

Sarasota County Executive Summary

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

1. Introduction

In 2011, the Sarasota County and the Sarasota City Commissions approved the 2011 – 2016 Consolidated Plan. The Consolidated Plan is a five-year road map that identifies housing, homeless, community and economic development needs and establishes a strategic plan for addressing these needs. This Action Plan describes the resources that will be used and the activities that will be undertaken during fiscal year 2015 - 2016 to implement the 2011 – 2016 Consolidated Plan.

The funding resources included in this portion of the Action Plan only include the Sarasota County Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funds. The City of Sarasota's Action Plan includes the City of Sarasota CDBG funds, the HOME Investment Partnership Program (HOME), and State Housing Initiatives Partnership Program (SHIP) funds.

The 2015 – 2016 Action Plan will begin on October 1, 2015.

2. Summarize the objectives and outcomes identified in the Plan

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

The high, medium, and low priorities for the 2011-2016 Consolidated Plan are:

High Priorities:

- Public Infrastructure
- Maintaining the Affordable Single-Family Housing Stock
- Homeless Facilities
- Public Services
- Economic Development
- Public Housing Revitalization
- Increasing Supply of Rental Subsidies
- Public Facilities

Medium Priorities:

- Increasing Homeownership
- Special Needs Housing
- Maintaining Existing Rental Units
- Increasing the Supply of Affordable Rental Units

Low Priorities

- Neighborhood Beautification
- Increasing the Supply of new Affordable Single Family Homes

Through this process - along with an analysis of data contained in the Homeless Needs, Special Needs, and Housing Needs and Market Analysis - the following points were highlighted:

- There is a great need for economic development programs and activities;
- Job training is essential to create an improve the economic future of the county;
- There is a large unmet demand for all youth services;
- South Sarasota County requires Homeless Shelters, Prevention, Outreach, and Services to address their growing homeless issues;
- The redevelopment of housing authority properties is an important community priority;
- There is a continual need for general infrastructure improvements countywide;
- Residents throughout the county need assistance to prevent foreclosures; and
- Rehabilitation of both homeowner and rental units is essential to improve countywide housing stock.

3. Evaluation of past performance

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

The Sarasota Office of Housing and Community Development has made satisfactory progress in accomplishing the priorities contained in the 2011-2016 Consolidated Plan using both HOME and CDBG funds. CDBG funds have been used for a variety of activities such as housing and commercial rehabilitation, public housing redevelopment, public facilities, infrastructure improvements and public services. The County and City expended 100% of its CDBG funding for the principal benefit of low and moderate income persons and all public services were in compliance with 24 CFR 570.201 (e) (1) and 24 CFR 570.200 (g).

Sarasota County and the City of Sarasota were able to accelerate several important projects using stimulus funding, including Neighborhood Stabilization Program (NSP) 1, 2 and 3 grants, CDBG-R and Homeless Prevention and Rapid Rehousing Program (HPRP) funding.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Sarasota Consortium's lead agency, the Sarasota Office of Housing and Community Development (OHCD), developed the five-year Consolidated Plan using a process approved by both the City of Sarasota and County of Sarasota Commissions. OHCD created a Staff Steering Committee (SSC) as a vehicle to hear public input.

The SSC and Sarasota Office of Housing and Community Development staff held the following focus group meetings related to the Consolidated Plan:

- February 3, 2011, Venice City Hall, Economic and Community Development Needs;
- February 8, 2011, The Federal Building, Special Needs Housing and Services;
- February 10, 2011, North Port City Hall, Homeless Housing and Outreach; and
- February 15, 2011, The Federal Building, Sarasota, Affordable Housing Needs.

In addition to the focus groups, OHCD held two community visioning sessions. These sessions were not focused on a broad topic, but meant to discuss all housing and community development needs throughout the County. They took place at the following dates and locations:

- March 1, 2011, Robert L. Taylor Community Complex, Sarasota; and
- March 10, 2011, North Port City Hall.

2015 – 2016 Action Plan

The Action Plan funding strategies was presented to the Sarasota City Commission and the Sarasota County Commission for preliminary approval on February 17, 2015 and March 3, 2015 respectively.

