

# 2011 City of Orlando



## Annual Action Plan for Housing & Community Development Programs



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District 2 Commissioner: Tony Ortiz  
District 3 Commissioner: Robert F. Stuart  
District 4 Commissioner: Patty Sheehan  
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District 2 – John Cabrera  
District 3 –Pati A.R. Howard  
District 4 – Michael Sheils  
District 5 – Jerome Williams  
District 6 – Madeliene Francois  
Orlando Housing Authority- Gaile Plowden

**Housing Opportunities for Persons with AIDS (HOPWA) Review Committee**

Ryan White Part A – Dwight Randolph  
Ryan White Part B – Debbie Tucci  
HOPWA Advisory Committee Chair – Alan Tidmore  
University of Central Florida, Paula Seigler

**Emergency Shelter Grants (ESG) Review Committee**

Orlando Housing Authority - Gaile Plowden  
Homeless Services Network, Inc. - Cathy Jackson  
University of Central Florida – Amy M. Donley, Ph.D.

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## **Section 1 – Executive Summary**

## **EXECUTIVE SUMMARY**

The Program Year 2011 Annual Action Plan provides a description of the activities the City of Orlando Housing & Community Development Department (HCD) will undertake from October 1, 2011, through September 30, 2012, to address priority needs and objectives identified in the Five Year Strategic Plan, a key planning component of the 2011-2016 Consolidated Plan for Housing and Community Development Programs.

The Consolidated Plan addresses the following four (4) formula grant programs which are administered by the U. S. Department of Housing and Urban Development (HUD):

1. Community Development Block Grant (CDBG) Program
2. HOME Investment Partnerships Program (HOME) Program
3. Emergency Solutions Grants (ESG) Program
4. Housing Opportunities for Persons with AIDS (HOPWA) Program

### **Grant Awards**

The City of Orlando Housing & Community Development (HCD) Department anticipates receiving \$7,083,824 from the U.S. Department of Housing and Urban Development (HUD) for Program Year 2011. Individual Grant Award amounts:

Community Development Block Grant (CDBG) Program	\$2,046,622
Emergency Shelter Grants (ESG) Program	\$99,051
HOME Investment Partnerships Program (HOME) Program	\$1,259,227
Housing Opportunities for Persons with AIDS (HOPWA) Program	\$3,640,338
<b>Total</b>	<b>\$7,045,238</b>

## 1. Outcomes & Objectives

The Community Development and Outcome Performance Measurement System provides a framework for HUD to collect local data from grantees and determine the impact of housing and community development programs at a local level. The City compiles the data into the Integrated Disbursement and Information System (IDIS) on a regular basis which offers the HUD offices oversight and monitoring of performance. The Consolidated Annual Performance Report (CAPER) provides a complete explanation of the previous year's activities and includes IDIS reports that track the identified objectives and outcomes.

- Twelve (12) projects planned for FY 2011 utilize the HUD objective of Availability/Accessibility and the outcome of Suitable Living
- Eleven (11) projects utilize the HUD objective of Affordability and the objective of Decent Housing
- Three (3) projects utilize the objective of Availability/Accessibility and the outcome of Decent Housing
- One (1) project utilizes the HUD objective of Sustainability with the outcome of Suitable Living Environment
- One (1) project utilizes the HUD objective of Affordability with the outcome of Suitable Living Environment

For a complete breakdown of the City's proposed projects and how they reflect HUD's Outcomes & Objectives, please see **Section 2** of this document titled "**Outcomes & Objectives**" on page 15.

## 2. Evaluation of Past Performance

All FY 2010 CDBG, ESG & HOPWA awarded projects are progressing to completion in a timely manner and are expected to meet or exceed proposed outcomes.

To ensure agency commitment to completion of **CDBG** funded projects, the HCD Department requires that applicants to the Requests for Applications (RFA) leverage at least 25% of additional funding. Additionally, the RFA process includes a "feasibility review" of all CDBG public facility rehabilitation projects by the HCD Technical Review Committee. This committee is comprised of representatives from the City's Economic Development, Permitting, Public Works and Housing and Community Development Departments. Expenditures for projects are monitored via monthly analysis and monthly desk monitoring. All agencies will receive an onsite monitoring before the end of the program year to ensure compliance with HUD and City regulations.

All **ESG** applicants are required to provide 100% match to the ESG award from the City. Expenditures for projects are monitored via monthly analysis and monthly desk monitoring. Client data is monitored via the Homeless Management Information System (HMIS). All agencies have or will receive an onsite monitoring before the end of the program year to ensure compliance with HUD and City regulations.

All **HOPWA** projects are progressing to completion in a timely manner and are expected to meet or exceed proposed outcomes. Expenditures for projects are monitored via monthly analysis and monthly desk monitoring. Housing Quality Standards Inspections are scheduled. Client data is monitored via the Homeless Management Information System (HMIS). All agencies have or will receive an onsite monitoring before the end of the program year to ensure compliance with HUD and City regulations.

The City's HCD Department will continue to evaluate the funding allocation process and implement changes to ensure success of all City projects utilizing HUD funds.

## 3. Summary of Citizen Participation and Consultation Process

In an effort to broaden public participation, Public Notices of funding opportunities for annual RFAs are submitted to the area newspapers and listed on the City of Orlando's HCD Department website as they become available. The Annual Action Plan is also available at area libraries in addition to the City Hall location, online and

at area libraries. The City's HCD staff attends area meeting such as the Homeless Services Network of Central Florida membership meeting, the Ryan White Planning Council meeting and the Housing Review Committee meeting to publicly announce funding opportunities. And Public Meetings are publicly posted and invite citizen's comments on the HCD planned and completed activities.

The City HCD makes annual funding recommendations and sets program goals in consultation with various partnerships and committees including the Affordable Housing Advisory Committee, the CDBG Review Committee made up of appointees from each commissioner district, HOPWA Community Advisory Board, Homeless Services Network, the Ryan White Planning Council and the Housing Review Committee and the ESG Review Committee. Additionally, local HCD offices share information during the planning process to prevent duplication of services.

#### **4. Summary of Public Comments**

No comments were received.

#### **5. Summary of comments received and not accepted**

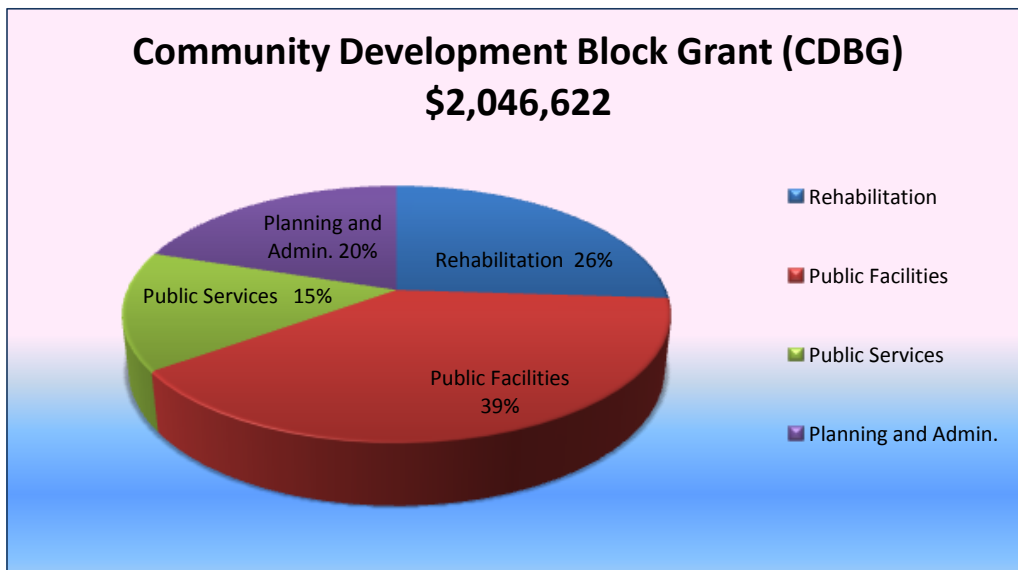
No comments were received.

## Grant Activities

Community Development Block Grant (**CDBG**) Program activities identified for program year 2011 are minor rehabilitation for low income and senior housing through Seniors First, Inc.; public service activities for community care for the elderly and disabled, substance abuse and mental health treatment services for LMI/indigent women, childcare services for homeless mothers, an employment program for persons with disabilities, college preparation, foreclosure prevention, housing counseling and credit counseling. In addition, the City's HCD Department will utilize CDBG funds to manage implementation of HOME funded owner occupied and rental housing rehabilitation activities.

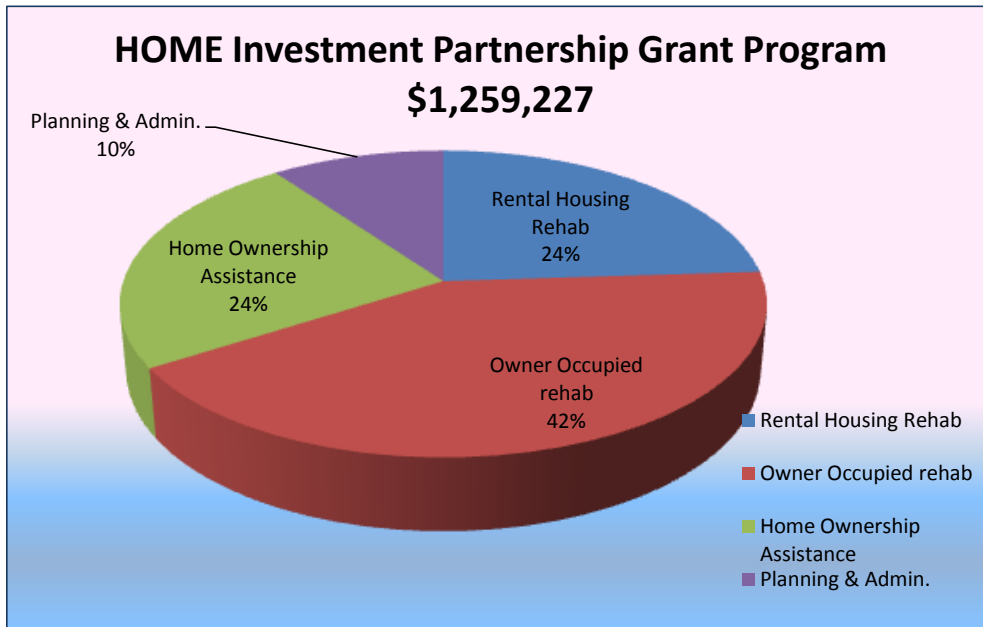
Public facilities acquisition and improvement projects include the rehabilitation of a neighborhood center gymnasium floor, replacement of playground equipment in a neighborhood park, parking lot improvements to a public housing facility, site improvements to a health center for LMI/indigent households, acquisition of a facility to provide services to disenfranchised youth, improvements to a facility that provides services to the disabled, and continuing from 2009, public facility improvements for a homeless shelter.

Chart of CDBG Activities:



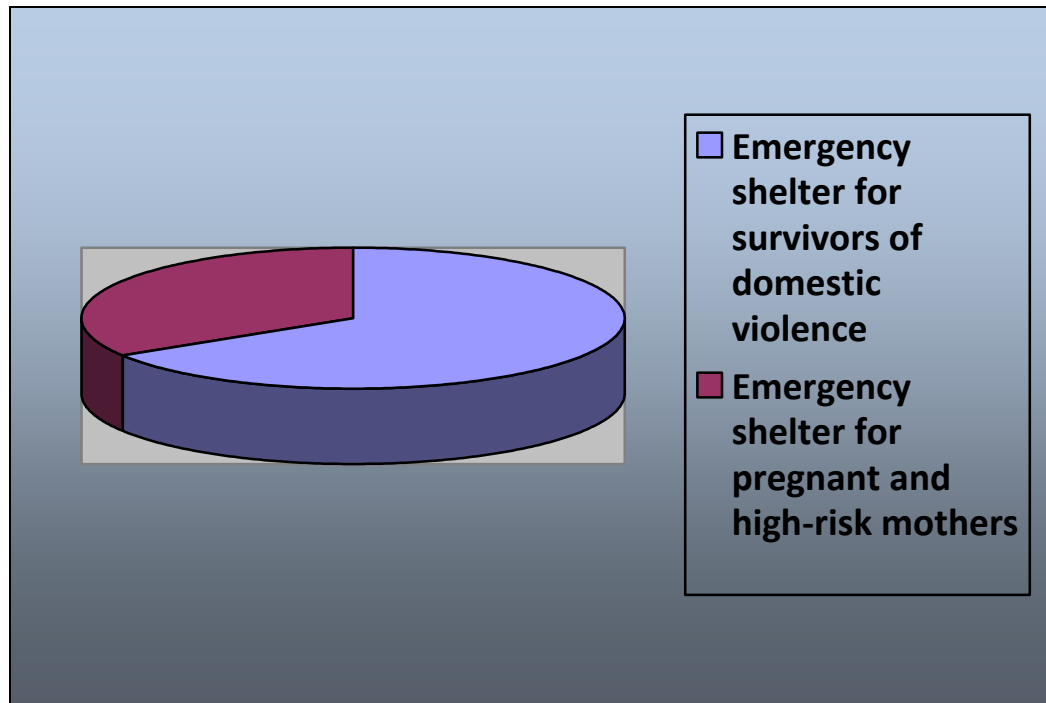
The HOME Investment Partnerships Program (**HOME**) Program will fund owner occupied and rental housing rehabilitation and down payment assistance.

**Chart of HOME Activities:**



**Emergency Shelter Grants (ESG)** Program funds totaling **\$99,051** will be used for a portion of the operating costs of shelters providing services to homeless pregnant and other high-risk mothers and for women and child survivors of domestic violence.

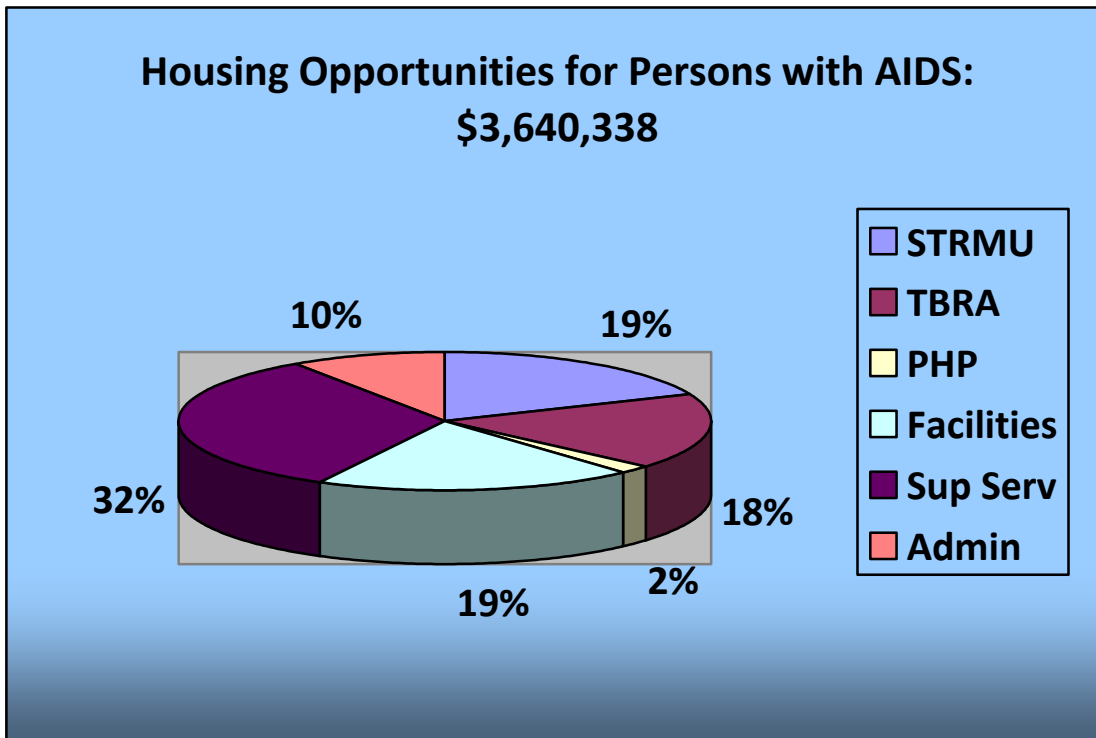
Chart of ESG Activities:



Housing Opportunities for Persons with A.I.D.S. (**HOPWA**) Program funds will be allocated to twelve nonprofit agencies to provide:

- STRMU (short-term rent, mortgage and utility assistance)
- TBRA (; tenant-based rental assistance)
- PHP (, permanent housing placement)
- Supportive services in the form of housing case management, substance abuse and mental health counseling,
- Facility based housing operating costs for low-income persons with AIDS and their families.
- Administration

**Chart of HOPWA Activities:**



**Section 2**  
Outcomes & Objectives

## Objectives & Outcomes

### Overview

All Federal agencies are required to measure the outcomes of their programs. The Community Development and Outcome Performance Measurement System provides a framework for HUD to collect local data from grantees and determine the impact of housing and community development programs at a local level. The grantee compiles the data into the Integrated Disbursement and Information System (IDIS) on a regular basis which offers the HUD offices oversight and management monitoring of performance. The performance measurement system was developed to provide Community Planning & Development (CPD) grantees with a standardized methodology and system to measure the outcomes of the following four programs: HOME, CDBG, ESG and HOPWA.

### Definitions

<b>OUTCOME: An outcome addresses the “type” of change.</b>	<b>OBJECTIVE: An objective asks “what is the purpose of the activity”.</b>
Availability/accessibility	Decent Housing
Affordability	Suitable Living Environment
Sustainability	Economic Opportunity

The following charts are a summary of the key program activities which will be entered into IDIS.

