following scoring opportunities based on information submitted by applicants:

- A score for a minimum local government financial contribution, as specified in the RFA, based on the size of the local government (higher contributions are required from bigger local governments that have access to more local housing dollars);
- A transit score, measuring the proposed development's proximity to public bus stops, bus rapid transit stops, or rail stops – the closer the proposed development is to transit, the more points received and the more intense the transit (rail or bus rapid transit compared to a regular bus stop), the higher the score; and
- A proximity score, measuring the proposed development's nearness to such resources as grocery stores, medical facilities, pharmacies and public schools, with a higher score for proposed developments that are closer to these resources.

RFAs offering financing for homeless or special needs populations provide opportunities for applicants to provide narratives describing:

- The population(s) to be served;
- The applicant's experience in developing and managing properties for these populations;
- Access to public or other transit;
- Proximity to shopping, employment, education and recreation;
- Access to community based supportive services; and
- Tenant selection policies and approach.

Funding Selection. Only applications that meet mandatory threshold items will be eligible for funding. The FHFC director appoints staff to a review committee. Each committee member independently evaluates and scores their assigned portions of the submitted applications, consulting with non-committee program staff and legal staff as necessary and appropriate.

At the review committee meeting, members read their scores or findings of threshold eligibility into the record. Once the committee knows which applications meet eligibility requirements, funding selection begins with that group of applications. First, eligible applications are ranked from highest to lowest scoring application, with any tied scores separated by tie-breakers. Depending on the funding being offered (programs may have different associated statutory criteria), tiebreakers can include:

- Leveraging of program funds (required in particular for the SAIL program);
- Eligibility for the Florida Job Creation Funding Preference (required by state law); and
- Lottery number.

Then applications are first selected to meet any goals specified in the RFA. To meet the goals, the review committee goes down the list of ranked applications, choosing the highest ranked application that can meet the goals. In RFAs that include NHTF, goals will include requirements to select applications for new construction (since NHTF will not be used for rehabilitation, as discussed below). In addition, a "county award tally," described above, is employed to disperse awards across counties as much as possible.

Once funding is exhausted, the review committee finalizes its recommendations to present to the FHFC board.

Merits of NHTF applications in meeting the state's priority housing needs. Because of FHFC's exacting RFA requirements, applications which meet all threshold mandatory criteria and any additional scoring criteria will be eligible for selection according to the scoring criteria in the RFA. Any of these eligible applications will be deemed to meet the state's priority housing needs, particularly those relating to serving extremely low-income persons with special needs.

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 deficit 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			
Construction Type	**Miami-Dade, Broward, Palm Beach Counties**	**Monroe County**	**Remainder of Florida**
Garden – Wood	N/A	N/A	$185,500
Garden – Concrete	$239,300	$336,800	$218,000
Mid-Rise – Wood	N/A	N/A	$218,000
Mid-Rise – Concrete	$260,300	$367,300	$237,800
High-Rise	$309,200	N/A	$284,000

Maximum Subsidy Limits for 2 Bedroom Units – New Construction Only			
Construction Type	**Miami-Dade, Broward, Palm Beach Counties**	**Monroe County**	**Remainder of Florida**
Garden – Wood	N/A	N/A	$213,800
Garden – Concrete	$275,400	$389,200	$252,000
Mid-Rise – Wood	N/A	N/A	$252,000
Mid-Rise – Concrete	$300,000	$425,100	$275,300
High-Rise	$357,600	N/A	$329,700
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. FHFC 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 FHFC 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. FHFC may specify lower NHTF maximum limits in specific RFAs.