Two (2) public meetings were held to receive public comment.

- April 7, 2015 - North Port Library
- April 8, 2015 - Sarasota Federal Building

The plan was advertised to receive public comments and the draft Action Plan was placed on the OHCD website. Jurisdictions within the county, adjacent jurisdictions, the State of Florida, public housing agencies, the continuum of care agencies and neighborhood groups were provided with that link to enable them with an opportunity to comment on the draft plan.

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.

One comment was received. This individual suggested that more money be given to subsidize individuals and families in rentals and that more rentals units be provided.

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

To be added after the County Commission approves the final Action Plan

7. Summary

The County advertised the plan as required by federal law, placed the plan on the website and conducted 2 public meetings.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	SARASOTA COUNTY	
CDBG Administrator	SARASOTA COUNTY	Office of Housing and Community Development
ESG Administrator	SARASOTA COUNTY	Office of Housing and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Sarasota is the lead agency responsible for administering jointly funded programs covered by the Consolidated and Action Plans. The Office of Housing and Community Development was created to administer the programs covered by the Consolidated Plan as a result of the consolidation of the City of Sarasota and Sarasota County's housing and community development programs.

The Suncoast Partnership to End Homelessness is designated to be the provider of the Continuum of Care system for both Sarasota and Manatee Counties.

This Action Plan only includes the Sarasota County Community Development Block Grant (CDBG) and Emergency Solution Grant (ESG) funds. The City of Sarasota Action Plan includes the City of Sarasota CDBG, HOME, and SHIP funds. HOME and SHIP funds are included in the City's Action Plan because the City is the lead agency for the consortium and responsible for receiving and administering HOME and SHIP funds.

Consolidated Plan Public Contact Information

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

1. Introduction

The Sarasota Consortium's administrative entity, the Sarasota Office of Housing and Community Development (OHCD), developed the Action Plan with input from all of the participating jurisdictions in Sarasota County. A publicly noticed meeting consisting of representatives of Sarasota County and the cities of North Port, Sarasota and Venice was held on January 16, 2015 for the purpose of reviewing the 2011 - 2016 Consolidated Plan to determine if there were any changes needed and review the proposed projects that were planned to be funded using 2015 - 2016 CDBG, HOME, SHIP and ESG funding. The group reviewed the process that would be used to collect public input on the 2015 - 2016 Action Plan and to plan the development of the 2016 - 2021 Consolidated Plan.

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

The draft Action Plan was advertised to receive comments from the public. The draft Action Plan was placed on the OHCD website and jurisdictions within the county, adjacent jurisdictions, the State of Florida, public housing agencies, continuum of care members and neighborhood groups were sent that link to give them an opportunity to comment on the draft Action Plan.

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 Sarasota Consortium participates in the Continuum of Care meetings. A series of meetings were conducted with the Suncoast Partnership to End Homelessness (Partnership) to work on 12 specific recommendations to improve homeless services that were developed by Dr. Robert Marbut. The majority of those recommendations have been either implemented or are in the process of being implemented. In 2014, Sarasota County provided funding to create a one stop intake center for homeless individuals and families in South County. Sarasota County provided funding to Catholic Charities to purchase and rehabilitate housing for homeless families. Sarasota and the City of Sarasota also provided funding to the Sarasota Y to provide housing for unaccompanied youth.

Sarasota County and the City of Sarasota asked the Community Alliance to study homeless issues and make recommendations to the city and county.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate

outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.