<b>Community Development Block Grant</b>			
<b>OUTCOME</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTIVITY</b>
Availability/ Accessibility	Decent Housing (DH-1)	HCD staff to provide professional technical support to all CDBG & HOPWA funded facility improvement projects, as well as HOME & SHIP funded reconstruction and rehabilitation of single family homes, and construction and rehabilitation of multi-family rental units.	City of Orlando Housing & Community Development (HCD) Department Rehabilitation Technical Support
Availability/ Accessibility	Decent Housing (DH-1)	Minor rehabilitation of thirty-seven (30) units owned by senior citizens	Seniors First Inc. – HEART Program
Availability/Acc essibility	Decent Housing (DH-1)	Case management services for eleven (11) low income seniors and/or disabled persons.	Seniors First – Community Care for the elderly and disabled
Availability/ Accessibility	Suitable Living Env. (SL-1)	250 bed residential shelter for homeless men.	Coalition for the Homeless – Men’s Service Center planning, design and construction costs
Availability/ Accessibility	Suitable Living Env. (SL-1)	Childcare services for children of fifteen (15) homeless pregnant teen and other high-risk mothers.	BETA Center – Childcare Development Center
Availability/ Accessibility	Suitable Living Env. (SL-1)	Specialized, gender-specific substance abuse treatment services for three (3) homeless, very-low to low income women, pregnant or post-partum women with children less than 18 years of age.	Center for Drug Free Living - Women and Children’s Residential Program

Availability/ Accessibility	Suitable Living Env. (SL-1)	Employment training and job placement for sixty-nine (69) low to moderate income persons with disabilities.	Center for Independent Living, Inc. – Employment Training and Job Placement
Availability/ Accessibility	Suitable Living Env. (SL-1)	Renovation of the floor of the Englewood Gymnasium located at the Englewood Neighborhood Center to benefit twenty-four hundred (2,400) adult individuals and youth.	City of Orlando Families Parks and Recreation– <i>Englewood Gymnasium Floor Renovation</i>
Availability/ Accessibility	Suitable Living Env. (SL-1)	Replacement of Playground equipment new, safe and ADA accessible playground equipment in the Englewood Park to benefit five thousand thirty (5,030) adult individuals and youth.	City of Orlando Families Parks and Recreation – Englewood Playground Replacement
Availability/ Accessibility	Suitable Living Env. (SL-1)	Parking lot improvements to address hazardous conditions and include ADA upgrades at the Reeve Terrace Recreation facility to benefit seven-hundred and thirty (730) adult individuals and youth.	City of Orlando Families Parks and Recreation – Reeves Terrace Parking Lot Improvement
Availability/ Accessibility	Suitable Living Env. (SL-1)	Renovation and expansion of the health care facility to increase access to health services for nine thousand, eight-hundred and thirty-six (9,836) homeless and underserved families.	Health Care Center for the Homeless, Inc. – Renovation and expansion
Availability/ Accessibility	Suitable Living Env. (SL-1)	Acquisition of facility to provide social community activities, educational and economic opportunities to two-hundred and forty (240) at-risk and disenfranchised youth.	Miracle of Love, Inc. – Facility Acquisition
Availability/ Accessibility	Suitable Living Env. (SL-1)	Installation of sun shade and inclement weather protection structure to benefit one-hundred and ninety-four (194) persons with disabilities receiving employment services.	Quest, Inc. – Facility Improvements
Sustainability	Suitable Living Env. (SL-3)	<i>“PKZ College Testing Readiness Program”</i> will pretest, analyze results and develop a personal study plan for thirty (30) low-moderate income students.	Orlando Community Youth Trust, Inc. – Youth services
Affordability	Suitable Living Env. (SL-2)	Pre-purchase/Mortgage Default Counseling to fifty (50) low and moderate income households.	CredAbility, Inc.
Affordability	Suitable Living Env. (SL-2)	Pre-purchase/Mortgage Default Counseling to seventy-five (75) low and moderate income households.	HELP, Inc.
Affordability	Suitable Living Env. (SL-2)	Homebuyers Club services provided to fifty-seven (57) low and moderate income households.	HELP, Inc.
Affordability	Suitable Living Env. (SL-2)	Pre-purchase/Mortgage Default Counseling to seventeen (17) low and moderate income households.	HANDS, Inc.
Affordability	Suitable Living	Homebuyers Club services provided to fifteen	

	Env. (SL-2)	(15) low and moderate income households.	HANDS, Inc.
Affordability	Suitable Living Env. (SL-2)	Pre-purchase/Mortgage Default Counseling to thirty (30) low and moderate income households.	Center for Independent Living, Inc.

<b>HOME Investment Partnerships</b>			
<b>OUTCOME</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTIVITY</b>
Affordability	Decent Housing (DH-2)	Complete twenty (20) units with certificates of occupancy	City of Orlando HCD & CHDO Rental Housing rehabilitation
Affordability	Decent Housing (DH-2)	Complete thirty-six (36) units with certificates of occupancy	City of Orlando HCD Single Family Owner Occupied Rehabilitation
Affordability	Decent Housing (DH-2)	Provide homeownership assistance to twenty (20) first time homebuyers	City of Orlando HCD Home Ownership Assistance

<b>Emergency Solutions Grant</b>			
<b>OUTCOME</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTIVITY</b>
Availability/Accessibility	Suitable Living Env. (SL-1)	Operating costs for this emergency shelter program serving homeless pregnant teen and other high-risk mothers.	BETA Center, Inc. Operating costs
Availability/Accessibility	Suitable Living Env. (SL-1)	Operating costs of emergency shelter to provide housing to four-hundred and sixty-six (466) homeless women and child survivors of domestic violence.	Harbor House – Operating costs

<b>Housing Opportunities for Person with AIDS</b>			
<b>OUTCOME</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTIVITY</b>
Affordability	Decent Housing	12 Facility Based housing units to house 30 women and men over a one year period	Catholic Charities, Inc. dba Pathways to Care, Inc.
Affordability	Decent Housing	517 individuals receive the following services: STRMU, Permanent Housing Placement, TBRA, Facility Based Housing &/or Supportive Services	Center for Drug Free Living, Inc. dba CENTAUR – HIV Services
Affordability	Decent Housing	526 individuals receive the following services: STRMU, TBRA, Permanent Housing Placement, Facility Based Housing, &/or Supportive Services	Center for Multicultural Wellness & Prevention, Inc.
Affordability	Decent Housing	11 Facility Based housing units to house sixty (60) families	Habitat for Humanity of Greater Apopka, Inc.
Affordability	Decent Housing	300 individuals receive the following services: STRMU, Permanent Housing Placement, TBRA, &/or Supportive Services	Miracle of Love, Inc.

Affordability	Decent Housing	6 Facility Based housing units to house 35 women and women with children over a one year period	Spotlight Ministries – Rachel’s House
Affordability	Decent Housing	12 Facility Based housing units to house 40 men over a one year period	St. Francis House, Inc.
Affordability	Decent Housing	12 Facility Based housing units to house 50 women and men over a one year period	X-Tending Hands, Inc.

\*STMURU – Short-term rent, mortgage & utility assistance

\*TBRA – Tenant-based rental assistance

**Section 3**  
Citizen Participation and Consultation

## **CITIZEN PARTICIPATION AND CONSULTATION**

### **Overview**

The City incorporates citizen participation on every level to establish solutions to address the needs of the growing metropolitan area. The City of Orlando Housing and Community Development Department's "*Citizen Participation Plan for Housing and Community Development Programs*" guides the administration of these programs and is available for review on line at [www.cityoforlando.net/.housing](http://www.cityoforlando.net/.housing).

### **Efforts to Broaden Citizen Participation**

- Public Notices of funding opportunities are submitted to the area newspaper and listed on the City of Orlando's HCD Department website as they become available.
- Community appointed review committees, such as the CDBG Review Committee, the ESG Review Committee, the Housing Review Committee and the HOPWA Review Committee assist the City in determining awards for proposed eligible grant activities. These meetings are publicly posted.
- Coordinated services to ensure public participation, HCD Department staff consults with and are active participants on related community boards & councils, such as the Affordable Housing Advisory Committee, the Homeless Services Network of Central Florida, The Ryan White HIV Health Services Planning Council, and the Central Florida Commission on Homelessness.
- HCD Department staff actively consults with and shares data, coordinate events and plan objectives in collaboration with Orange County Housing and Community Development Division, Project Homeless Connect, Homeless Services Network and the Priority Setting and Resource Allocation process for the HIV Health Services Planning Council.
- The HCD Director and the Orlando Housing Authority Director are in regular communication to ensure effective coordination of housing services and resident participation.

CDBG, ESG, HOME and HOPWA grant monies have been allocated according to program requirements, including a competitive "Requests For Applications/Proposals" (RFA/RFP) selection process which ensures proposed projects are aligned with the City's 2011-2016 Consolidated Plan priorities. Senior housing for minor rehabilitation and housing counseling are projects identified in the City's 2011-2016 Consolidated Plan. Funding for these activities are automatically renewed and agencies currently providing the services may have their agreements renewed based on annual performance.

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

1. Agencies to be funded are selected through a competitive review process. The City provides information concerning the amount of funding, application time period and other pertinent details in a public notice that is placed in the area newspaper and on the City's website: [www.cityoforlando.net/housing](http://www.cityoforlando.net/housing).
2. The CDBG Review Committee is comprised of local citizens appointed by their City of Orlando District Commissioners and a representative from the Orlando Housing Authority (OHA) who volunteer their time to ensure a non-biased review of eligible applications.
3. Proposals are reviewed by HCD staff before forwarding to the selection committees to ensure they meet with priorities of target populations and geographic areas as established in the Consolidated Plan.
4. Public Facilities improvements proposals are reviewed by the Housing and Community Development Technical Review Committee comprised of the City's Economic Development, Public Works, Permitting and Housing and Community Development departments. This ensures compliance with City regulations and feasibility of projects to achieve completion in a timely manner.
5. Award recommendations are also publicized in the area newspaper and posted on the City's website for comments before receiving City Council approval.

### **Emergency Shelter Grants (ESG)**

1. Agencies to be funded are selected through a competitive review process. The City provides information concerning the amount of funding, application time period and other pertinent details in a public notice that is placed in the area newspaper and on the City's website: [www.cityoforlando.net/housing](http://www.cityoforlando.net/housing).
2. The ESG Review Committee is comprised of a representative of the local Continuum of Care lead agency, a representative from the Orlando Housing Authority and a volunteer representative from the Orlando Housing Authority. Alternatively, representatives may be from local university research departments. Members volunteer their time to ensure a non-biased review of eligible proposals.
3. Proposals were reviewed by HCD staff before forwarding to the ESG Review Committee to ensure they met with priorities of target populations and geographic areas as established in the Consolidated Plan.
4. Award recommendations are also publicized in the area newspaper and posted on the City's website for comments before receiving City Council approval.

### **HOME Investment Partnerships Program (HOME)**

1. The HOME program has an ongoing RFA/RFP process in conjunction with the City's State Housing Initiatives Partnerships (SHIP) program. It is recommended that applicants seeking construction subsidies under the new construction, acquisition and /or rental rehabilitation must first meet with Housing and Community Development Department Staff. The purpose of this meeting is to review submission and program requirements.
2. Applications are reviewed throughout the year on a first-come, first-qualify basis. Completed proposals are then reviewed by the Housing Review Committee (HRC) committee each month. The Committee is composed of at least eleven (11) Review Committee Members who have been drawn from the community, other advisory review bodies and City Departments. Recommendations to award HOME funds are then submitted to City Council for approval.
3. HOME funded units, to be assisted under the Owner-Occupied Housing Rehabilitation and First-time Homebuyers programs, are also selected on a first come first serve basis.

### **Housing Opportunities for Persons With AIDS (HOPWA)**

1. Agencies to be funded are selected through a competitive review process. The City provides information concerning the amount of funding, application time period and other pertinent details in a public notice that is placed in the area newspaper and on the City's website: [www.cityoforlando.net/housing](http://www.cityoforlando.net/housing).
2. Proposals are reviewed by HCD staff before forwarding to the HOPWA Review Committee to ensure they met with priorities of target populations and geographic areas as established in the Consolidated Plan.
3. The HOPWA Review Committee includes a representative from the Ryan White Part A grantee office, the Ryan White Part B grantee office, the University of Central Florida Research Department and at least one peer representative from the local HIV/AIDS community. Members volunteer their time to ensure a non-biased review of eligible proposals.
4. Additionally, the HOPWA Advisory Committee meets every other month to update consumers and agencies on policies and financial issues related to the program. This advisory committee is comprised of representatives from each county in the HOPWA Eligible Metropolitan Area (EMA), the Ryan White Part A & B offices, HOPWA funded agencies and consumers.
5. Award recommendations are also publicized in the area newspaper and posted on the City's website for comments before receiving City Council approval.

## **PUBLIC NOTICE OF DRAFT OF ANNUAL ACTION PLAN**

Projects reviewed by the various committees that are recommended for funding are incorporated into the Program Year 2011 Annual Action Plan. A draft was available for Public Comment from June 15, 2011 through July 15, 2011. Public Notice of the Annual Action Plan draft was published in the Orlando Sentinel County versions for Lake, Orange, Osceola and Seminole with a request for citizen comments. The Program Year 2011 Annual Action Plan is also available to the public on the City's website.

## **PUBLIC HEARING**

Notice of the a PUBLIC HEARING held on Tuesday, June 22, 2011 at 6 p.m. in the City Council Chambers on the second floor of City Hall, 400 South Orange Avenue, Orlando, Florida, is included in the published PUBLIC NOTICE for the Draft of the Annual Action Plan. The public was invited to review the 2011-2012 Annual Action Plan and attend the Public Hearing with questions and comments.

## **CITIZEN COMMENTS**

As of this writing no comments have been received.

The Program Year 2011 Annual Action Plan is scheduled to be submitted to Orlando City Council for approval on Monday, July 25, 2011. After Council approval of the plan, it will be submitted to the U. S. Department of Housing and Urban Development (HUD) Jacksonville office to arrive on or before August 15, 2011.

Below is a copy of the notice published in the area newspapers on June 12, 2011 with the amounts that were expected to be received at the time of publication.



# **CITY OF ORLANDO**

## **NOTICE OF PUBLIC AVAILABILITY**

## **CITY OF ORLANDO**

### **DRAFT OF THE FY 2011-2016 CONSOLIDATED PLAN, DRAFT OF THE FY 2011-2012 ANNUAL ACTION PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

### **DRAFT OF THE CITIZEN PARTICIPATION PLAN**

and the

### **DRAFT OF THE ANALYSIS OF IMPEDIMENTS**

TO ALL INTERESTED RESIDENTS, AGENCIES, AND ORGANIZATIONS - The City of Orlando wishes to inform residents of the proposed DRAFT of the FY 2011-2016 Consolidated Plan and the DRAFT of the FY 2011-2012 Annual Action Plan for the following four Housing and Community Development Programs funded through the U.S. Federal

Department of Housing and Urban Development (HUD): 1. Community Development Block Grant (CDBG); 2. HOME (Home Investment Partnership); 3. Emergency Shelter Grant (ESG); and 4. Housing Opportunities for Persons with AIDS (HOPWA). Additionally, the City wishes to inform residents of the proposed DRAFT of the Citizen Participation Plan and the 2011-2016 Analysis of Impediments to Fair Housing.

The Consolidated Plan identifies resources and strategies to assist in meeting housing and community development needs and includes a plan for monitoring performance. The FY 2011-2012 Annual Action Plan is a component of the FY 2011-2016 Consolidated Plan. The proposed Annual Action Plan describes specific activities to be carried out under the four HUD grant programs to meet the overall Consolidated Plan goals and strategies to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for extremely low-, low- and moderate-income persons/families households with incomes not exceeding 80% of the median family income for the Orlando Metropolitan Statistical Area (MSA).

The Citizen Participation Plan is developed by the City to describe and document efforts that will be undertaken to provide for and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance report. The City of Orlando is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation and assessment of its funding from HUD.

As a recipient of federal funds, the City of Orlando is required to affirmatively further fair housing. This requirement requires the City take the following measures: 1) conduct and analysis of impediments to fair housing choice; 2) take appropriate actions to overcome the effects of impediments identified through that analysis; and 3) maintain records reflecting the analysis and actions. An Analysis of Impediments (AI) is an examination of the impediments or barriers to fair housing that affect protected classes within a geographic region, in this instance, within the Orlando boundaries.

The total amount of funds anticipated to be available under the City's FY 2011-2012 Annual Action Plan for Housing and Community Development Programs is \$7,045,238. This includes the following program allocations: 1. CDBG - \$2,046,622; 2. HOME - \$1,259,227; 3. ESG - \$99,051; and 4. HOPWA - \$3,640,338. In addition, an estimated \$15,000 of CDBG and \$15,000 of HOME program income may be received from repayments on micro-loans and mortgages made from previous grants under the two programs respectively. A summary of the proposed DRAFT of the FY 2011-2012 Annual Action Plan is provided below.