During 2014, the Office of Housing and Community Development (OHCD) staff met with the Suncoast Partnership to End Homelessness (Partnership) to determine how to allocate the ESG funds, develop performance standards and evaluate outcomes of projects and activities assisted by ESG funds. OHCD along with the Partnership developed ESG written procedures. A series of meetings were also held with the partnership and private foundations to identify the funding that would be needed for the administration for the Partnership and the funding to expand the Housing Management and Information System (HMIS) as recommended by Dr. Robert Marbut. The Partnership is the administrator of the HMIS system and oversees the data quality, programming and reporting, trains users and has developed an HMIS Policy and Procedures Manual that has been approved by the Continuum of Care.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	SARASOTA
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy 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?	The Director of the Office of Housing and Community Development reports to both the City Manager and the County Administrator. A publicly noticed meeting consisting of representatives of Sarasota County and the cities of North Port, Sarasota and Venice was held on January 16, 2015 for the purpose of reviewing the 2011 - 2016 Consolidated Plan to determine if there were any changes needed and review the proposed projects that were planned to be funded using 2015 - 2016 CDBG, HOME, SHIP and ESG funding. The group reviewed the process that would be used to collect public input on the 2015 - 2016 Action plan and to plan the development of the 2016 - 2021 Consolidated Plan.
2	Agency/Group/Organization	CITY OF NORTH PORT
	Agency/Group/Organization Type	Other government - Local

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>A publicly noticed meeting consisting of representatives of Sarasota County and the cities of North Port, Sarasota and Venice was held on January 16, 2015 for the purpose of reviewing the 2011 - 2016 Consolidated Plan to determine if there were any changes needed and review the proposed projects that were planned to be funded using 2015 - 2016 CDBG, HOME, SHIP and ESG funding. The group reviewed the process that would be used to collect public input on the 2015 - 2016 Action plan and to plan the development of the 2016 - 2021 Consolidated Plan. The link to the Action Plan was sent to the City for their comments.</p>
3	<p>Agency/Group/Organization</p>	<p>VENICE</p>
	<p>Agency/Group/Organization Type</p>	<p>Other government - Local</p>

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>A publicly noticed meeting consisting of representatives of Sarasota County and the cities of North Port, Sarasota and Venice was held on January 16, 2015 for the purpose of reviewing the 2011 - 2016 Consolidated Plan to determine if there were any changes needed and review the proposed projects that were planned to be funded using 2015 - 2016 CDBG, HOME, SHIP and ESG funding. The group reviewed the process that would be used to collect public input on the 2015 - 2016 Action plan and to plan the development of the 2016 - 2021 Consolidated Plan. The link to the Action Plan was sent to the City for their comments.</p>
4	<p>Agency/Group/Organization</p>	<p>CITY OF SARASOTA HOUSING AUTHORITY</p>
	<p>Agency/Group/Organization Type</p>	<p>PHA</p>

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Sarasota and Venice Housing Authorities were provided with copies of the draft Action Plan and invited to provide public comments. The Sarasota and Venice housing authorities have ongoing projects with OHCD and there is constant coordination on these and other projects.
5	Agency/Group/Organization	Venice Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Sarasota and Venice Housing Authorities were provided with copies of the draft Action Plan and invited to provide public comments. The Sarasota and Venice housing authorities have ongoing projects with OHCD and there is constant coordination on these and other projects.

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

The Sarasota Consolidated Plan was developed with extensive public input. Sarasota is not aware of any agency type that was not contacted and offered the opportunity to participate during the Consolidated Plan process.

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	Suncoast Partnership to End Homelessness	Portions of the 5 year action plan were drafted by the administrator of the organization and the organization was offered the opportunity to make sure that there are no conflicts between the two plans.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

The five year Consolidated Plan was developed with extensive public comment as described above. The Annual Plan uses that five year plan, as amended, and the extensive public comment that were received during this process as the beginning basis for each Annual Plan. To begin the development of the Annual Plan there is a committee meeting consisting of staff from the participating jurisdictions. The committee consists of 2 individuals from the City of Sarasota's Planning Department, 1 individual from the Sarasota County Planning Department, the Sarasota County Neighborhood Coordinator, the Deputy City Manager from the City of North Port and a member of the Planning Department from the City of Venice. The committee reviews the funding recommendations in the 5 Year Consolidated Plan, the known needs in the community and the expected resources for the year. The committee then makes recommendations on the possible uses of federal funds. Those recommendations were taken to the City Commission for their consideration.