**DRAFT of the CITY OF ORLANDO FY 2011-2012 ANNUAL ACTION PLAN**

**FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

<b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2011</b>	<b>AMOUNT</b>
<b><i>CDBG Rehabilitation Activities total- \$600,000</i></b>	
<p><b><u>City of Orlando Housing &amp; Community Development Department</u></b>  <i>Housing Rehabilitation (citywide)</i>            Program Administration location:            The City of Orlando Housing and Community Development Department will utilize its Housing Rehabilitation section to provide technical support to all CDBG &amp; HOPWA funded facility improvement projects, as well as HOME &amp; SHIP funded reconstruction and rehabilitation of single family homes, and construction and rehabilitation of multi-family rental units. The program will be administered at 400 S. Orange Ave., 6<sup>th</sup> flr and available to eligible city residents</p>	<b>\$450,000.00</b>
<p><b><u>Seniors First, Inc.</u></b>  <i>H.E.A.R.T. Program (citywide)</i>            Minor rehabilitation, weatherization, and accessibility improvements to approximately 30 single-family units owned and occupied by low and moderate income heads of households 62 years of age &amp; above. The program will be administered at 5395 L.B. McLeod Road with services available to all</p>	<b>\$150,000.00</b>

eligible city residents.	
<b><i>CDBG Public Facilities Acquisition and Improvements total: \$730,275.70</i></b>	
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Edgewood Gymnasium Floor Renovation” (District 2)</i>  CDBG funds will be used to renovate the floors of the Edgewood Gymnasium located at the Edgewood Neighborhood Center located at 6123 La Costa Dr. Services to benefit twenty-four hundred (2,400) adults and youth.</p>	<b>\$101,250.00</b>
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Englewood Playground Replacement (District 2)</i>  CDBG funds will be used to install new, safe and ADA accessible playground equipment in the Englewood Park located at 6050 Lake Underhill Road. Services to benefit five thousand thirty (5,030) adult individuals and youth.</p>	<b>\$195,000.00</b>
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Reeve Terrace Parking Lot Improvement (District 4)</i>  Parking lot improvements to address hazardous conditions and include ADA upgrades at the Reeve Terrace Recreation facility located at 150 McJordan Avenue. Services to benefit seven-hundred and thirty (730) adults and youth.</p>	<b>\$75,000.00</b>
<p><b><u>Health Care Center for the Homeless, Inc.</u></b>  <i>Renovation Project (District 5)</i>  Renovation and expansion of the health care facility to increase access to health services for homeless and underserved families. Services to benefit nine thousand, eight-hundred and thirty-six (9,836) adult individuals and youth.</p>	<b>\$177,185.90</b>
<p><b><u>Miracle of Love, Inc.</u></b>  <i>Facility Acquisition (District 6)</i>  CDBG funds will be used to acquire this facility to provide social community activities, educational and economic opportunities to at-risk and disenfranchised youth. Services to benefit two-hundred and forty (240) young adult individuals and youth.</p>	<b>\$33,750.00</b>
<p><b><u>Quest, Inc.</u></b>  <i>Facility Improvements (District 6)</i>  CDBG funds will be used to build a sun shade and inclement weather protection structure. This project will benefit one-hundred and ninety-four (194) persons with disabilities receiving employment services from Quest, Inc.</p>	<b>\$148,125.00</b>
<b><i>CDBG Public Services total (max. 15% of total award) - \$306,986.70</i></b>	
<p><b><u>BETA Center, Inc.</u></b>  <i>Childcare Development Program (District 2)</i>  CDBG funds will be used to provide childcare services for children of residents of the BETA program at 4680 Lake Underhill Road. Services will be provided to fifteen (15) homeless pregnant teen and other eligible high-risk mothers.</p>	<b>\$25,522.47</b>
<p><b><u>Center for Drug Free Living</u></b>  <i>Women and Children’s Residential Program (unincorporated Orange County, near District 4)</i>  CDBG funds will be used to provide specialized, gender-specific substance abuse treatment services. Services to benefit three (3) homeless, very-low to low income women, pregnant or post-partum women with children less than 18 years of age. This program facility is located at 8301 East Colonial Dr. and CDBG funds will be used for city residents only.</p>	<b>\$60,763.46</b>
<b><u>Center for Independent Living, Inc.</u></b>	

<p><i>Employment Training and Job Placement Program (Unincorporated Orange County near District 3)</i> CDBG funds will be used to provide employment training and job placement for low to moderate income persons with disabilities. This program facility is located at 720 N. Denning Dr. in Winter Park and will benefit sixty-nine (69) low to moderate income persons with disabilities who live in the City of Orlando.</p>	<p><b>\$30,010.96</b></p>
<p><b><u>Orlando Community Youth Trust, Inc.</u></b> <i>PKZ College Testing Readiness Program (District 5)</i> CDBG funds will be used to pretest, analyze results and develop a personal study plan for 30 low-moderate income high school students who reside in the Parramore neighborhood. Services will be provided at the Orlando Downtown recreation Center, the John H. Jackson Community Center and the New Image Youth Center. Services to be provided to 30 low-moderate income high school students.</p>	<p><b>\$27,138.46</b></p>
<p><b><u>Senior's First, Inc.</u></b> <i>Community Care for the Elderly and Disabled (District 6)</i> CDBG funding will cover a portion of salaries of Social Worker position and management costs, and increase the number of low income seniors currently being served by eleven (11) . The program will be administered at 5395 L.B. McLeod Road with CDBG funding serving city residents.</p>	<p><b>\$38,263.46</b></p>
<p><b><u>CredAbility, Inc.</u></b> <i>(District 4 )</i> Pre-purchase/Mortgage Default Counseling to fifty (50) low and moderate income households. The program will be administered at 3670 Maguire Blvd. Suite 103 with CDBG funds supporting city residents.</p>	<p><b>\$29,000.00</b></p>
<p><b><u>HELP, Inc.</u></b> <i>(Unincorporated Orange County near District 3 )</i> Pre-purchase/Mortgage Default Counseling to seventy-five (75) low and moderate income households. The program will be administered at 63 East Kennedy Blvd. in Eatonville, with CDBG funds supporting city residents.</p>	<p><b>\$9,746.25</b></p>
<p><b><u>HELP, Inc.</u></b> <i>(Unincorporated Orange County near District 3 )</i> Homebuyers Club services provided to fifty-seven (57) low and moderate income households. The program will be administered at 63 East Kennedy Blvd. in Eatonville, with services available to city residents in the Greater Washington Shores neighborhoods.</p>	<p><b>\$15,028.00</b></p>
<p><b><u>HANDS, Inc.</u></b> <i>(Unincorporated Orange County between District 1 and District 4 )</i> Pre-purchase/Mortgage Default Counseling to seventeen (17) low and moderate income households. The program will be administered at 1707 Orlando Central Parkway, Suite 350 with CDBG funds supporting city residents.</p>	<p><b>\$35,902.59</b></p>
<p><b><u>HANDS, Inc.</u></b> <i>(Unincorporated Orange County between District 1 and District 4 )</i> Homebuyers Club services provided to fifteen (15) low and moderate income households. The program will be administered at 1707 Orlando Central Parkway, Suite 350 with services available only to city residents.</p>	<p><b>\$17,350.05</b></p>
<p><b><u>Center for Independent Living, Inc.</u></b> <i>(Unincorporated Orange County near District 3)</i> Pre-purchase/Mortgage Default Counseling to thirty (30) low and moderate income households. The program will be administered at 720 N. Denning Dr.</p>	<p><b>\$18,261.00</b></p>

in Winter Park with services available only to city residents.	
<b>Planning and Administration</b> (maximum of 20% of total award)	<b>\$409,324.40</b>
<b>CDBG Total</b>	<b>\$2,046,622</b>
<b>CDBG Program Income</b>	<b>\$15,000</b>

<b>EMERGENCY SHELTER GRANTS (ESG) PROGRAM YEAR 2011</b>	
<b><u>BETA Center, Inc.</u></b> Program Administration location & shelter location: 4680 Lake Underhill Road - (District 2) Services Available: Citywide Operating costs for this emergency shelter program serving forty-five (45) homeless pregnant teen and other high-risk mothers.	<b>\$34,051</b>
<b><u>Harbor House, Inc.</u></b> Program Administration location: Orange County Court House (District 5) Shelter location: (Not listed due to confidentiality of residents) Services Available: Citywide Operating costs of emergency shelter to provide housing to four-hundred and ten (410) homeless women and child survivors of domestic violence.	<b>\$65,000</b>
<b>TOTAL PROGRAM YEAR 2011 - ESG ALLOCATION</b>	<b>\$99,051</b>

<b>HOME INVESTMENT PARTNERSHIP GRANT PROGRAM YEAR 2011</b>	
<b><u>CHDO Set Aside for Rental Housing Rehabilitation -Citywide</u></b> Rehabilitation of approximately twenty (20) low-income multi-family rental units by City approved Community Housing Development Organizations (CHDO's).	<b>\$300,000</b>
<b><u>Owner Occupied Rehabilitation -Citywide</u></b> City of Orlando Housing and Community Development Department Reconstruction or substantial rehabilitation of approximately thirty-six (36) single-family owner occupied units-citywide.	<b>\$533,305</b>
<b><u>Home Ownership Assistance -Citywide</u></b> City of Orlando Housing and Community Development Department To assist approximately twenty (20) first time homebuyers purchasing a home within the City with down payment and closing costs assistance.	<b>\$300,000</b>
<b>Planning and Administration</b>	<b>\$125,922</b>
<b>TOTAL PROGRAM YEAR 2011 - HOME ALLOCATION</b>	<b>\$1,259,227</b>
<b>Program Income</b> — Projected income from the State Housing Initiative Partnership activities. The City of Orlando Housing and Community Development Dept. will receipt (enter into I.D.I.S.), any program income and use it immediately on one (1) low-income rental units.	<b>\$15,000</b>

<b>HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM YEAR 2011</b>	
<i>City of Orlando Planning and Administration</i>	<b>\$109,210</b>
<i>Project Sponsor Planning and Administration</i>	<b>\$231,008</b>

<p><b><u>Catholic Charities, Inc. dba Pathways to Care, Inc.</u></b> - (Not listed due to confidentiality of residents) HOPWA Facility Based Housing for 30 clients (max. stay 45 days).</p>	<p><b>\$141,000</b></p>
<p><b><u>Center for Drug Free Living, Inc.</u></b> – 100 Columbia St. The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties:</p> <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 200;</li> <li>• Tenant Based Rental assistance for 50;</li> <li>• Facility Based Operating costs for 115</li> <li>• Permanent Housing Placement for 29</li> <li>• Supportive Services/Case Management for 517;</li> <li>• Supportive Services/Mental Health &amp; Substance Abuse Counseling for 358</li> </ul>	<p><b>\$1,209,828</b></p>
<p><b><u>Center for Multicultural Wellness &amp; Prevention</u></b> – 641 N. Rio Grande Ave. (outpost office in Lake County) The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties:</p> <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 167;</li> <li>• Tenant Based Rental assistance for 41;</li> <li>• Supportive Services for 526;</li> <li>• Permanent Housing Placement for 19.</li> </ul>	<p><b>\$691,053</b></p>
<p><b><u>Habitat for Humanity of Greater Apopka, Inc.</u></b> (Not listed due to confidentiality of residents) Facility operating costs for 11 family housing units to house approximately 60 HIV/AIDS infected low income persons and their families in Orange, Osceola, Lake and Seminole Counties. This project has eleven 2 and 3 bedroom apartments.</p>	<p><b>\$112,250</b></p>
<p><b><u>Miracle of Love, Inc.</u></b> – 741 W. Colonial Dr. The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties:</p> <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 250;</li> <li>• Tenant Based Rental assistance for 50</li> <li>• Permanent Housing Placement for 25</li> <li>• Supportive Services for 300</li> </ul>	<p><b>\$820,828</b></p>
<p><b><u>Spotlight Outreach Ministries, Inc.</u></b> (Not listed due to confidentiality of residents) Supportive Services and Facility operating costs for housing approximately 35 HIV/AIDS infected low income women and/or women with young children in Orange, Osceola, Lake and Seminole Counties.</p>	<p><b>\$73,000</b></p>
<p><b><u>The St. Francis House, Inc.</u></b> (Not listed due to confidentiality of residents) Facility operating costs for housing approximately 40 HIV/AIDS infected low income men in Orange, Osceola, Lake and Seminole Counties. This project has two facilities.</p>	<p><b>\$132,161</b></p>
<p><b><u>X-Tending Hands, Inc.</u></b> (Not listed due to confidentiality of residents) Facility operating costs for housing approximately 50 HIV/AIDS low income individuals in Orange, Osceola, Lake and Seminole Counties. This</p>	<p><b>\$120,000</b></p>

project has two facilities, one for men and one for women.	
<b>TOTAL PROGRAM YEAR 2011 - HOPWA ALLOCATION</b>	<b>\$3,640,338</b>
<b>TOTAL FUNDS AVAILABLE FROM 2011 ALLOCATION (without program income)</b>	<b>\$7,083,824</b>

Residents will have an opportunity to review and comment on the DRAFTS of the proposed Plans (2011-2016 Consolidated Plan, the 2011 Annual Action Plan, the Citizen Participation Plan and the Analysis of Impediments) during the public comment period of **June 15 - July 15, 2011** at the locations listed below or at [www.cityoforlando.net/housing](http://www.cityoforlando.net/housing).

**City of Orlando**

Housing Department  
City Hall, 6<sup>th</sup> Floor  
400 South Orange Ave.  
Orlando, FL 32801

**The Orlando Housing Authority**

300 Reeves Court  
Orlando, FL 32801

**Orange County Library System**

Orlando Public Library  
101 East Central Boulevard  
Orlando, FL 32801

Washington Park Library  
5151 Raleigh Street  
Orlando, FL 32811

Southeast Library  
5575 South Semoran Boulevard  
Orlando, FL 32822

Herndon Library  
4324 East Colonial Drive  
Orlando, FL 32803

**Seminole County Library System**

Jean Rhein Central Branch Library  
215 North Oxford Road  
Casselberry, FL 32707

**Lake County Library System**

312 West Main Street  
Tavares, FL 32778

**Osceola County Library System**

Hart Memorial Central Library & Ray Shanks Law Library  
211 East Dakin Avenue  
Kissimmee, FL 34741

This shall also serve notice that the following public hearings will be held to give residents the opportunity to comment and to make recommendations on housing and community development programs identified in the 2011-2016 Consolidated Plan, the 2012 Annual Action Plan, the Citizen Participation Plan and the Analysis of Impediments.

<p><b>Tuesday, June 21, 2011</b> 6:00 pm - 7:00 pm <b>City Of Orlando City Council Chamber</b> 400S. Orange Avenue, 2<sup>nd</sup> Floor Orlando, FL 32801</p>	<p><b>Thursday, June 23, 2011</b> 6:00 pm - 7:00 pm <b>Lake County Council Chamber</b> 315 W. Main Street Tavares, FL 32778</p>
<p><b>Wednesday, June 29, 2011</b> 6:00 pm - 7:00 pm <b>Osceola County Commission Chamber</b></p>	<p><b>Wednesday, June 22, 2011</b> 4:00 pm - 5:00 pm <b>Seminole County Commissioner Chamber</b></p>

1 Courthouse Sq # 4700 Kissimmee, FL 34741-5440	1101 East First Street Sanford, FL 32771
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Residents are encouraged to attend one of the public hearings listed above. Persons requiring special accommodations are requested to contact the Housing & Community Development Department prior to the public hearing by calling 407-246-2708. Please submit written comments to the City of Orlando Housing & Community Development Department, P.O. Box 4990, Orlando, FL, 32802-4990

A summary of citizens' comments will be included in the Consolidated Plan to be submitted to the Department of Housing and Urban Development by August 15, 2011. Comments may be submitted to: City of Orlando, Housing & Community Development Department, 400 S. Orange Avenue, P.O. Box 4990, Orlando, FL 32802-4990. For further information concerning the proposed Plan, please contact the Housing & Community Development Department, Monday-Friday from 8:00 a.m. to 5:00 p.m. at 407-246-2708.

## **Section 4 – Resources**

## RESOURCES

### Federal Resources

The primary Federal Resources expected to be available to address priority needs during FY 2010 are:

**1. *The Department of Housing and Urban Development's (HUD's) formula grant programs for housing and community development***

The City of Orlando anticipates receiving a total of \$7,045,238 in Federal funds plus \$30,000 program income. The total amount expected is comprised of the following grant allocations: 1) CDBG—\$2,046,622; 2) HOME—\$1,259,227; 3) ESG—\$99,051; and 4.) HOPWA—\$3,640,338. The estimated CDBG program income is \$15,000. The estimated HOME program income is \$15,000 from repayment of SHIP funded-activities.

**2. *Public Housing and Housing Choice Voucher Program Grants***

There are two public housing agencies in Orange County providing public housing rentals to low and very low income persons, the Orlando Housing Authority and the Winter Park Housing Authority. The Orlando Housing Authority also administers the HUD Housing Choice Voucher Program (referred to as Section 8). For 2009-2010, Orlando Housing Authority anticipates receiving \$32,229,771. The funding allocation is as follows:

Housing Choice Voucher Program	\$ 21,000,000
Public Housing Operations	\$ 4,320,339
Capital projects – Replacement Housing	\$ 3,326,845
Capital Fund Recovery	\$ 3,582,587

**3. *McKinney-Vento Homeless Assistance-The Shelter-Plus Care Program and Supportive Housing Program grants for the homeless***

The Homeless Services Network of Central Florida, Inc., (HSN), is the lead agency for the HUD Continuum of Care (CoC) Supportive Housing Program and Shelter + Care funding for Osceola, Seminole and Orange Counties, including the City of Orlando. In 2010, HSN was awarded \$4,368,800 in CoC funds and has an operating budget of over \$7.2 million. HSN administers approximately 30 project activities through its sub-recipient agencies who provide services to the homeless in Orange, Seminole and Osceola Counties and funds programs that provide transitional and permanent housing, supportive services and ongoing case management for the region's homeless

HSN has also been the lead agency for the Florida Department of Children and Families, administering Challenge Grant and Homeless Housing Assistance grants of up to \$2 million each year to create new transitional and permanent housing beds to serve the homeless. However this funding is set to be removed by the State of Florida administration during fiscal year 2011.

**4. *Ryan White Treatment Extension Act grants for persons living with HIV/AIDS***

The Department of Health Resources and Services Administration (HRSA) provides health care funding under the Ryan White Treatment Extension Act of 2009. The Mayor of Orange County is the grantee and Orange County Family Services Department acts as the administrator for the Ryan White "Part A" grant. This grant funds health related services for persons living with HIV/AIDS in the Orlando Eligible Metropolitan Area (EMA). The grant year runs from March through February and the grant amount for program year 2011 is \$9,089,179 The HIV Health Services Planning Council, appointed by the grantee, is mandated to develop priorities and allocate funding accordingly. Since the City of Orlando is an active participant on this Council any funding will be coordinated with the City's HOPWA program. In addition core services such as outpatient ambulatory medical care, medical case management, substance abuse and mental health services will be available to those who are eligible for HUD HOPWA services. Ryan White "Part B" is granted through the Florida State Department of Health for the area and has received \$1,440,435 to be used for additional services such as food, early

intervention services. In the 2010 fiscal year, another \$2,400,000 was allocated for medication. However, that program was defunded in 2011.

Although not required for this report, the City completed Substantial Amendments and also received the federal funding for the programs listed below which are currently being utilized for projects that will be undertaken during fiscal year of 2011-2012.

Neighborhood Stabilization Program 1	2009 through 2012	\$6,790,263
Neighborhood Stabilization Program 3	2010 through 2014	\$3,095,137
Homelessness Prevention and Rapid Rehousing Program	2009 through 2012	\$921,665

Expenditures and outcomes are reported quarterly and released to the public via federal reporting.gov, e-snaps, DRGR and HMIS.

#### Other Resources & Matching Requirements

The following Table shows other funding sources and their corresponding Federal and non-Federal contributions for leveraging CDBG, HOME, ESG and HOPWA program funds.

CDBG does not have a federal mandate regarding matching funds; however the City requests that proposals demonstrate that at least twenty-five percent (25%) of the program cost will be matched by other resources. ESG requires a one-hundred percent (100%) match and HOME requires a twenty-five percent match (25%). No match is required for HOPWA, but agencies are required to report leveraged funding annually for the Consolidated Annual Performance Evaluation Report (CAPER).

#### City of Orlando-Other Federal and Non-Federal Resources FY 2011-2012

CDBG Program/ Proposed Activity	Program/Agency	CDBG Funding	Other Leveraged Funding Sources	
			Source	Amount
CDBG - Public Facilities & Improvements	City of Orlando Department of Families, Parks and Recreation	\$101,250	City Recreation Division	\$33,750
CDBG - Public Facilities & Improvements	City of Orlando Department of Families, Parks and Recreation	\$195,000	City Recreation Division	\$65,000
CDBG - Public Facilities & Improvements	City of Orlando Department of Families, Parks and Recreation	\$75,000	City Recreation Division	\$25,000
CDBG - Public Facilities & Improvements	Health Care Center for the Homeless, Inc.	\$177,186	Orange County Government	\$250,468
CDBG - Public Facilities & Improvements	Miracle of Love, Inc.	\$33,750	Agency capital projects, fundraising and donors	\$11,250
CDBG - Public Facilities & Improvements	Quest, Inc.	\$148,125	Agency capital projects, fundraising and donors	\$49,375

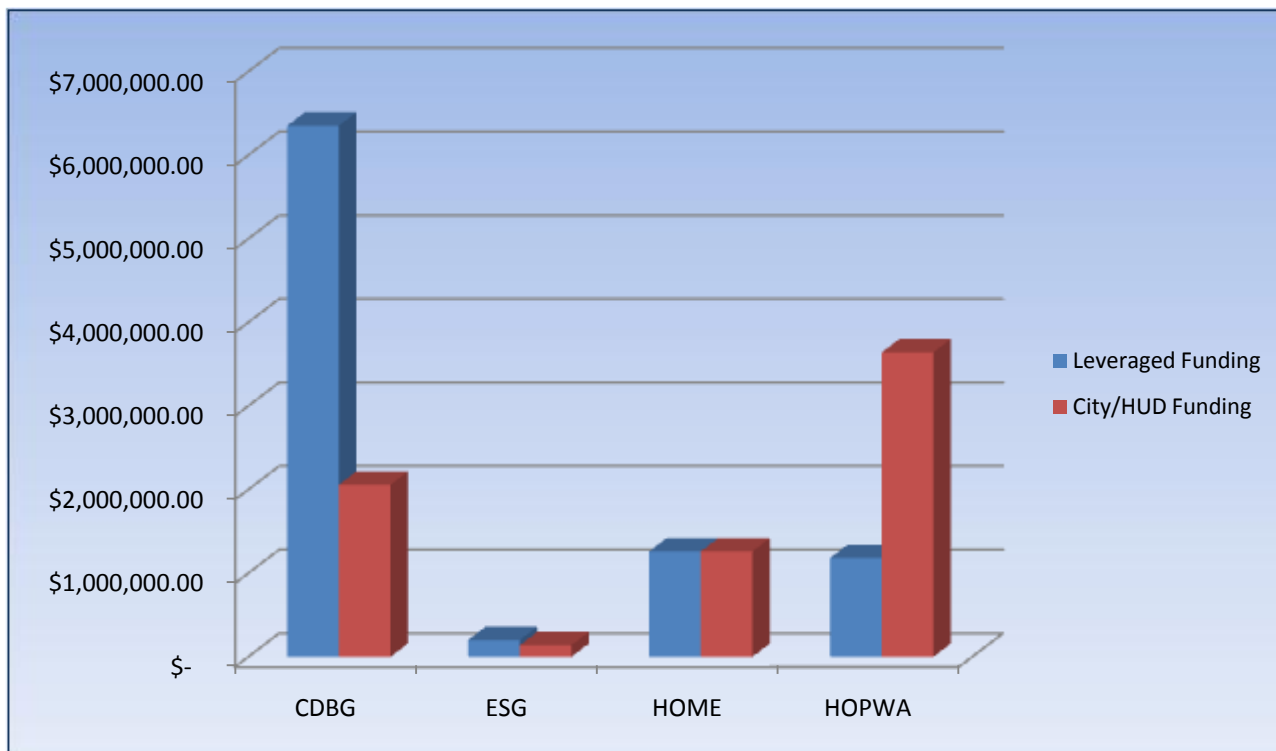
CDBG - Public Facilities & Improvements	Coalition for the Homeless, Inc. Men's Service Center	\$1,600,000	Orange County CDBG	\$2,500,000
<b>CDBG Program/ Proposed Activity</b>	<b>Program/Agency</b>	<b>CDBG Funding</b>	<b>Other Leveraged Funding Sources (Confirmed or Requested) Source Amount</b>	
CDBG – Public Services	BETA Center, Inc. Childcare Program	\$25,522	In-kind	\$29,070
CDBG – Public Services	Center for Drug Free Living Women and Children's Residential Treatment Program	\$60,763	Orange County Government DCF- ADM HSN Food Stamps Client Payments	\$268,096 \$1,311,568 \$114,874 \$36,408 \$5,000
CDBG – Public Services	Center for Independent Living, Inc. Employment Training and Job Placement	\$30,011	Projects with Industry Vocational Rehabilitation	\$31,473
CDBG – Public Services	Orlando Community Youth Trust College Testing Readiness Program	\$27,138	Parramore KidZone In-kind	\$9,725 \$10,000
CDBG – Public Services	Senior's First, Inc. "Community Care for the Elderly and Disabled"	\$38,263	Community Care for the Elderly – CCE Services	\$1,289,419
CDBG – Public Services	CredAbility, Inc. Pre-purchase, Mortgage Default Counseling	\$29,000	U. S. Department of HUD	\$266,850
CDBG – Public Services	HELP, Inc. Pre-purchase, Mortgage Default Counseling, Homebuyer's Club	\$24,774	Life Center Church and the Village of Orlando	\$7,869
CDBG – Public Services	HANDS, Inc. Pre-purchase, Mortgage Default Counseling, Homebuyer's Club	\$53,253	Cash Childcare	\$10,006 \$544
CDBG – Public Services	Center for Independent Living, Inc. Pre-purchase, Mortgage Default Counseling	\$18,261	HUD Housing Program	\$24,797
<b>Total CDBG Leveraging</b>				<b>\$6,350,542</b>

<b>ESG Program/ Proposed Activity</b>	<b>Program/Agency</b>	<b>ESG Funding</b>	<b>Other Leveraged Funding Sources (Confirmed or Requested) Source Amount</b>	
ESG –Operating Cost	BETA Center, Inc.	\$30,101	Heart of Florida United Way	\$52,342

ESG –Operating Cost	<i>Harbor House, Inc.</i>	\$65,000	Cash and Donations	\$65,000
<b>Total ESG Leveraging</b>				<b>\$199,592</b>
<b>HOME Program/ Proposed Activity</b>	<b>Program/Agency</b>	<b>HOME Funding</b>	<b>Other Leveraged Funding Sources (Confirmed or Requested) Source Amount</b>	
HOME	Rental Housing - Rehabilitation, including CHDO activities	\$300,000		\$0
HOME	Owner Occupied Rehabilitation	\$533,359	Code Enforcement	\$50,000
HOME	Home Ownership Assistance	\$300,000		\$0
<b>Total HOME Leveraging</b>				
<b>HOPWA Program/ Proposed Activity</b>	<b>Program/Agency</b>	<b>HOPWA Funding (includes 7% admin)</b>	<b>Other Leveraged Funding Sources (Confirmed or Requested) Source Amount</b>	
Facility Based Operating Cost	<i>Catholic Charities dba Pathways to Care, Inc.</i>	\$150,870	St. Stephen's Catholic Church	\$37,557
Supportive Services, Short- Term Rent, Mortgage & Utility Assistance, Tenant Based Rental Assistance, Facility Based Operating Cost	<i>Center for Drug Free Living</i>	\$1,294,516	In-Kind (interns) CFDFL SAMH, DCF Org Cty/CRC Org Cty/ ANCHOR VA	\$68,100 \$110,046 \$6,000 \$18,250 \$25,915 \$14,198
Supportive Services, Short- Term Rent, Mortgage & Utility Assistance, Tenant Based Rental Assistance	<i>Center for Multicultural Wellness &amp; Prevention</i>	\$739,427	Counseling Ryan White- Dent. Ryan White – Peer Mentor DOH-Healthy Relationship Cash Match	\$69,120 \$219,600 \$30,000 \$30,000 \$10,000
Facility Based Operating Cost	<i>Habitat for Humanity of Greater Apopka, Inc.</i>	\$120,108	Cash/non-cash In-Kind	\$23,505 \$50,000

Supportive Services, Short- Term Rent, Mortgage & Utility Assistance, Tenant Based Rental Assistance	<i>Miracle of Love</i>	\$878,286	Ryan White Med CM Ryan White Food PAC UCF volunteers Job Program	\$29,588 \$12,096 \$240,000 \$27,522 \$30,600
Facility Based Operating Cost	<i>Spotlight Outreach Ministries</i>	\$78,110	In-Kind and Revival Temple	\$25,750
Facility Based Operating Cost	<i>St Francis House Of Hospitality</i>	\$141,412	Cash In-Kind Donations	\$46,000 \$ 29,000
Facility Based Operating Cost	<i>X-Tending Hands</i>	\$128,400	Donations	\$28,003
<b>Total HOPWA Leveraging</b>				<b>\$1,180,850</b>
<b>Total Leveraging; all funding sources</b>				<b>\$7,730,984</b>

## Chart of Leveraged Funding



- CDBG Projects bring a total of \$6,350,542 in leveraged funding, over 3 times the total allocation of \$2,046,622
- The ESG Project brings \$199,592 in leveraged funding, twice the total allocation of \$99,051.
- HOME Projects will leverage funding of \$50,000 toward the total allocation of \$1,259,287.
- HOPWA Projects bring a total of \$1,180,850 in leveraged funding, just under thirty-three percent of the total allocation \$3,640,338.
- Total leveraging for Program Year 2011 HUD funded projects is \$7,780,984

**Section 5**  
Annual Objectives and Activities

## ANNUAL OBJECTIVES AND ACTIVITIES

**PRIORITIES** As identified in the *FY 2011-2016 Consolidated Plan*:

Homeless, Special Needs, Affordable Housing and Non-Housing Community Development

### **OBJECTIVES**

Objectives for the above Priorities are as follows:

#### ANNUAL OBJECTIVES AND ACTIVITIES TABLE

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Homeless	\$1,097,809	Suitable Living Environment	Availability/Accessibility
Special Needs	\$3,830,338	Decent Housing	Availability/Accessibility
Special Needs	\$272,648	Suitable Living Environment	Availability/Accessibility
Affordable Housing	\$1,733,772	Decent Housing	Affordability
Affordable Housing	\$125,283	Suitable Living Environment	Affordability
Non-Housing Community Development	\$398,388	Suitable Living Environment	Sustainability

#### PROPOSED ACTIVITIES & ACCOMPLISHMENTS

The following are the proposed activities and accomplishments for FY 2011 listed by the priority which they address, including the location and number and type of family to benefit. The target date for completion of all projects is prior to September 30, 2012.

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Homeless	\$1,097,809	Suitable Living Environment	Availability/Accessibility

#### BETA Center, Inc.

\$30,101 in ESG funds will be used for operating costs for this emergency shelter program serving forty-five (45) homeless pregnant teen and other high-risk mothers.

\$25,522 in CDBG funds will be used to provide childcare services for children of residents of the BETA program. Services will be provided to fifteen (15) homeless pregnant teen and other high-risk mothers.

#### Coalition for the Homeless of Central Florida, Inc.

\$800,000 in CDBG funds will be used for construction costs for this 250 bed residential shelter for homeless men, with on-site supportive services.

#### Harbor House, Inc.

\$65,000 in ESG funds will be used for the operating costs of emergency shelter to provide housing to four-hundred and ten (410) homeless women and child survivors of domestic violence.

#### Health Care Center for the Homeless, Inc.

\$177,186 in CDBG funds will be used for the renovation and expansion of the health care facility to increase access to health services to benefit nine thousand, eight-hundred and thirty-six (9,836) homeless and underserved families.

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Special Needs	3,830,338	Decent Housing	Availability/Accessibility

Seniors First, Inc.

\$150,000 in CDBG funds will be used to provide the “HEART” program for rehabilitation services and removal of architectural barriers to owner occupied residences for 30 LMI seniors. This project is will be available to LMI seniors who live within the City limits.

Senior’s First, Inc. –

\$40,000 in CDBG funds will be used to provide “Community Care for the Elderly and Disabled”. CDBG funding would cover a portion of salaries of Social Worker position and management costs, and increase the number of low income seniors served by eleven (11) .

Housing Opportunities for Persons with AIDS (HOPWA)

\$3,640,338 in 2011 HOPWA funds will be used for the following activities for low income persons with HIV/AIDS and their families who live within the Orlando Eligible Metropolitan Statistical Area (EMSA) of Orange Osceola, Lake and Seminole counties:

- Short Term rent, Mortgage & Utility Assistance (STRMU) – 617 clients
- Tenant Based Rental Assistance (TBRA) – 141 clients
- Permanent Housing Placement (PHP) – 73 clients
- Facility Based operating costs including Project Based Housing – 331 clients
- Supportive Services in the form of Case Management– 1,374 clients
- Supportive Services in the form of S.A. and M.H. Treatment– 358 clients

The following agencies will provide above listed services:

1. Catholic Charities of Central Florida, Inc.
2. Center for Drug Free Living dba CENTAUR, Inc.
3. Center for Multicultural Wellness & Prevention, Inc.
4. Habitat for Humanity of Greater Apopka, Inc.
5. Miracle of Love, Inc.
6. Spotlight Ministries, Inc.
7. St. Francis House
8. X-Tending Hands, Inc.

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Special Needs	\$272,648	Suitable Living Environment	Availability/Accessibility

Center for Drug Free Living

\$60,763 of CDBG funds will be used to provide specialized, gender-specific substance abuse treatment services to three (3) homeless, very-low to low income women, pregnant or post-partum women with children less than 18 years of age.

Center for Independent Living, Inc.

\$30,010 in CDBG funds will be used to provide employment training and job placement for sixty-nine (69) low to moderate income persons with disabilities.

Miracle of Love, Inc.

\$33,750 in CDBG funds will be used to acquire this facility to provide social community activities, educational and economic opportunities to (240) at-risk and disenfranchised youth.

Quest, Inc.

\$148,125 in CDBG funds will be used to build a sun shade and inclement weather protection structure and will benefit one-hundred and ninety-four (194) persons with disabilities receiving employment services from Quest, Inc

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Affordable Housing	\$1,133,359	Decent Housing	Affordability

City of Orlando Housing Department- Rental Rehabilitation

\$300,000 of HOME funds will be used to assist in the moderate rehabilitation of twenty (20) low-income rental units citywide by Community Development Housing Organizations (CHDOs).

City of Orlando Housing Department- Owner Occupied Rehabilitation

\$533,359 in HOME funds will be used for reconstruction or substantial rehabilitation of thirty-six (36) single-family owner-occupied units citywide.

City of Orlando Housing Department- Home Ownership Assistance

\$300,000 in HOME funds will be used for down payment for twenty (20) very low income and low income first-time home buyers to acquire property citywide.

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Affordable Housing	\$125,283	Suitable Living Environment	Affordability

Center for Independent Living, Inc. - \$18,261 in CDBG funds will be used for Pre-purchase/Mortgage Default Counseling to thirty (30) low and moderate income households.

CredAbility, Inc.- \$29,000 in CDBG funds will be used for Pre-purchase/Mortgage Default Counseling to fifty (50) low and moderate income households.

HELP, Inc. - \$9,746 in CDBG funds will be used for Pre-purchase/Mortgage Default Counseling to seventy-five (75) low and moderate income households.

HELP, Inc.- \$15,028 in CDBG funds will be used for Homebuyers Club services provided to fifty (50) low and moderate income households.

HANDS, Inc.- \$35,902 in CDBG funds will be used for Pre-purchase/Mortgage Default Counseling to fifty-seven (57) low and moderate income households – citywide.

HANDS, Inc.- \$17,350 in CDBG funds will be used for Homebuyers Club services provided to fifteen (15) low and moderate income households – citywide.