A formal presentation was made by the Director of OHCD describing the planned projects for the year. The public was given the opportunity to comment at that meeting. Following City Commission approval, the draft plan was advertised. A display ad was run in the newspaper of general circulation that described the projects that were proposed for funding, the sites where the complete copy of the Action Plan could be reviewed, the dates of the public meetings to discuss the Action Plan and the mailing address where written comments could be submitted. Complete copies of the Action Plan were placed on the OHCD Website, in each county library, Sarasota City Hall and the County Administration buildings. Links to the website were sent using an e-mail blast to all known neighborhood associations and impacted social service providers. Letters with the link to the website were sent to all jurisdictions in Sarasota County, adjacent counties and the State of Florida. Two public meetings were held, one in the City of Sarasota and one in the City of North Port to receive public comment. The City of Sarasota is constantly looking for ways to enhance its public participation process and will be seeing if there are ways to enhance the use of the city's website and twitter feed to make the public better informed about the CDBG process.

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	Newspaper Ad	Non-targeted/broad community	None	None	None	
2	Public Meeting	Non-targeted/broad community	None	None	None	
3	Public Meeting	Non-targeted/broad community	None	None	None	
4	Internet Outreach	Non-targeted/broad community	1 e-mail response was received	The individual suggested that more money be given to subsidize individuals and families in rentals and that more rentals units be provided.	To be determined	
5	Placement of Draft Action Plan in Libraries	Non-targeted/broad community	None	None	None	
6	Draft Action Plan sent to Adjacent Local Governments	Non-targeted/broad community	None	None	None	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Sarasota County CDBG and ESG that are expected to be received are described below.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				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	1,552,583	0	0	1,552,583	1,552,583	The Myrtle Street improvements will leverage other public resources.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				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	138,773	0	0	138,773	126,151	ESG are being received by Sarasota County.
Housing Trust Fund	public - local	Housing	2,509,000	0	0	2,509,000	0	Funds from Sarasota County for the redevelopment of Janie's Garden Phase III.

Table 5 - Expected Resources – Priority Table

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

CDBG funds do not have a matching requirement. The Myrtle Street Project will leverage additional public resources. ESG has a 1:1 matching requirement. The county will provide 50% of the funding and will provide other administrative support funds to the Suncoast Partnership to End Homelessness (the Continuum of Care). Sarasota County will require the service providers that receive homeless prevention funds to match their allocation of ESG funds with other funds. The RFP to select the service providers will require a 100% match as a condition of receiving ESG funds.

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

N/A

Discussion

The federal budget cuts have reduced the available funding for the Sarasota County. This year marks the fifth straight year of declining revenues and will postpone needed projects in low income neighborhoods and reduce future employment in Sarasota County.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Owner Occupied Rehabilitation	2015	2017	Affordable Housing			CDBG: \$175,000	Homeowner Housing Rehabilitated: 25 Household Housing Unit
2	Myrtle Street Improvements	2015	2017	Non-Housing Community Development			CDBG: \$880,267	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 12255 Households Assisted
3	Fair Housing	2015	2016	Affordable Housing		Fair Housing	CDBG: \$20,000	Other: 1 Other
4	Public Services	2015	2016	Non-Homeless Special Needs			CDBG: \$97,800	Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted
5	Homeless Prevention	2015	2016	Homeless		Homeless Prevention	CDBG: \$69,000 ESG: \$96,366	Homelessness Prevention: 75 Persons Assisted
6	Homeless Tracking	2015	2016	Homeless			ESG: \$32,000	Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Owner Occupied Rehabilitation
	Goal Description	
2	Goal Name	Myrtle Street Improvements
	Goal Description	
3	Goal Name	Fair Housing
	Goal Description	
4	Goal Name	Public Services
	Goal Description	
5	Goal Name	Homeless Prevention
	Goal Description	
6	Goal Name	Homeless Tracking
	Goal Description	

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

20

AP-35 Projects – 91.220(d)

Introduction

During 2015 - 2016, Sarasota County will use the majority of its CDBG funds to construct the Myrtle Street Improvements. CDBG funds will also be used to fund Housing Rehabilitation, Homeless Prevention, Social Service Case Workers and to implement the Impediments to Fair Housing Plan. ESG funds will be used for the administration of the Suncoast Partnership to End Homelessness and for the administration of the Housing Management Information Services to better track homeless individuals and awarded to nonprofit agencies to assist homeless families and for homeless prevention.