PRIORITY	FUNDING	OBJECTIVE	OUTCOME
Non-Housing Community Development	\$398,388	Suitable Living Environment	Sustainability

City of Orlando Families Parks and Recreation – \$101,250 in CDBG funds will be used to renovate the floors of the Engelwood Gymnasium located at the Engelwood Neighborhood Center and will benefit twenty-four hundred (2,400) adult individuals and youth.

City of Orlando Families Parks and Recreation – \$195,000 in CDBG funds will be used to replace the Engelwood Playground equipment with new, safe and ADA accessible playground equipment in the Engelwood Park which benefits five thousand thirty (5,030) adult individuals and youth.

City of Orlando Families Parks and Recreation – \$75,000 in CDBG funds will be used for parking lot improvements to address hazardous conditions and include ADA upgrades at the Reeve Terrace Recreation facility which will benefit seven-hundred and thirty (730) adult individuals and youth.

Orlando Community Youth Trust, Inc. – \$27,138 in CDBG funds will be used to fund the “PKZ College Testing Readiness Program” which will pretest, analyze results and develop a personal study plan for 30 low-moderate income students.

## **OTHER ACTIVITIES**

The City of Orlando HCD Department's active participation in the following area activities serve to further identify and accomplish PRIORITIES and OBJECTIVES:

### *Project Homeless Connect*

*Project Homeless Connect* is coordinated by the Homeless Services Network of Central Florida (HSN) and continues to attract persons in need of housing and related assistance. HSN has four similar events planned throughout the year, with the City of Orlando actively involved in the implementation and planning of the events.

### *Homeless Services Network of Central Florida, Inc.(HSN)*

HSN is the lead agency for the local Continuum of Care and has received approximately \$5,000,000 to fund the Continuum of Care activities /projects. City of Orlando Housing & Community Development Department work closely with HSN on the coordination of services.

### *Central Florida Regional Commission on Homelessness*

Politically appointed members working in conjunction with the City, the County and the Homeless Services Network designed to develop ten-year plan to end homelessness.

### *Orlando EMA Health Services Planning Council*

A directive from the U.S. Health and Resources Services Administration (HRSA) through the Ryan White Treatment Modernization Act, this Planning Council, appointed by the Mayor of Orange County is a community organization that plans federally-funded services for People Living with HIV/AIDS in Lake, Orange, Osceola, and Seminole counties. City of Orlando Housing & Community Development Project Coordinator was appointed to the Council and Planning Committee.

Other committees and related groups City Housing Staff participate in are:

### *Affordable Housing Advisory Committee*

### *NonProfit Housing Roundtable Central Florida*

### *Housing Review Committee*

**Summary of Program Year 2011 Annual Action Plan Activities  
for the City of Orlando Housing and Community Development Programs**

<b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2011</b>	<b>AMOUNT</b>
<b><i>CDBG Rehabilitation Activities total- \$600,000</i></b>	
<p><b><u>City of Orlando Housing &amp; Community Development Department</u></b>  <i>Housing Rehabilitation (District 5)</i>            Program Administration location:            The City of Orlando Housing and Community Development Department will utilize its Housing Rehabilitation section to provide technical support to all CDBG &amp; HOPWA funded facility improvement projects, as well as HOME &amp; SHIP funded reconstruction and rehabilitation of single family homes, and construction and rehabilitation of multi-family rental units. The program will be administered at 400 S. Orange Ave., 6<sup>th</sup> flr and available to eligible city residents</p>	<b>\$450,000.00</b>
<p><b><u>Seniors First, Inc.</u></b>  <i>H.E.A.R.T. Program (District 6)</i>            Minor rehabilitation, weatherization, and accessibility improvements to approximately 30 single-family units owned and occupied by low and moderate income heads of households 62 years of age &amp; above. The program will be administered at 5395 L.B. McLeod Road with services available to all eligible city residents.</p>	<b>\$150,000.00</b>
<b><i>CDBG Public Facilities Acquisition and Improvements total: \$730,275.70</i></b>	
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Engelwood Gymnasium Floor Renovation" (District 2)</i>            CDBG funds will be used to renovate the floors of the Engelwood Gymnasium located at the Edgewood Neighborhood Center located at 6123 La Costa Dr. Services to benefit twenty-four hundred (2,400) adults and youth.</p>	<b>\$101,250.00</b>
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Engelwood Playground Replacement (District 2)</i>            CDBG funds will be used to install new, safe and ADA accessible playground equipment in the Engelwood Park located at 6050 Lake Underhill Road. Services to benefit five thousand thirty (5,030) adult individuals and youth.</p>	<b>\$195,000.00</b>
<p><b><u>City of Orlando Families Parks and Recreation</u></b>  <i>Reeve Terrace Parking Lot Improvement (District 4)</i>            Parking lot improvements to address hazardous conditions and include ADA upgrades at the Reeve Terrace Recreation facility located at 150 McJordan Avenue. Services to benefit seven-hundred and thirty (730) adults and youth.</p>	<b>\$75,000.00</b>
<p><b><u>Health Care Center for the Homeless, Inc.</u></b>  <i>Renovation Project (District 5)</i>            Renovation and expansion of the health care facility to increase access to health services for homeless and underserved families. Services to benefit nine thousand, eight-hundred and thirty-six (9,836) adult individuals and youth.</p>	<b>\$177,185.90</b>
<p><b><u>Miracle of Love, Inc.</u></b>  <i>Facility Acquisition (District 6)</i>            CDBG funds will be used to acquire this facility to provide social community activities, educational and economic opportunities to at-risk and disenfranchised youth. Services to benefit two-hundred and forty (240) young</p>	<b>\$33,750.00</b>

adult individuals and youth.	
<p><b><u>Quest, Inc.</u></b>  <i>Facility Improvements (District 6)</i>  CDBG funds will be used to build a sun shade and inclement weather protection structure. This project will benefit one-hundred and ninety-four (194) persons with disabilities receiving employment services from Quest, Inc.</p>	<b>\$148,125.00</b>
<p><b><i>CDBG Public Services total (max. 15% of total award) - \$306,986.70</i></b></p>	
<p><b><u>BETA Center, Inc.</u></b>  <i>Childcare Development Program (District 2)</i>  CDBG funds will be used to provide childcare services for children of residents of the BETA program at 4680 Lake Underhill Road. Services will be provided to fifteen (15) homeless pregnant teen and other eligible high-risk mothers.</p>	<b>\$25,522.47</b>
<p><b><u>Center for Drug Free Living</u></b>  <i>Women and Children's Residential Program (unincorporated Orange County, near District 4)</i>  CDBG funds will be used to provide specialized, gender-specific substance abuse treatment services. Services to benefit three (3) homeless, very-low to low income women, pregnant or post-partum women with children less than 18 years of age. This program facility is located at 8301 East Colonial Dr. and CDBG funds will be used for city residents only.</p>	<b>\$60,763.46</b>
<p><b><u>Center for Independent Living, Inc.</u></b>  <i>Employment Training and Job Placement Program (Unincorporated Orange County near District 3)</i>  CDBG funds will be used to provide employment training and job placement for low to moderate income persons with disabilities. This program facility is located at 720 N. Denning Dr. in Winter Park and will benefit sixty-nine (69) low to moderate income persons with disabilities who live in the City of Orlando.</p>	<b>\$30,010.96</b>
<p><b><u>Orlando Community Youth Trust, Inc.</u></b>  <i>PKZ College Testing Readiness Program (District 5)</i>  CDBG funds will be used to pretest, analyze results and develop a personal study plan for 30 low-moderate income high school students who reside in the Parramore neighborhood. Services will be provided at the Orlando Downtown recreation Center, the John H. Jackson Community Center and the New Image Youth Center. Services to be provided to 30 low-moderate income high school students.</p>	<b>\$27,138.46</b>
<p><b><u>Senior's First, Inc.</u></b>  <i>Community Care for the Elderly and Disabled (District 6)</i>  CDBG funding will cover a portion of salaries of Social Worker position and management costs, and increase the number of low income seniors currently being served by eleven (11) . The program will be administered at 5395 L.B. McLeod Road with CDBG funding serving city residents.</p>	<b>\$38,263.46</b>
<p><b><u>CredAbility, Inc.</u></b> <i>(District 4)</i>  Pre-purchase/Mortgage Default Counseling to fifty (50) low and moderate income households. The program will be administered at 3670 Maguire Blvd. Suite 103 with CDBG funds supporting city residents.</p>	<b>\$29,000.00</b>
<p><b><u>HELP, Inc.</u></b> <i>(Unincorporated Orange County near District 3)</i>  Pre-purchase/Mortgage Default Counseling to seventy-five (75) low and moderate income households. The program will be administered at 63 East</p>	<b>\$9,746.25</b>

Kennedy Blvd. in Eatonville, with CDBG funds supporting city residents.	
<b>HELP, Inc.</b> <i>(Unincorporated Orange County near District 3 )</i> Homebuyers Club services provided to fifty-seven (57) low and moderate income households. The program will be administered at 63 East Kennedy Blvd. in Eatonville, with services available to city residents in the Greater Washington Shores neighborhoods.	<b>\$15,028.00</b>
<b>HANDS, Inc.</b> <i>(Unincorporated Orange County between District 1 and District 4 )</i> Pre-purchase/Mortgage Default Counseling to seventeen (17) low and moderate income households. The program will be administered at 1707 Orlando Central Parkway, Suite 350 with CDBG funds supporting city residents.	<b>\$35,902.59</b>
<b>HANDS, Inc.</b> <i>(Unincorporated Orange County between District 1 and District 4 )</i> Homebuyers Club services provided to fifteen (15) low and moderate income households. The program will be administered at 1707 Orlando Central Parkway, Suite 350 with services available only to city residents.	<b>\$17,350.05</b>
<b>Center for Independent Living, Inc.</b> <i>(Unincorporated Orange County near District 3)</i> Pre-purchase/Mortgage Default Counseling to thirty (30) low and moderate income households. The program will be administered at 720 N. Denning Dr. in Winter Park with services available only to city residents.	<b>\$18,261.00</b>
<b>Planning and Administration</b> <i>(maximum of 20% of total award)</i>	<b>\$409,324.40</b>
<b>CDBG Total</b>	<b>\$2,046,622</b>
<b>CDBG Program Income</b>	<b>\$15,000</b>

<b>EMERGENCY SHELTER GRANTS (ESG) PROGRAM YEAR 2011</b>	
<b>BETA Center, Inc.</b> Program Administration location & shelter location: 4680 Lake Underhill Road - (District 2) Services Available: Citywide Operating costs for this emergency shelter program serving forty-five (45) homeless pregnant teen and other high-risk mothers.	<b>\$34,051</b>
<b>Harbor House, Inc.</b> Program Administration location: Orange County Court House (District 5) Shelter location: <i>(Not listed due to confidentiality of residents)</i> Services Available: Citywide Operating costs of emergency shelter to provide housing to four-hundred and ten (410) homeless women and child survivors of domestic violence.	<b>\$65,000</b>
<b>TOTAL PROGRAM YEAR 2011 - ESG ALLOCATION</b>	<b>\$99,051</b>

<b>HOME INVESTMENT PARTNERSHIP GRANT PROGRAM YEAR 2011</b>	
<b>CHDO Set Aside for Rental Housing Rehabilitation -Citywide</b> Rehabilitation of approximately twenty (20) low-income multi-family rental	<b>\$300,000</b>

units by City approved Community Housing Development Organizations (CHDO's).	
<b><u>Owner Occupied Rehabilitation -Citywide</u></b> City of Orlando Housing and Community Development Department Reconstruction or substantial rehabilitation of approximately thirty-six (36) single-family owner occupied units-citywide.	<b>\$533,305</b>
<b><u>Home Ownership Assistance -Citywide</u></b> City of Orlando Housing and Community Development Department To assist approximately twenty (20) first time homebuyers purchasing a home within the City with down payment and closing costs assistance.	<b>\$300,000</b>
<b><i>Planning and Administration</i></b>	<b>\$125,922</b>
<b>TOTAL PROGRAM YEAR 2011 - HOME ALLOCATION</b>	<b>\$1,259,227</b>
<b><i>Program Income</i></b> — Projected income from the State Housing Initiative Partnership activities. The City of Orlando Housing and Community Development Dept. will receipt (enter into I.D.I.S.), any program income and use it immediately on one (1) low-income rental units.	<b>\$15,000</b>

<b>HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM YEAR 2011</b>	
<i>City of Orlando Planning and Administration</i>	<b>\$109,210</b>
<i>Project Sponsor Planning and Administration</i>	<b>\$231,008</b>
<b><u>Catholic Charities, Inc. dba Pathways to Care, Inc.</u></b> - (Not listed due to confidentiality of residents) HOPWA Facility Based Housing for 30 clients (max. stay 45 days).	<b>\$141,000</b>
<b><u>Center for Drug Free Living, Inc.</u></b> – 100 Columbia St. The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties: <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 200;</li> <li>• Tenant Based Rental assistance for 50;</li> <li>• Facility Based Operating costs for 115</li> <li>• Permanent Housing Placement for 29</li> <li>• Supportive Services/Case Management for 517;</li> <li>• Supportive Services/Mental Health &amp; Substance Abuse Counseling for 358</li> </ul>	<b>\$1,209,828</b>
<b><u>Center for Multicultural Wellness &amp; Prevention</u></b> – 641 N. Rio Grande Ave. (outpost office in Lake County) The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties: <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 167;</li> <li>• Tenant Based Rental assistance for 41;</li> <li>• Supportive Services for 526;</li> <li>• Permanent Housing Placement for 19.</li> </ul>	<b>\$691,053</b>
<b><u>Habitat for Humanity of Greater Apopka, Inc.</u></b> (Not listed due to confidentiality of residents) Facility operating costs for 11 family housing units to house approximately 60 HIV/AIDS infected low income persons and their families in Orange, Osceola, Lake and Seminole Counties. This project	<b>\$112,250</b>

has eleven 2 and 3 bedroom apartments.	
<p><b><u>Miracle of Love, Inc.</u></b> – 741 W. Colonial Dr.</p> <p>The following services for low income HIV/AIDS infected individuals and their families in Orange, Osceola, Lake and Seminole Counties:</p> <ul style="list-style-type: none"> <li>• Short Term Rent Mortgage and Utility assistance for 250;</li> <li>• Tenant Based Rental assistance for 50</li> <li>• Permanent Housing Placement for 25</li> <li>• Supportive Services for 300</li> </ul>	<b>\$820,828</b>
<p><b><u>Spotlight Outreach Ministries, Inc.</u></b> <i>(Not listed due to confidentiality of residents)</i> Supportive Services and Facility operating costs for housing approximately 35 HIV/AIDS infected low income women and/or women with young children in Orange, Osceola, Lake and Seminole Counties.</p>	<b>\$73,000</b>
<p><b><u>The St. Francis House, Inc.</u></b> <i>(Not listed due to confidentiality of residents)</i></p> <p>Facility operating costs for housing approximately 40 HIV/AIDS infected low income men in Orange, Osceola, Lake and Seminole Counties. This project has two facilities.</p>	<b>\$132,161</b>
<p><b><u>X-Tending Hands, Inc.</u></b> <i>(Not listed due to confidentiality of residents)</i></p> <p>Facility operating costs for housing approximately 50 HIV/AIDS low income individuals in Orange, Osceola, Lake and Seminole Counties. This project has two facilities, one for men and one for women.</p>	<b>\$120,000</b>
<b>TOTAL PROGRAM YEAR 2011 - HOPWA ALLOCATION</b>	<b>\$3,640,338</b>
<b>TOTAL FUNDS AVAILABLE FROM 2011 ALLOCATION (without program income)</b>	<b>\$7,045,238</b>

## **Section 6**

### **I.D.I.S. Activity Sheets**

*(Because the IDIS sheets are large documents they are included under separate cover)*



**Section 7**  
Geographic Distribution

## **GEOGRAPHIC DISTRIBUTION**

### **Assisted Areas**

Program Year 2011 identified needs for the proposed activities throughout the geographic area, so no specific area has been targeted. Excluding program administration, 100% of CDBG, ESG and HOME funding will be allocated citywide and 100% of HOPWA will be allocated throughout the four counties within the Orlando jurisdiction.

The City of Orlando's Housing & Community Development Department will ensure that CDBG, HOME ESG, and HOPWA Program Year 2011 funding will be directed to address the needs of the City's very low, low, and moderate-income residents. CDBG, HOME and ESG funds have been made available to all City of Orlando neighborhoods and agencies whose residents or clientele meet the requirements stipulated by the Code of Federal Regulations. HOPWA funds have been allocated to agencies throughout the jurisdiction, across the four county area of the Eligible Metropolitan Statistical Area (EMSA) including Lake, Orange, Osceola and Seminole.

Due to the broad geographic distribution of funding, CDBG, HOME, ESG and HOPWA programs serve clients who represent a broad range of races and ethnic groups throughout the jurisdiction with no specific geographic target area at this time. Activities undertaken in all of the programs shall include improvements to public facilities, affordable housing activities such as down payment assistance, housing counseling, rental and owner-occupied housing rehabilitation, assistance to homeless facilities, homeless prevention activities, tenant-based rental assistance facility-based housing and housing-related supportive services.

### **MAPS (Please see separate attachment)**

#### **City of Orlando Areas of Minority Concentration**

The City's HUD funded projects for Program Year 2011 are allocated to agencies which serve very low, low, and moderate-income residents.

#### **CDBG - Geographic Location**

#### **ESG - Geographic Location**

#### **HOME**

HOME funds which may be used for new construction, downpayment assistance, acquisition and /or owner occupied and rental rehabilitation are made available on a citywide basis, regardless of geographic location. Historic patterns of HOME investment indicate that HOME funds for owner-occupied rehabilitation, new construction/reconstruction, and some downpayment assistance often occur in the Parramore Heritage Neighborhood. However the funding is made available on a citywide basis, regardless of geographic location.