#	Project Name
1	Housing Rehabilitation
2	Myrtle Street Improvements
3	Fair Housing Activities
4	Homeless Prevention
5	Laurel Civic Association Case Workers
6	North Port Social Services Attendants
7	Administration - CDBG
8	Emergency Solutions Grant

Table 8 – Project Information

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

Sarasota County allocates investments geographically within its jurisdiction by utilizing a target area concept. This target area concept does not preclude the possibility that there will be projects selected that may operate countywide or otherwise out of the identified target areas. All assisted areas are either principally low/moderate income as determined through HUD generated Low and Moderate Income Summary Data. Housing programs are available for homes owned by lower income residents throughout the County.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Housing Rehabilitation
	Target Area	Countywide
	Goals Supported	Owner-Occupied Rehabilitation
	Needs Addressed	Maintaining the affordable housing stock
	Funding	CDBG: \$175,000
	Description	Funds will be used to rehabilitate homes that are owned and occupied by residents with incomes below 80% of the Area Median Income. The target date for completing the activity is June 30, 2017.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	25 low and very low families
	Location Description	Countywide
	Planned Activities	4 separate programs will be offered. A comprehensive rehabilitation program where the applicant may borrow up to \$60,000 for home repairs; an emergency loan program where the applicant may borrow up to \$20,000 for electrical, plumbing, roof, HVAC and code violations; a barrier free program where the applicant may borrow up to \$15,000 to remove barriers in the home; and a lead paint removal program. The comprehensive and emergency loan programs provide loans at a 0% interest rate with no monthly payments until the home is sold, transferred, no longer occupied by the original borrower or 30 years, whichever occurs first. The barrier removal program is a \$3,000 grant and an additional \$3,000 is forgiven each year that the owner remains in occupancy until the loan is totally forgiven. The lead paint removal program is provided as a grant with no repayment. Applications from residents are taken on a first come - first served basis.
3	Project Name	Fair Housing Activities
	Target Area	

	Goals Supported	Fair Housing
	Needs Addressed	Public Services
	Funding	CDBG: \$20,000
	Description	Implementation of the Impediments to Fair Housing Plan that was approved by the City Commission. This is a 5 year plan and activities will be completed by September 30, 2016.
	Target Date	9/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Countywide
	Planned Activities	New activities that will be completed in 2015 - 2016 include: Preparing a Neighborhood and Site Selection Policy for the HOME Program. Revising the Language assistance plan. Working with the City of Venice, the City of North Port and Sarasota County to determine if their zoning ordinances need to be amended to remove locational restrictions on the location of group homes. Tasks that will occur again in 2015 - 2016 will include fair housing testing (for disabilities) and a fair housing training program.
4	Project Name	Homeless Prevention
	Target Area	
	Goals Supported	Homeless Prevention
	Needs Addressed	Public Services
	Funding	CDBG: \$69,000
	Description	Funds to assist individuals and families with rent, utilities and mortgage assistance to prevent homelessness.
	Target Date	9/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	60
	Location Description	Countywide
	Planned Activities	Fund for homeless prevention.
5	Project Name	Laurel Civic Association Case Workers

	Target Area	Laurel Neighborhood
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$45,000
	Description	Funding for Social Service Case Workers.
	Target Date	9/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	50
	Location Description	Laurel Neighborhood
	Planned Activities	Providing case management assistance to lower income Laurel residents to help them apply for Low Income Home Energy Assistance Program, Food Stamps and Food Distribution Programs.
6	Project Name	North Port Social Services Attendants
	Target Area	City of North Port
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$53,000
	Description	Funding for 2 Social Service Case Workers
	Target Date	9/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	200
	Location Description	City of North Port
	Planned Activities	Funding for 2 Social Service Case Workers to help low income families apply for the Low Income Home Energy Assistance Program, Food Stamps and other social service programs.
7	Project Name	Administration - CDBG
	Target Area	
	Goals Supported	
	Needs Addressed	