## **HOPWA Geographic Location**

**Priority:** Special Needs

**Jurisdiction:** Orlando Eligible Metropolitan Statistical Area (EMSA) - Lake, Orange, Osceola & Seminole counties

Proposed HOPWA funded agencies for Program Year 2011 will provide services to eligible residents of all four counties of the EMSA. Program Year 2011 continues to ensure HOPWA supportive service agencies, where clients are assessed for eligibility, are geographically out-posted in all four counties of the EMSA.

Additionally, HOPWA facility based housing, in the form of community residencies and family 2 and 3 bedroom units, is currently available in all four of the Orlando EMSA of Orange, Osceola, Seminole and Lake Counties.

1. Catholic Charities, Inc – dba Pathways to Care - The physical location of this HOPWA facility (address not disclosed due to the confidentiality of HIV+ residents) houses women and men, and is located in Seminole County, but is open to eligible clients from the EMSA who are homeless when released from hospitalization.
2. Center for Drug free Living, Inc./CENTAUR- HIV Services Program  
CENTAUR's main office is located in Orange County and the number of persons accessing HOPWA services reflects local epidemiology.
3. Center for Multicultural Wellness & Prevention, Inc. - HIV Services Program (CMWP)  
CMWP main office is located in Orange County and has an outpost HOPWA office in Lake County to address the increased number of eligible persons accessing services in that county.
4. Habitat for Humanity of Greater Apopka, Inc. - The physical location of this HOPWA facility (address not disclosed due to the confidentiality of HIV+ residents) provides two and three bedroom apartments to families and is located in the West Orange County, but is open to eligible clients from the EMSA.
5. Miracle of Love, Inc.  
Miracle of Love, Inc. outposts HOPWA housing case managers as needed throughout the EMSA. The main office is located in Orange County and the numbers of persons accessing HOPWA services reflect local epidemiology.
6. Spotlight Ministries – Rachel's House  
Rachel's House is the physical location of this HOPWA facility (address not disclosed due to the confidentiality of HIV+ residents), which houses women and children is located in unincorporated Orange County, but is open to eligible clients from the EMSA.
7. St. Francis House of Hospitality, Inc. – St. Francis and St. Damian Houses  
The St. Francis House and St. Damian House are the physical locations of these two HOPWA community residences for single homeless men and are located in the City of Orlando, (address not disclosed due to the confidentiality of HIV+ residents), but are open to eligible clients from the EMSA.
8. X-Tending Hands, Inc – The Men's House and The Women's House  
X-Tending Hands has two community residences for single men and single women that are located in unincorporated Orange County, (address not disclosed due to the confidentiality of HIV+ residents), but are open to eligible clients from the EMSA.

HOPWA supportive service agencies are located in areas of high concentration of HIV/AIDS incidence. On the following pages are maps with the locations of the proposed HOPWA agencies. Due to confidentiality, only the locations of the HOPWA supportive service agencies are identified.

**Section 8**  
Affordable Housing Goals

## **AFFORDABLE HOUSING GOALS**

### **Actions to Foster and Maintain Decent, Affordable Housing**

In the FY 2011-2016 Consolidated Plan, affordable housing is addressed as a planning priority. The Affordable Housing Priority has a series of goals ranging from increasing affordable housing options to promoting the sustainability of neighborhoods through increased homeownership. "Goals" are essentially statements by the City as to what they would like to accomplish over the period covered in the Consolidated Plan. For each goal there are activities to carry out the goals addressed under these priority areas.

#### **Goals for Affordable Housing Priority and Related Activities**

The City of Orlando Housing and Community Development Department activities planned for FY 2011 will continue to promote the preservation and creation of safe, sanitary housing that is affordable and support facilities that offer services that are accessible to low and moderate income households. This will be accomplished with the administration of various housing related programs, housing research and educational efforts.

#### **Rehabilitation of Affordable Housing**

**Goal:** Increase the availability of the existing affordable housing options within the City of Orlando for extremely low-, low-, and moderate-income residents.

- Rehabilitate existing rental units Citywide, including single-family and multifamily units.
- Leverage funds to assist for profits and nonprofits, including Community Housing Development Organizations (CHDOs) in acquiring and rehabilitating affordable rental units

**Summary of Activities:** During Program Year 2011, \$300,000 of HOME monies will be used for the rehabilitation of twenty (20) low-income rental units by Community Housing Development Organizations (CHDO). These renovated units will be made available to households who earn less than 80 % of the median family income (MFI).

**Summary of Activities:** A total of \$533,305 of HOME monies funds will be used for the substantial rehabilitation or reconstruction of approximately thirty-six (36) owner occupied single family homes. As part of this effort, homes will, whenever possible, include environmentally friendly or "green building" standards. In addition, the City collects fines for code enforcement violations and uses approximately \$50,000 annually to support its single family, owner-occupied housing rehabilitation program. The rehabilitation activities will focus on improvements that will decrease the energy consumption of the homeowner. All homeowners participating in this program must be at 80% or less of median family income (MFI).

**Summary of Activities:** During Program Year 2011, HOME funds will be used for to provide homeownership assistance to approximately twenty (20) households. Services to include assistance with down payment and closing cost will be made available to households who earn less than 80 % of the median family income (MFI) and are first time homebuyers.

#### **Sustainable Neighborhoods**

**Goal:** Promote sustainability of neighborhoods through increased homeownership opportunities.

#### **Summary of Activities:**

- *Down payment assistance to very low-, low-, and moderate-income first-time homebuyers*

Down payment assistance is offered by the City of Orlando through the HOME program. The City anticipates allocating \$300,000 to provide down payment assistance and closing costs to twenty (20) low income buyers acquiring property.

**Goal:** Develop new or modify existing affordable housing programs offered to the citizens of the City of Orlando.

**Summary of Activities:**

- Homeowner Pre and Post Purchase Counseling Classes

As a requirement for participation in down payment assistance, the City requires that housing beneficiaries attend pre and post purchase classes conducted by an eligible non-profit housing counseling organization. Homeowners who receive assistance from the single family homeowner housing rehabilitation program must attend a "My Home" class. The "My Home" class offers instruction on home maintenance.

- Collaborate with HUD and other Housing Interest Groups to overcome barriers to affordable housing

The City has made enormous strides in reducing barriers to affordable housing. In 2005, the City was recognized, by HUD, with the Robert L. Woodson, Jr. Award. It was established in 2005 by the America's Affordable Communities Initiative to encourage all levels of government to reduce regulatory barriers to affordable housing. The City and its programs currently serve as a model to other communities.

- Develop activities and policies combating predatory lending

The City also works with other housing counseling organizations in developing educational programs to help combat predatory lending.

As a response to the crisis in the real estate market and the increase in foreclosures in the City, the City worked closely with for-profit as well as non-profit groups to educate residents about foreclosures. These workshops will continue during the 2011 program year.

(For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds.)

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2506-0117  
(Exp. 4/30/2011)

**Table 3B**  
**ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

Grantee Name: City of Orlando Program Year: 2011	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Section 1.01 Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	473		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	1,184		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	1,657		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	20		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	1,184		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	1,204		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	66		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Homebuyer Assistance	20		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	86		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	86		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	1,184		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Homebuyer Assistance	20		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	1,290		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	1,290		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual Owner Housing Goal	86		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	1,376		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Section 9 – Public Housing**

## **PUBLIC HOUSING**

### **Public Housing Goals & Strategies**

#### **Orlando Housing Authority (OHA) OVERVIEW**

Established in 1938, the Orlando Housing Authority (OHA) is responsible for the successful operation and maintenance of approximately 1,475 public housing units and 483 units of affordable (non-public) housing throughout the City of Orlando and Orange County, Florida. The mission of the Orlando Housing Authority is to offer a choice of safe and affordable housing options and opportunities for economic independence for residents of Orlando and Orange County.

OHA is recognized as a leader in the affordable housing industry in Central Florida. From management of public housing, administration of the Housing Choice Voucher program, and development of market-rate and senior housing, OHA continues to demonstrate its capacity as a force in supplying and improving housing and housing options for residents of the City of Orlando and Orange County. OHA has an unblemished record for successful planning, implementation, and management of capital budgets on its numerous Capital Fund grants. OHA is a consistent recipient of Capital Fund Bonus funds.

In 2007, the OHA received an \$11 million loan from Fannie Mae to participate in the Capital Fund Financing Program (CFFP) to expedite improvements to public housing. Improvements are underway and will be complete by Summer 2011.

OHA's development activities are implemented with a results-based, performance-oriented approach, which has resulted in an excellent track record of projects built on-time and on-budget. In all, OHA has awarded and managed contracts totaling more than \$44 million in the last 12 years. In recent years, OHA has sought to expand its mission as provider of affordable housing, to take on a broader role as a leader in neighborhood revitalization beyond the boundaries of existing public housing.

#### **Public Housing – Current Residents**

The Orlando Housing Authority has 1,479 public housing units with an average occupancy rate of ninety-six percent (96%) per site. The average income of elderly families is \$11,550 while the average income of non-elderly residents is \$19,440. African Americans make up the majority of OHA clientele at sixty-five percent (65%) whereas families with children make up fifty-five percent (55%). Sixty-six percent (66%) of residents have disabilities.

OHA's public housing units are in good physical condition. OHA completed comprehensive Section 504 Needs Assessments in 1991 and 2006. As a result, OHA completed modifications at each public housing site to accommodate disabled households. Currently, there are eighty-nine (89) handicap accessible units agency-wide.

#### **Public Housing - Waiting List**

There are a total of 6,495 families on the public housing waiting list. Seventy three percent (73%) are extremely low income and twenty-one percent (21%) are deemed very low income. African Americans make up fifty-one percent (51%) of the demographic while forty-four percent (44%) of households include children and forty percent (40%) include disabled persons. The average income of elderly families is \$10,638 and an average income of \$9,526 for non elderly families. Restoration and revitalization needs stem from the need to preserve our older units while managing the standards of twenty-first century affordable housing.

#### **Housing Choice Voucher (Section 8) Waiting List**

There are a total of 1,852 families on the Housing Choice Voucher waiting list. The average income of elderly housing choice participants is \$9,740 while non elderly families average income is \$16,185. Forty percent (40%)

are extremely low income and thirty-one percent (31%) are very low income. African Americans consist of sixty-one percent (61%) of the demographic, families with children make-up fifty-three percent (53%) and disabled households make up twenty-seven percent (27%). The Housing Choice Voucher (HCV) waiting list is currently closed. The approximate wait time for a HCV is two to six years.

**Moving To Work (MTW) Designation**

HUD awarded the Orlando Housing Authority (OHA) the prestigious Moving to Work (MTW) designation in 2010. OHA is one of only 33 housing authorities nationwide with the designation and is the only MTW agency in the Florida. Moving to Work (MTW) is a ten year initiative through HUD that allows housing authorities nationwide the flexibility to address needs of the community through means that may otherwise be prohibited. As an MTW agency, the Orlando Housing Authority now has the flexibility to design and test new ways to provide and administer public housing and Section 8, is able to modify some of its policies and use housing as an incentive to encourage residents to make economic progress, and is exempt from many existing public housing and voucher rules and has more flexibility with how Federal funds are used.

OHA’s MTW objectives are rooted in HUD’s Strategic Goals to increase cost effectiveness, self sufficiency and housing choices for low-income families.

**MTW Self-Sufficiency Resource Center**

OHA has increased its minimum rent for all public housing and Housing Choice Voucher (HCV) participants from fifty dollars (\$50) per month to two hundred and fifty dollars (\$250) per month. Households unable to pay the minimum rent must participate in the Resource Center’s self- sufficiency programs . The Resource Center is located at the Ivey Lane Homes development in west Orlando. Residents participating in the program develop individualized action plans that serve as a blueprint to self-sufficiency. Plans may include GED classes, career training and job assistance, child care support/referral, transportation assistance, educational support and vocational training.

<b>2011 OHA Family Services Services and Program Activities</b>					
	<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Est. Size</b>	<b>Allocation Method</b> (waiting list/random selection/specific criteria/other)	<b>Access</b> (development office / PHA main office/ other provider name)	<b>Eligibility</b> public housing or Section 8 participants or both)
1	Assessment and Supportive Service Referral for <u>Elderly</u>		ROSS Senior Sites- Lorna Doone, Johnson Manor, Villas at Hampton & Carver Park	OHA/Other providers	Public Housing
2	Assessment/Case Management		Random/MTW participants/ ROSS participants	OHA	Public Housing
3	Budgeting		Inter-agency referral/MTW Participants/ROSS Sites	OHA , Other providers	Public Housing
4	Child Care Coordination for Working Families		ROSS Family Sites- Ivey Lane & Lake Mann	Other providers	Public Housing
5	Computer Classes		MTW Participants/ROSS	MTW on-site computer lab	Public Housing

			participants		
6	Domestic Violence Prevention and Intervention Program		MTW Participants(Youth)	Harbor House	Public Housing
7	Educational Support		Random adults and children/MTW participants/ROSS participants	TBD	Public Housing/Section 8
8	Elderly/Disabled Supportive Services		ROSS Sites-Ivey Lane, Lake Mann, Lorna Doone, Johnson Manor, Villas of Hampton & Carver Park/Referrals as needed	OHA	Public Housing
9	Employment Assistance		MTW Participants/ROSS Family Sites-Ivey Lane & Lake Mann/ Referrals as needed	OHA Job Recruiter/Other Partners	Public Housing
10	Employment Training and Placement		MTW Participants/MTW Participants/ROSS Family Sites-Ivey Lane & Lake Mann	Goodwill Industries/ Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Public Housing
11	ESOL		MTW participants/ Referrals as needed/ ROSS participants/ HOPE VI CSS - Former Carver Ct/t Carver Pk/	Other providers/Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Public Housing (see sites)
12	Financial Literacy		MTW Participants/ROSS	OHA/Other providers	Other Public Housing
13	Furniture Assistance		MTW participants/Random as needed/ROSS	The Mustard Seed	Public Housing/Section 8
	<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Est. Size</b>	<b>Allocation Method</b> (waiting list/random selection/specific criteria/other)	<b>Access</b> (development office / PHA main office / other provider name)	<b>Eligibility</b> (public housing or section 8 participants or both)
14	GED and ABE Classes		Random/MTW Participants/ROSS	Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Other Public Housing
14	Health and Nutrition		ROSS Sites-Ivey Lane, Lake Mann, Lorna Doone, Johnson Manor, Villas of Hampton & Carver Park	Other providers	Public Housing
15	Homeownership Education/Training		Random	OHA/Other providers	Public Housing

16	Housekeeping Counseling		Intra-agency referral	OHA	Public Housing
17	Employment Skills/ Training and Placement	TBD	MTW participants/ HOPE VI CSS - Former Carver Court/Current Carver Park/ROSS	OHA, Other providers	Former Carver Court/Current Carver park
18	Recreation		Random/MTW participants /ROSS youth, seniors & disabled	City Of Orlando, OHA, and Other Providers	Public Housing
19	Relocation Follow-up (Former Carver Court)		Site-based	OHA	Public Housing
20	Small Business Development Services		ROSS Sites	Other providers	Other Public Housing
21	Teenage Pregnancy Prevention Programs		Lake Mann/Other Sites TBD	Orange County Health Department	Other Public Housing
22	Transportation Assistance/bus passes		MTW participants Job/education /training /vocational program participation/ROSS participants	OHA /LYNX	Public Housing
23	Vocational /Educational Assessment		HOPE VI CSS - Former Carver Court/Current Carver Park	Former Carver Court/Current Carver Park	Former Carver Court/Current Carver Park
24	Youth Education Reading Program		MTW Participants/ROSS sites	OHA/Other providers	
25	Youth Employment		MTW Participants/Random	Workforce of Central Florida Summer youth Connection/OHA/Other Providers	Other Public Housing

**Section 10**  
Homelessness and Other Special Needs

## HOMELESS & OTHER SPECIAL NEEDS

### Overview

As outlined in the Consolidated Plan, from 2011-2016, the four (4) priority areas, Homeless Priority, Special Needs Priority, Affordable Housing Priority and the Non-Housing Community Development Priority, will be addressed through the administration of the HCD Department's HUD funded programs and leveraged with other federal, state and local funds.

In the Consolidated Plan, the homeless priority area has several goals ranging from the development of diverse affordable transitional housing to the provision of essential services. The Special Needs priority, due to its broad definition, has been broken down into specific sub-priority areas. Each of these sub-priority areas has multiple goals and strategies. Only those goals and strategies which are pertinent to Program Year 2011 planning efforts have been addressed.

The City assists homeless persons make the transition to permanent housing and independent living through the following activities:

### Homeless Priority and Related Activities

The City of Orlando has taken a number of key steps to address homelessness. For each goal, listed on the following pages related to homelessness, there are strategies or "action objectives" which will be undertaken.

### Homeless Goals and Strategies

**Goal:** Support operating expenses of emergency homeless facilities providing emergency shelter or emergency services to homeless men, women, children, families, and the chronic homeless in attaining permanent housing and self-sufficiency.

**Strategy:** Through a competitive Request For Applications (RFA) process, provide Emergency Shelter Grants funds to cover operational expenses, utilities, maintenance, and other similar expenses to agencies providing emergency shelter or emergency services for homeless men, women, children, families, and the chronic homeless.

**Summary of Activity:** For Program Year 2011 ESG funding, the City of Orlando conducted a competitive Request for Applications (RFA) process to provide Emergency Shelter Grants funds for operational expenses, utilities, maintenance, and other similar expenses. In total, an award of \$99,051 will be utilized by the BETA Center, Inc. and Harbor House, Inc. to fund operating expenses. Additionally, CDBG funds in the amount of \$1,600,000 have been allocated to the Coalition for the Homeless for the planning, design and construction costs of a 250 unit facility for chronically homeless men. The facility is jointly funded by Orange County through the allocation of some of its CDBG funds.

### Research and Actions on Chronic Homelessness

In the FY 2011-2016 Consolidated Plan, one goal in particular addresses actions to end homelessness; namely to "...Support actions, projects, studies, commissions, or any other avenue dedicated to ending chronic homelessness".