	Funding	CDBG: \$310,516
	Description	Funding to administer the Sarasota County CDBG Program
	Target Date	9/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	Project Name	Emergency Solutions Grant
	Target Area	Countywide
	Goals Supported	Homeless Prevention Homeless Tracking
	Needs Addressed	Homeless Prevention HMIS
	Funding	ESG: \$128,366
	Description	Funds will be used to purchase and administer the Homeless Management Information Services (HMIS) Program. Funds will also be used to provide funds to Social Service Agencies for Homeless Prevention and Rapid Rehousing.
	Target Date	9/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	75
	Location Description	Countywide
	Planned Activities	A portion of the funds will be used to assist with the implementation of the HUD required HMIS system. The remaining funds will be used for prevention activities and rapid rehousing.
9	Project Name	Myrtle Street Improvements
	Target Area	Newtown Neighborhood
	Goals Supported	Infrastructure Improvements
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$877,688
	Description	Construction of the Myrtle Street project.

Target Date	9/30/2017
Estimate the number and type of families that will benefit from the proposed activities	12,255
Location Description	Myrtle Street between Washington and Tamiami Trail.
Planned Activities	The Myrtle Street Project will include lane widening, bike lanes, sidewalks on both sides of the street, drainage improvements including a storm water retention pond and lighting. These improvements will be constructed in 2015 - 2016.

AP-50 Geographic Distribution – 91.220(f)

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

The Myrtle Street Improvements are being constructed in a low and moderate income neighborhood. Social Service attendants in North Port and Laurel will primarily serve those lower income neighborhoods. The remaining programs will be implemented countywide.

Geographic Distribution

Target Area	Percentage of Funds
City of North Port	3
Laurel Community	3

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Housing and homeless prevention programs operate countywide to serve the needs of lower income residents throughout the entire county.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Housing projects are primarily funded with HOME and SHIP funds. The uses of these funds are contained in the City of Sarasota's Action Plan. The one year goals only include the housing projects funded with County CDBG funds.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	5
Special-Needs	0
Total	20

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	20

Table 12 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

The State of Florida, Sarasota County and the City of Sarasota have awarded funding to the Janie's Garden Phase III redevelopment project. These apartments will be completed during FY 2015 - 2016. The City of Sarasota and Sarasota County have also provided the local match that is required for the Venice Housing Authority to apply for the Venetian Walk Phase II development and to the Sarasota Housing Authority for the Orange Avenue Phase I and Cohen Way developments.

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

While CDBG funds are not allocated to fund public housing developments in 2015 - 2016, the County and the City have provided \$3,099,324 in state and local funds to the Sarasota Housing Authority to assist with the redevelopment of Janie's Gardens Phase III.

In recent years, the City of Sarasota and Sarasota County have funded phases I and II of the Janie's Garden redevelopment project. The County also installed storm windows and doors at the Bertha Mitchell complex.

The county has awarded \$500,000 in CDBG funds and the City of Sarasota has awarded \$200,000 in SHIP funds for the redevelopment of Phase 2 of the Venetian Walk housing redevelopment project. The site improvements have been constructed. The Venice Housing Authority has applied for tax credits in 2015 for the construction of the building.

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

The Sarasota Housing Authority and the Office of Housing and Community Development are working together to increase homeownership opportunities for public housing beneficiaries. In January 2015, a public housing tenant was provided Downpayment Assistance Program funds using State housing trust funds.

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

The Sarasota Housing Authority and the Venice Housing Authority are located in Sarasota County. Neither is designated as troubled by HUD.

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

Introduction

The City of Sarasota and Sarasota County work together through the Office of Housing and Community Development to address homeless issues. City and County funds have been used to hire Dr. Robert Marbut to develop a strategy to address the needs of the homeless. The plan calls for the construction of 3 homeless facilities, a family shelter in each of north and south Sarasota County and an emergency shelter to serve the chronic homeless adults. In 2014 - 2015, Sarasota County used the majority of its CDBG funding for the development of the south Sarasota County family shelter. CDBG and ESG funding is provided for homeless prevention and rapid rehousing as well as the management of the Homeless Management Information Systems.