The City of Orlando continues to study the homeless issue and introduce measures to better serve this population. The City, in collaboration with the County and local Homeless providers began the production of **Project Homeless Connect** in December of 2006 and subsequently turned over the leadership of the project to the Homeless Services Network of Central Florida. City of Orlando employees serve as volunteers for the events which are now held three times a year and Housing Department Staff provide planning and implementation support.

The City will continue to support actions, projects, studies, commissions, and other avenues dedicated to ending chronic homelessness by the Congressional timetable of 2012.

Since January 17, 2007, the City collaborated with Orange County in the establishment of the **Central Florida Regional Commission on Homeless**, and the subsequent planning document "10-2 END", a detailed 10 year plan to end Homeless in Central Florida. The commission is currently working on developing resources to sustain its mission and initiating an area wide coordination of services through the Homeless Service Network. The commission is tasked with securing the funding to meet its' five major goals of Housing, Prevention, Supportive Systems, Healthcare and Implementation, with the ultimate goal of ending homelessness in Central Florida before 2017.

The City of Orlando Housing & Community Development Department will not be allocating HUD funding specifically for homeless prevention programs for Program Year 2011. However, October 1, 2011 will mark the second anniversary of the three year Homelessness Prevention and Rapid Rehousing Program (HPRP), which was funded through the American Recovery and Reinvestment Act to provide assistance to households at risk of or who have lost their permanent housing. To date, this program has assisted over 400 households through homelessness prevention or rapid rehousing. The program assisting with homelessness prevention has exhausted the resources allocated to that activity. Services for the rapid rehousing of homeless families will continue for another year until all available funds have been expended.

The Housing & Community Development Department's single family housing rehabilitation program assists low income residents to remain in their home and increases neighborhood stabilization, promotes wealth building and housing stock preservation. Additionally, the City plans to contract with area agencies to provide housing counseling to prevent foreclosures.

#### Homeless Services Network (HSN)

The City supports actions, projects, or other avenues that further the mission, goals, and objectives of the Continuum of Care (CoC) for Orange, Seminole, and Osceola Counties. The CoC serves as the blueprint for aiding homeless men, women, children, and families in the tri-county area.

Summary of HSN Related Activities: HSN is the administrative agency for HUD's Continuum of Care program and serves as HUD's grantee for Supportive Housing Program (SHP) dollars for Orange, Osceola and Seminole Counties. The Continuum of Care plan identifies and coordinates projects, activities and funding. The Network is a 501(C)(3) Florida corporation and currently has approximately 70 member agencies. It should also be noted that a member of the HSN sits on the City's HOPWA and ESG advisory bodies.

The Community's Continuum of Care planning process is coordinated by the Network's staff and volunteer Board members of which City Housing & Community Development staff participate. The principal planning body is the Network's Continuum of Care Working Group. It is led by the Network's Executive Director and consists of persons from the community with broad-based experience both within the community and in the delivery of services to people who are homeless. This group developed the initial continuum of care plan and now administers an annual evaluation and update of the continuum plan at the beginning of each year.

HSN sets the schedule of meetings for input on the plan during the year, makes the suggested revisions to the plan, and leads the meetings held to discuss the plan. It also directs the staff of the Network to take the steps necessary to obtain outstanding information, including an updated bed inventory throughout an on-going process.

HSN either sponsors or has membership in a number of task forces and working committees that are involved with the issues of homelessness. Groups involved in these activities include the Central Florida Commission on

Homelessness, Orange County's Mental Health and Substance Abuse Task Force, the Chronic Homeless Workgroups and the HMIS Users Group. In addition to Continuum of Care meetings, the Network's Executive Director also participates in other community-wide planning efforts such as the City of Orlando's ESG Review Committee and HOPWA Advisory Committee because of the significant number of homeless and at-risk of homelessness households served by these funding sources.

### **Special Needs Priorities**

The Special Needs priority areas range from households with disabilities to public housing residents. Two goals should be noted since they are raised for each of the priority areas; namely, 1) the goal of supporting studies, reports and other means of analysis to determine needs; and, 2) the goal requiring consistency review.

To address the first goal, the City provides funding, as needed, to prepare research and studies necessary to carry out housing and community development activities for persons with special needs.

The other goal addresses consistency review. Consistency review is where an agency receiving HUD funding will request the City of Orlando to review their proposed project for consistency with the Consolidated Plan and the Growth Management Plan. The City of Orlando regularly produces consistency reviews for the Orlando Housing Authority and the Homeless Services Network, as well as other local service agencies.

### **Special Needs Priorities and Related Activities**

FY 2011 Annual Action Plan continues to address the following priority areas: Households with Elderly Populations and Frail Elderly Populations, Public Housing Residents, Persons with Substance Abuse addictions, Persons with Mental Health Issues and Persons with HIV/AIDS and their Families. Below is listing of the priority areas, goals and pertinent strategies.

#### Households with Elderly Populations

**Goal:** Support development of diverse affordable housing models and supportive housing models specifically designed for elderly households.

**Strategy:** Fund activities that assist in minor rehabilitation, weatherization and accessibility improvements for owner-occupied elderly housing.

#### Frail Elderly Populations

**Goal:** Support development of diverse affordable housing models and supportive housing models specifically focusing on frail elderly residents.

**Strategy:** Fund activities that assist in minor rehabilitation, weatherization and accessibility improvements for owner-occupied elderly housing.

**Summary** of Special Need Activities for Households with Elderly Populations and Frail Elderly Populations: In Program Year 2011 the City will provide \$150,000 to Seniors First HEART Program for the minor rehabilitation of thirty (30) homes. Additionally, CDBG 2011 Public Services will fund an additional case manager to coordinate assistance to frail elderly households so that they may remain in their homes as long as possible and to offer assistance in the transition for eligible seniors to nursing homes. All elderly households in the Senior's First program shall be age 62 or over and be very low income (less than 50% of Median Family Income (MFI)).

#### Persons with Alcohol and Other Substance Abuse, Including the Dually Diagnosed

**Goal:** Support development of diverse housing models specifically focusing on supportive service needs of persons with alcohol and other substance abuse, including the dually diagnosed.

**Strategy:** Provide Consistency Review with this Consolidated Plan and the Growth Management Plan for any requests from other agencies, organizations, and businesses that are undertaking steps to develop affordable housing and/or supportive housing options for persons with alcohol and other substance abuse, including the dually diagnosed.

**Strategy:** In conjunction with the Center For Drug Free Living's (CDFL) Addictions Receiving Facility (ARF), assist any lobbying, planning, and financial efforts to increase the number of emergency detoxification beds at the ARF

serving Orange County, especially City of Orlando residents. This facility is currently managed by CDFL and is the only one serving all of the Orange County adult population.

**Strategy:** In conjunction with substance abuse treatment providers for both committed and non-committed juveniles, assist any lobbying, planning, and financial efforts to increase the number of emergency detoxification beds serving Orange County's juvenile population, especially City of Orlando residents.

**Summary of Special Needs for Persons with Alcohol and Other Substance Abuse, Including the Dually Diagnosed:** In Program Year 2011 the City will provide the Center for Drug Free Living, Inc. \$60,763 for the "women and Children's Residential Program". This funding will be used to fund substance abuse treatment in a residential setting for three (3) homeless, very-low to low income women, pregnant or post-partum women with children less than 18 years of age.

#### Low Income Persons with HIV/AIDS and Their Families

**Goal:** Support development of diverse affordable housing models for persons with HIV/AIDS and their families.

**Strategy:** Provide Consistency Review with this Consolidated Plan and the Growth Management Plan for any requests from other agencies, organizations, and businesses that are undertaking steps to develop affordable housing options for persons with HIV/AIDS and their families.

**Strategy:** Implement a short-term rent, utility, and mortgage assistance program to prevent homelessness as stipulated under HOPWA program requirements for extremely low-, low-, and moderate-income persons with HIV/AIDS and their families.

**Strategy:** Implement a tenant-based housing assistance program by leasing scattered-site housing units to provide permanent housing for extremely low-, low-, and moderate-income persons with HIV/AIDS and their families. This assistance may include shared housing arrangements.

**Strategy:** Implement a facility-based housing program to include operating costs, such as maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs, for agencies providing housing and supportive services for extremely low-, low-, and moderate-income persons with HIV/AIDS.

**Strategy:** Provide funding for acquisition, rehabilitation, conversion, leasing, and repairing of facilities offering housing and supportive services for extremely low-, low-, and moderate-income persons with HIV/AIDS.

**Summary of Persons with HIV/AIDS and Their Families Activities:**

During Program Year 2011 a total of \$3,640,338 will be allocated to the following activities: Short Term Rent, Mortgage and Utility Assistance, Tenant Based Rental Assistance, Permanent Housing Placement, Facility Operating Costs, Supportive Services -Case Management and Mental Health and Substance Abuse Counseling, and Program Administration. In total, during Program Year 2011 the City anticipates that approximately 1,370 households with HIV/AIDS and their families will be served over a four county area.

**Goal:** Support studies, reports, or other means of analysis to determine housing and/or support service needs of persons with HIV/AIDS and their families.

**Strategy:** Participate and coordinate with agencies, businesses, and other government agencies that may produce studies and reports, or hold forums to determine both housing and/or supportive service needs for persons with HIV/AIDS and their families. The City's participation could potentially include funding support of such avenues or any resulting recommendations.

**Strategy:** Conduct a Needs Assessment of extremely low-, low-, and moderate-income HIV/AIDS persons and their families, including housing needs and supportive service needs. The Needs Assessment will be conducted every other year at a minimum. Alternative years will have a HOPWA Satisfaction Survey developed.

**Summary of Activities:** The City of Orlando HCD staff regularly meet with various groups locally, regionally and nationally to determine the ever evolving needs of HOPWA clients and their providers.

**Section 11**  
Barriers to Affordable Housing and Other Actions

## **BARRIERS TO AFFORDABLE HOUSING AND OTHER ACTIONS –**

1. Actions to address obstacles to meet underserved needs
2. Foster and maintain affordable housing
3. Public housing improvements & resident Initiatives
4. Evaluation and reduction of lead-based hazards
5. Reducing the number of persons below poverty line
6. Development of institutional structures
7. Enhancing coordination between housing and service agencies

### **1. Actions to Address Obstacles to Meet Underserved Needs**

To address the obstacles in meeting underserved needs existing in the City of Orlando, the following strategies have been developed to utilize housing and community development programs. These strategies will address those needs and improve the quality of life for low and moderate-income residents.

#### Credit issues for new Homebuyers

Efforts must be made to screen families to determine creditworthiness prior to beginning the home buying process. Credit problems remain an obstacle for low-income families trying to become homeowners. The City of Orlando will work with local organizations to offer free homebuyer education to low-income homebuyers. The assistance will apply to first time homebuyers as well as households experiencing mortgage delinquency/default.

#### Senior Citizen Housing

Underserved needs also include the needs of the City's elderly population. The City will continue to fund the minor rehabilitation of owner occupied housing for low income seniors through the Seniors First HEART program. Seniors whose homes are repaired will often choose to stay in their homes as they age, rather than be institutionalized. A Community Care coordinator position will be offered through Seniors First to assist seniors in need of additional services to stay in their homes. This position will be funded by CDBG.

#### The Homeless Population

The City anticipates funding the renovation and expansion of a health care facility to increase access to health services for homeless and underserved families through the Health Care Center for the Homeless. The City will continue to fund the Coalition for the Homeless to build a 250 bed facility for homeless men. Emergency Shelter Grant operating costs are scheduled to be provided to agencies who offer shelter to homeless persons, including women with children, pregnant women, survivors of domestic violence, individuals and families.

#### The Disabled Population with HIV/AIDS

The City will continue to fund supportive service housing providers who address the needs of low income persons with HIV/AIDS and their families. Throughout the HOPWA program eligible persons and their families may access short term rent, mortgage and utility assistance, tenant based rental assistance, permanent housing placement and facility based operating cost to prevent homelessness.

#### The Disabled Population

The City anticipates funding the Center for Independent Living, Inc. for an employment training and job placement program for low to moderate income persons with disabilities. This program will benefit sixty-nine low to moderate income persons with disabilities citywide. Additionally, CDBG funds will be used to build a protective covering structure for approximately one-hundred and ninety-four (194) persons with disabilities who work at Quest, Inc.

#### Youth

The City anticipates providing funding to Orlando Community Youth Trust, Inc. to implement the "PKZ College Testing Readiness Program". This program will implement pretest, analyze results and develop a personal study

plan for 30 low-moderate income students. The anticipated outcome of this program is that at least 60% of the students who participate will get a high enough score on the SAT to get into college. Services will be provided at the Orlando Downtown recreation Center, the John H. Jackson Community Center and the New Image Youth Center. Additionally, the City anticipates providing funding to Miracle of Love, Inc. for the acquisition of a facility to provide social community activities, educational and economic opportunities to at-risk and disenfranchised youth.

## **2. Foster and maintain affordable housing**

The economic downturn and substantial rise in unemployment has resulted in large numbers of home foreclosures in the area. This creates additional barriers for households to maintain or create home ownership opportunities. While some factors, such as interest rates, labor, material costs, and state mandates are outside of local control, other factors, such as regulations, can be effectively addressed. By stating, as a matter of public policy, that affordable housing is a high priority for the City of Orlando in the conduct of its services, several actions can be taken to address affordable housing.

Land development regulations are codified, applied, and enforced at the local level. In most communities this is typically accomplished through a building code, local zoning ordinance, subdivision code, and the local land development code. While regulations typically strive to protect the health, safety, and well-being of citizens, any policy, rule or procedure constitutes a barrier when it prohibits, discourages, or excessively increases the cost of new or rehabilitated affordable housing without sound compensating public benefit.

Housing is commonly defined as affordable if a low- or moderate-income family can afford to buy or rent a standard dwelling unit without spending more than thirty percent (30%) percent of its income on rent or mortgage. Affordable housing can be divided into two categories: moderate income, or workforce housing, and housing for extremely low-income individuals, who typically include the elderly and individuals with disabilities.

### **City of Orlando Housing Counseling Services**

The HDC will continue to implement the foreclosure prevention, home buyers counseling and credit counseling programs for FY 2011 with the goal of serving approximately two hundred and forty (240) low and moderate income households.

### **City of Orlando Efforts to Eliminate Barriers to Affordable Housing**

#### **Affordable Housing Chapter within the Land Development Code (LDC), Chapter 67**

The City of Orlando began to address affordable housing issues and related regulatory barriers in the mid 1980s. The City's 1985 Growth Management Plan's Housing Element provided the policy framework for the Affordable Housing Chapter within the Land Development Code (LDC), Chapter 67. Chapter 67 of the LDC, the Affordable Housing Chapter, provides a conveniently accessible location for all incentives, regulations, and criteria relating to affordable housing and effectively creates the Local Housing Assistance Program. Results from a joint Orange County and City of Orlando Affordable Housing Task Force in the early 1990s led to further modifications in the area of land use and policy.

#### **Affordable Housing Advisory Committee (AHAC)**

In 1994, the affordable housing policy was further updated and expanded through the creation of the AHAC. In order to receive SHIP funding from the State of Florida, a housing advisory committee had to be created. This committee composed of laypersons and housing professionals, made recommendations leading to the adoption of an Affordable Housing Incentive Plan, or AHIP.

In its advisory capacity, the AHAC plays a very active role in the promotion of affordable housing. The committee, which meets on a quarterly basis, reviews land development regulations and considers policies, procedures, and ordinances prior to their adoption for their adverse impact on affordable housing. During the 2007 session of the Florida Legislature, the requirement for communities that receive SHIP funds to house an AHAC was adopted again. The new legislation requires a committee of eleven (11) persons representing specific categories within the community and charges the committee to make recommendations and evaluate the implementation of affordable housing incentives. Triennially, the AHAC shall submit a report to the City Council discussing their recommendations concerning the local housing incentive strategies.

#### *Streamlined Permitting System*

AHAC also makes recommendations, many of which have been effective in creating attractive affordable housing in the City of Orlando. One of the first AHAC recommendations to be addressed was the updating of the City's permitting system. The permitting process has now been thoroughly streamlined, allowing an affordable housing project to move rapidly through each level of review. The current permitting process involves concurrent review of multiple applications; an administrative review, rather than public review, for certain applications; and a public review, rather than administrative review, for other projects.

#### *Local Housing Assistance Plan or LHAP*

The primary planning document for SHIP funds is the Local Housing Assistance Plan, or LHAP. A copy of the latest LHAP can be found on line at <http://www.cityoforlando.net/>. The plan provides an analysis of the City's land development regulations, establishes an expedited affordable housing review process, creates a regulatory costing provision, and provides provisions for updating the LDC and Housing Element.

#### *Growth Management Plan and Evaluation Appraisal Report*

Orlando's Growth Management Plan (GMP) describes the City's vision of itself in the future, and translates that into policies, programs, and public investments. It was adopted in 1991 and was updated in 1998 through a comprehensive planning process. Since then, the City has amended the GMP from time to time, in accordance with state law. The last amended GMP was approved in 2009.

The first section of the GMP is the City's vision statement. The remainder of the GMP is comprised of 15 elements, or chapters, that address the full range of topics affecting physical development of the City. Topics include land use, transportation, housing, urban design, historic preservation, public utilities, capital improvements and intergovernmental coordination. The Housing Element has a series of goals ranging from increasing affordable housing options to promoting the sustainability of neighborhoods through increased homeownership. For each goal there are objectives and policies intended to fulfill the goals.