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

Sarasota County developed written standards for providing its ESG and CDBG funds and a process for making sub-awards to nonprofit organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Sarasota and Sarasota County work together to address homeless issues using CDBG and ESG funding. City and County funds have been used to hire Dr. Robert Marbut to develop a strategy to address the needs of the homeless. The plan calls for the construction of 3 homeless facilities, a family shelter in each of north and south Sarasota County and an emergency shelter to serve the chronic homeless adults. In 2014 - 2015, Sarasota County used the majority of its funding for the development of the south Sarasota County family shelter.

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

The Sarasota Consortium has implemented an innovative concept to deal with chronic homelessness. The Community Alternative Residential Treatment (CART) Initiative is funded by Sarasota County with in-kind contributions from a number of social service agencies and is designed to address individuals with substance abuse and / or mental issues. The initiative provides medically supervised detoxification at the Addictions Receiving Facility, a 10-week

intensive residential substance abuse treatment program and transitional housing. Six (6) non-profit agencies participate in some portion of the program. The specific barrier to achieving the desired result is that some program participants may be unwilling or unable to change their lifestyle.

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.

To strengthen the delivery of services for those at imminent risk of homelessness, the Consortium will be providing direct funding to social service agencies to prevent homelessness. These funds will be used to leverage other funds and resources to both provide services to homeless individuals and families and also to prevent low-income families from becoming homeless.

Funding will be used to assist persons that are homeless or those at risk for becoming homeless with rent, rental deposits, mortgage payments and utilities. Agencies with skilled case managers are integral to the process by teaming the clients up with counseling, job training, food vouchers, household budgeting, credit counseling and other services that highly increase the success rate of the client(s). Homeless prevention has evolved as an important and cost effective priority because it has been shown in national studies that the cost to assist a homeless person is typically seven times more expensive than the cost to prevent homelessness.

In 2012 - 2013, the City and County initiated a program to assist foster care graduates as well as unaccompanied youth with housing assistance.

The SRQ Community Living for At-Risk Student Success (SRQ CLASS) was established to serve persons who are homeless and enrolled in a full-time education program. The program seeks to assist vulnerable students aging out of foster care or homeless unaccompanied youth age 18-22 with subsidized transitional housing. (17 year old youth that are currently engaged in the SCC's Independent Living Program may also qualify for program consideration.) The funding provides up to 18 months of housing assistance to help youth complete high school, engage in college/ or technical skill training and develop the skills they will need to become self-sufficient. The program is not intended to be a long term housing program or to serve youth who are not engaged in furthering their education and career post-graduation.

To be eligible to receive Youth Independent Housing assistance, the applicant must meet the following conditions:

1. The Applicant must be age 18-22 and not in the physical custody of a parent or legal guardian. (17 year old youth that are currently engaged in the SCC's Independent Living Program may also qualify for program consideration).
2. The Applicant must be able to document full time enrollment, as defined by the educational program, and attendance in a certified education program (Traditional High School, Alternative Accredited Education Program, College, or Vocation Skills Training Program).
3. The Applicant must meet with a staff member from the Sarasota YMCA's Safe Children Coalition or Schoolhouse Link who will conduct an initial consultation to determine the appropriate assistance for the Applicant.
4. The total household income of all residents that will reside in the home must be less than 50% of median income for Sarasota County as determined by the Department of Housing and Urban Development (HUD), adjusted by household size. The Section 8 definition of income will be used to qualify the applicant.
5. Certain full or part time students are excluded from participating in the HOME program as provided in 24 CFR 5.612.

Discussion

The SHIP program has been used to develop 126 special needs housing units during the past 10 years. Participants involved in the creation of the 2011-2016 Consolidated Plan informed City and County staff that special needs affordable housing needs have been mostly met in Sarasota County, however this will be revisited when the 2016 - 2021 Consolidated Plan is prepared to determine if this is still accurate.

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

Introduction

In 2012, the City and County formed a committee to develop a Housing Incentive Plan to identify barriers to affordable housing. That report is included by reference in this plan.

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 City and County have programs in place to give priority processing to affordable housing developments. This requires that all affordable housing development applications are processed ahead of all other applications. The City and County also have a process in place that requires that they consider the impact to the cost of housing before they implement any ordinance, or land use policy.

AP-85 Other Actions – 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

The Sarasota Consortium will continue its advertising campaign to insure that underserved residents are aware of the available housing programs. In addition, meetings will continue with various service providers to search for new funding and better ways to serve eligible families.

Actions planned to foster and maintain affordable housing

Sarasota County and the City of Sarasota have dedicated HOME and SHIP funds to rehabilitate homes owned and occupied by lower income residents.

Actions planned to reduce lead-based paint hazards

Lead-based paint hazard reduction will be integrated into all housing policies and programs in Sarasota County. The Sarasota Consortium is taking a number of measures to evaluate and reduce lead-based paint hazards. They include:

- Low-income homeowners who discover lead-based paint in their homes will qualify for a grant to remedy the risks posed by the lead;
- The Health Department will be annually reminded of the grant available to low-income homeowners to remove lead in their home;
- Individuals taking part in the Down Payment Assistance Program and homeless prevention programs receive a copy of *Protect Your Family from Lead in Your Home*; and
- Units rehabilitated using Federal funds will be required to abide by the HUD lead-based paint regulations.

The Sarasota Consortium will support and encourage applications for lead-based paint abatement grants that will benefit the residents of Sarasota County, especially those of lower means. The Consortium supports the housing authorities and State, County, and City agencies in efforts to educate and inform the public of the hazards associated with lead-based paint.

Actions planned to reduce the number of poverty-level families

Sarasota County and the City of Sarasota have adopted a Section 3 plan will ensure that the community improves its process for awarding contracts to low-income residents of Sarasota County and set up a fund to provide job training for low-income residents countywide. This plan has been so successful that it has been used by both nonprofit and for profit developers to build facilities that are not receiving federal funds.

Actions planned to develop institutional structure

The Consolidated Plan is being implemented through a combination of public, private and nonprofit organizations. The Sarasota County Commission and this Action Plan have provided funding to the Suncoast Partnership to End Homelessness.

Nonprofit organizations need consistent funding to be effective. The reduction in federal funding and the elimination of new state funding places the effective institutional structure in Sarasota at substantial risk.

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

As described on page 123 of the 2011 - 2016 Consolidated Plan, OHCD conducts routine meetings with Social Service Agencies to provide feedback on the effectiveness of its various housing programs.

Program Specific Requirements

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

Introduction

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

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
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:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

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

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

Sarasota County consulted with the local Continuum of Care to develop written standards for providing ESG assistance. Those written standards are attached.

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 Continuum of Care has established a centralized assessment system using HMIS principles. This year's Action Plan includes funding to purchase additional HMIS modules and these enhancements will streamline the process. The HMIS Committee continues to consider process improvements. Currently, 2-1-1 is able to conduct the initial assessment and referral, and the provider does a more in depth assessment upon engaging the client.

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).*

Sarasota County will issue a request for proposals (RFP) that will include a set of ranking criteria that carry point values. It is anticipated that the criteria will include the following factors: Project description, Organizational Experience; Coordination and Collaboration; Outcomes; Data Collection; and a Program budget that will demonstrate how they will meet the matching requirements. The request for proposal will be made available to private nonprofit organizations through the continuum of care and be placed on the OHCD website.

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.*

Sarasota County will utilize the Continuum of Care to consult with the homeless and formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

5. *Describe performance standards for evaluating ESG.*

All organizations receiving ESG funds will be required to determine whether an ESG recipient remains suitably housed for 6 months after receiving assistance. The goal will be for 75% of recipients to still be suitably housed.

CERTIFICATIONS

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

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

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

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

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

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

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

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

Signature/Authorized Official

Date

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

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

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

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

Excessive Force -- It has adopted and is enforcing:

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

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

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

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

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

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

Signature/Authorized Official

Date

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

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

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

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

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

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

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

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

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

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

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

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

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

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:		Organizational Unit:	
Organizational DUNS:		Department:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)	7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)
9. NAME OF FEDERAL AGENCY:	

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): □□-□□□□	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
--	--

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
--

13. PROPOSED PROJECT	14. CONGRESSIONAL DISTRICTS OF:
Start Date: Ending Date:	a. Applicant b. Project

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal \$.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant \$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State \$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
e. Other \$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income \$.00	
g. TOTAL \$.00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		