The City recently prepared another update of the GMP through a state-mandated process called the Evaluation and Appraisal Report (EAR). The purpose of the EAR is to assess the success or failure of the GMP, to examine how adequately the GMP reflects current trends and conditions, and to ensure conformance with changes in state and regional growth management policies. As required under Section 163.3191, Florida Statutes, the EAR includes an overall population and land use analysis, a discussion of the financial feasibility of the GMP, a review of the successes and failures of each GMP element, an analysis of the six issues the City identified as being central to its future growth and development, and an analysis of the various special topics required by the statute. Actual GMP amendments will not be adopted as part of this EAR document. Within eighteen months of EAR adoption and DCA's finding of sufficiency, the City will adopt GMP amendments based on the findings in the EAR. Most of the recommendations addressing the housing problems that were made by the Task Force appointed by Mayor Buddy Dyer in 2006 were converted into GMP policies through the EAR process.

## Implementation Strategies

### Expedited Affordable Housing Certification Process

To further streamline affordable housing efforts, the City has also created an expedited affordable housing certification process for all affordable housing projects. The certification process is mandatory for any for-profit and not-for-profit developer seeking to develop affordable housing with incentives provided by the City. These incentives include reduced growth management and land development application fees, alternative design guidelines, affordable housing impact fee grants, transportation impact fee exemptions, school impact fee discounts, nonprofit impact fee grants, capacity reservation set-asides, reduced capacity reservation fees, and density bonuses. As part of this process, an in-house Affordable Housing Expeditor position has also been established to guide affordable housing projects through the affordable housing certification and development process. Additionally, representatives from Permitting Services and the Planning division serves as ombudsmen for affordable housing projects, thereby, further enhancing coordination efforts.

Finally, proposed affordable housing projects are reviewed by the Housing Review Committee. By bringing representatives of all pertinent City departments together, multiple meetings and duplication of services are eliminated. Consistent compliance with City code and policy is also ensured.

### Affordable Housing Impact Fee Grant

Another tool, the affordable housing impact fee grant, is an effective mechanism in facilitating the production of affordable housing. For example, in reviewing the City's affordable housing statistics, a total of 6,052 affordable housing units have been produced. Of these units, 754 have been built by nonprofits using federal, state, and/or local funds; 2,902 have been built by the private sector using local incentives; and 2,389 units have been built by the private sector using federal programs.

### Density Bonus Program

In several residential, office and commercial districts, the City offers a Density Bonus Program in exchange for on-site units dedicated to very low- and low-income households. In lieu of a monetary contribution, a developer may make some other type of contribution to the City of Orlando Trust Fund for Very Low- and Low-Income Housing. The Density Bonus Program allows more housing units per acre or commercial floor space per acre than would otherwise be permitted. In some cases developers have the option not to place low-income units on site.

### Affordable Housing Alternative Design Standards

The alternative design standards are intended to promote innovative design and to encourage development of very low and low-income housing. The development standards found in Chapter 67 of the LDC allow reduced setbacks, lot sizes, street widths, and require positive design features.

Infill lots are often unattractive due to their non standard sizes. To encourage development density, site standards have been relaxed. Smaller lots mean less land to purchase and, thus, make housing more affordable. Accessory units are permitted uses within Traditional City residential districts and are permitted as a conditional use outside the Traditional City overlay district.

The City of Orlando has a variety of residential development options to provide flexibility and cost savings to the developer as it concerns parking and set back requirements for affordable housing projects. Since the mid 1980s, the City has permitted zero lot line developments, which are approved through the platting process, encouraging greater density and make housing more affordable.

Street and cul-de-sac width requirements have been reduced through the alternative design standards for very low- and low- -income housing. These reductions are possible due to the grid street pattern, interconnection of

streets and alternative design standards. The City Engineer and the City Transportation Engineer have the administrative authority to further reduce these standards.

#### Other Affordable Housing Strategies

Strategies for affordable housing in addition to the impact fee grant program discussed above also include down payment assistance, land and building acquisition for homeownership, owner-occupied housing rehabilitation, neighborhood revitalization, multifamily rental housing acquisition and rehabilitation/redevelopment, post disaster recovery, and foreclosure prevention. With declining grant revenues, some of the strategies have been significantly limited. While these are activities primarily undertaken with SHIP funds, other federal funds such as CDBG and HOME may also be involved.

*Downpayment Assistance.* The purpose of this initiative is to provide financial assistance with downpayment, closing costs, reserves and mortgage reduction for first time homebuyers. One purpose of these strategies is to attract teachers, law enforcement, and firefighters to live in the City of Orlando. Downpayment assistance is provided on a first come, first serve basis. The City partners with approved lenders to distribute these funds.

*Land and Building Acquisition Program for Homeownership.* Under this strategy, funds may be used to purchase property where structures exist. The structure on the property may be either rehabilitated or demolished. If they are demolished, the developers must use the land to build new affordable housing units that are sold to income eligible households.

*Owner-Occupied Housing Rehabilitation.* Through the housing rehabilitation program, improvements can be made to the interior or exterior of a home. The program is available to income eligible homeowners, who occupy the homes as their principal residence. When assessing the condition of the home for substantial rehabilitation, it may be determined that it is more cost effective to replace the existing unit with a new unit rather than rehabilitate it. In these instances, the Orlando City Council must approve a request from staff to construct replacement housing.

*Multifamily Acquisition and Rehabilitation/Redevelopment Strategy.* This strategy is designed to address the preservation of the City's affordable rental housing stock. In the Parramore Heritage neighborhood, funding under this strategy can be used for the construction of new rental multifamily units or for the rehabilitation of existing affordable rental units. The multifamily rehabilitation strategy has been introduced due to a growing need for rehabilitation of affordable multifamily units. On a case- by- case basis, land development and permitting requirements may be relaxed to facilitate rehabilitation and reduce costs.

*Post Disaster Strategy.* The purpose of this strategy is to provide assistance for quick repairs to the home of income eligible owner-occupied households after an emergency or disaster. For the purposes of this strategy, an emergency or disaster shall be defined as an occurrence causing unforeseen destruction and distress. Assistance is available on a first come, first serve basis.

*Foreclosure Prevention Strategy.* Under this strategy, the City partners with a local nonprofit organization or organizations to assist homeowners whose mortgage payments are in default. Assistance under this strategy is on a first come, first serve basis. Participation in credit counseling will be mandated for individuals to receive assistance.

#### *Concurrency Management*

In 1991, the City of Orlando adopted a Concurrency Management System (CMS) to ensure that the equitable availability of public facilities and services be concurrent with new development. A concurrency evaluation is required prior to permitting all new development and redevelopment that has a perceived impact on the level of service. If the project is found not to adversely impact the CMS, the developer receives a Concurrency

Encumbrance Letter, which is valid for 90 days. During the 90 day period, the developer will obtain a capacity reservation certificate and then be able to pull a building permit.

*Nontraditional Housing: Manufactured Housing, Community Residential Homes and Community Land Trust*

Manufactured housing has long suffered from the dual negative perception that it is substandard housing and will adversely impact neighborhood housing prices. Design and code requirements have improved the quality of manufactured and modular homes. On average they are forty percent (40%) less costly than comparable concrete or wood frame homes. Currently in the City of Orlando, manufactured, modular, and mobile homes are permitted in a number of residential and mixed use zoning districts where there is adequate public facilities and services and sufficient current and projected capacity to hand the travel demand generated by a higher density development. The land development code also permits manufactured homes as permitted or conditional uses when they are consistent with similar single or multifamily dwelling units.

Another alternative housing configuration is the Community Residential Home or CRH. CRHs that house six or less persons are treated as single family homes and are permitted in residential districts with no restrictions.

The City continues exploring the development and support of a Community Land Trust (CLT) as an affordable housing delivery option. CLTs are not-for-profit organizations created to hold land for the community or individuals within the community. The land trust retains ownership of the land in perpetuity. Homeownership is made affordable by removing the cost of land. Grants or low interest loans may also be provided to subsidize the cost of the home. CLTs often offer a wide variety of housing types, such as single family homes, townhouses, condominiums, housing coops, and affordable shelters.

*Inventory of locally owned public lands*

The City also has an inventory of locally owned public lands suitable for affordable housing. When the City acquires vacant land, it regularly conveys lots to qualified affordable housing developers.

*State Brownfield Area and Building Materials Sales Tax Refund*

A State Brownfield area has recently been adopted in the downtown Community Revitalization Area (CRA). This adoption reduces environmental requirements and restrictions and facilitates low-income housing development in the Parramore neighborhood. The City also offers other programs which facilitate the production of affordable housing such as the building materials sales tax refund.

*Community Housing Development Organizations*

The City also certifies Community Housing Development Organizations or CHDO's which are a specific type of nonprofit organization created according to specific HOME program regulations. These organizations, which are eligible to receive a special HOME funding set aside, must demonstrate the capacity to manage affordable housing projects.

Clearly, affordable barriers increase housing costs thereby making housing unaffordable for many low- and moderate-income persons. It is only through coordinated community efforts that barriers can be removed and affordable housing can be produced to meet the needs of persons of all incomes.

**3. Public Housing Improvements & Resident Initiatives**

The Orlando Housing Authority (OHA) is an independent public corporation, funded primarily by the United States Department of Housing and Urban Development (US HUD). The OHA is not a City of Orlando department; therefore, the actions that the City of Orlando may take to foster OHA public housing improvements and resident initiatives is limited. However, the City of Orlando supports OHA's goals and objectives listed in its Five (5) Year Plan to encourage public housing residents to become more involved in project management activities and participate in homeownership programs.

The City assisted OHA with the redevelopment of Carver Park into a mixture of single-family, townhouse, multi-family, and a senior assisted living residence using the best practices of new urbanism. Traditional architecture, a connected street network, and emphasis on pedestrian connections were incorporated into the design. The redevelopment includes units for a variety of incomes, from very low-income to market rate buyers and tenants. The number of units will be 203 units. All 120 rental units, including 94 public housing/LIHTC units, were completed and occupied in summer 2009. A separate homeownership component of 83 homes has been placed on hold due to Orlando's economic and housing conditions. Activities will resume once the real estate market begins to recover.

The City of Orlando will continue to assist the OHA by providing homeownership opportunities to low- and moderate-income first time homebuyers and by providing subsidies to those residents purchasing property in the City.

The Orlando Housing Authority is recognized as a "high performer" under the PHAS scoring system. It is not designated as "troubled" by HUD; therefore, the City of Orlando has not developed any specific plan to address this issue. OHA was awarded designation by HUD as a Moving to Work agency in February 2010.

OHA does not have a Section 504 voluntary compliance agreement requiring an increase in the number of accessible units for persons and families with disabilities. OHA conducted a comprehensive Section 504 Needs Assessment in 1991. Results of the Assessment indicated that OHA needed a total of eighty-five (85) physically accessible and thirty-four (34) sensory impaired units. During the 1990s OHA increased the number of accessible units with the majority of the work being funded from the 1992 and 1993 Comprehensive Grants.

#### **4. Evaluation and Reduction of Lead-Based Hazards**

The City has been actively involved, through both education and testing, in addressing the issue of lead based paint in federally assisted units built prior to 1978. The City's goal in this area, as set out in the r Consolidated Plan, is to: Minimize the risk of lead-based paint hazards in residential units being funded with CDBG, HOME, or HOPWA funds.

During Program Year 2011, the City of Orlando will continue to carry out a number of strategies to reduce; and, if necessary, mitigate the risk of lead based paint. Prior to providing federal assistance to a unit built before 1978, the City notifies occupants and buyers of lead-based paint hazards. This notification is done through the distribution of a pamphlet from the Department of Environmental Protection (DEP) and the Department of Housing and Urban Development (HUD). The multi-page pamphlet educates homeowners on the dangers of lead.

For all housing units assisted with federal funds, qualified City staff tests those units, with painted surfaces which will be disturbed during rehabilitation, for lead-based paint. As part of this process, staff uses standard X-ray fluorescence (XRF) equipment to determine the lead content of pre-1978 units. The City of Orlando currently has two (2) housing inspectors certified as lead-based paint inspectors.

If defective lead based paint surfaces are found during rehabilitation, City staff will consult with a professional environmental firm for guidance. When necessary, staff will also work with the Orange County Health Department to obtain clearance of housing units found to have possible lead-based paint hazards.

The City requires contractors to comply with lead based paint requirements through the HCD specifications manual. Borrowers of City federal funds for rental rehabilitation projects are also obligated to provide evidence that certain conditions have been met. Lead mitigation work must be performed in accordance Title 24 Chapter 35 of the Code of Federal Regulations and requirements for carrying out this activity are made part of all agreements. As part of a standard agreement, the City requires that borrowers of City federal funds for rental

rehabilitation projects must include the prohibition of the use of lead-based paint by any contractor or their assignee when engaged in painting surfaces.

## **5. Reducing the Number of Persons below Poverty Line**

### ***1) Actions to Reduce the Number of Families in Poverty***

One of the City's main concerns is to create a stable and diversified economy. The City's goal is to attract new industries that will provide a better balance to the local economy. This will allow the Orlando community to achieve economic diversification while preserving a high quality of life. By increasing and expanding the business base of the City, more jobs are created giving people the opportunity for better pay, especially households in poverty. Some of the programs the City will be providing during FY 2010 are as follows:

- a. *Economic Development Transportation Fund*—The State of Florida through Enterprise Florida offers incentives to alleviate transportation issues that adversely impact a company's location or expansion decision. The company must agree to retain or create job opportunities.
- b. *The Mayor's Business Assistance Team*—Each member of this team acts as a "point person" to guide business representatives to the appropriate city departments, serving as a liaison and ensuring that every effort is made to resolve issues encountered by the businesses.
- c. *Florida (Orlando) Enterprise Zone Program*—Businesses may receive tax incentives in order to stimulate redevelopment in economically distressed areas. Some of the incentives are tax credits on the state sales and use tax, corporate income tax and property tax. In addition, if more than twenty (20) percent of a company's full-time permanent employees live in the enterprise zone, the company can earn higher credits and exemptions. The goal of the program is to stimulate the creation of new jobs and enhance the social and economic well-being of affected neighborhoods.
- d. The *Downtown Real Estate Resource Center* is a one-stop source of collective information on Downtown Orlando to help attract new business to downtown, retain existing business, and to facilitate the reuse of downtown properties.
- e. *Urban Job Tax Credit Program*—Provides tax credits to encourage meaningful employment opportunities that will improve the quality of life of those employed and encourage economic expansion of new and existing businesses.
- f. *Business Assistance Program*—Provides matching grants to qualifying new and expanding small businesses in the City to assist in offsetting impact development fees.
- g. The *Downtown Economic Enhancement District (DEED)* is a State of Florida program that provides economic development tools and resources to property owners and businesses considering expanding or locating within sites and areas that have the perception of contamination and/or blight.
- h. *Nonprofit Assistance Program*—Provides impact fee assistance to nonprofit agencies located within the City of Orlando and that are undertaking construction projects.
- i. *Qualified Target Industry Program*—Encourages diversification of the economy by giving businesses in targeted growth industries tax refunds for creating quality new jobs.

In addition, the City supports the following programs and goals sponsored by the Orlando Housing Authority (OHA) in an effort to help reduce the number of poverty level families:

- a. The Community Learning and Enrichment Centers, which involves educational and tutoring programs, services, and computer labs.
- b. Orlando Housing Authority Family Services Department (FSD) serves as the nucleus of Supportive Services for the Housing Authority of the City of Orlando, Florida (OHA). The department advances OHA's mission by administering various programs designed to enhance the social and economic conditions of residents utilizing Public Housing and Section 8 Programs. Family Services outreach

initiatives are supported by grants solicited by the Housing Authority on behalf of the residents, from in-kind and financial contributions from Community Partners, and the Housing Authority. Programs administered by the FSD include; Information and Referral Services; Comprehensive Case Management; and supportive and educational services. All programs are designed to improve the quality of life of our clients.

The Orlando Housing Authority continues to coordinate, promote and provide the following programs to enhance the economic and social self-sufficiency of residents:

<b>2011 OHA Family Services Services and Program Activities</b>					
	<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Est. Size</b>	<b>Allocation Method</b> (waiting list/random selection/specific criteria/other)	<b>Access</b> (development office / PHA main office/ other provider name)	<b>Eligibility</b> public housing or Section 8 participants or both)
1	Assessment and Supportive Service Referral for <u>Elderly</u>		ROSS Senior Sites- Lorna Doone, Johnson Manor, Villas at Hampton & Carver Park	OHA/Other providers	Public Housing
2	Assessment/Case Management		Random/MTW participants/ ROSS participants	OHA	Public Housing
3	Budgeting		Inter-agency referral/MTW Participants/ROSS Sites	OHA , Other providers	Public Housing
4	Child Care Coordination for Working Families		ROSS Family Sites- Ivey Lane & Lake Mann	Other providers	Public Housing
5	Computer Classes		MTW Participants/ROSS participants	MTW on-site computer lab	Public Housing
6	Domestic Violence Prevention and Intervention Program		MTW Participants(Youth)	Harbor House	Public Housing
7	Educational Support		Random adults and children/MTW participants/ROSS participants	TBD	Public Housing/Section 8
8	Elderly/Disabled Supportive Services		ROSS Sites-Ivey Lane, Lake Mann, Lorna Doone, Johnson Manor, Villas of Hampton & Carver Park/Referrals as needed	OHA	Public Housing
9	Employment Assistance		MTW Participants/ROSS Family Sites-Ivey Lane & Lake Mann/ Referrals as needed	OHA Job Recruiter/Other Partners	Public Housing

10	Employment Training and Placement		MTW Participants/MTW Participants/ROSS Family Sites-Ivey Lane & Lake Mann	Goodwill Industries/ Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Public Housing
11	ESOL		MTW participants/ Referrals as needed/ ROSS participants/ HOPE VI CSS - Former Carver Ct/t Carver Pk/	Other providers/Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Public Housing (see sites)
12	Financial Literacy		MTW Participants/ROSS	OHA/Other providers	Other Public Housing
13	Furniture Assistance		MTW participants/Random as needed/ROSS	The Mustard Seed	Public Housing/Section 8
	<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Est. Size</b>	<b>Allocation Method</b> (waiting list/random selection/specific criteria/other)	<b>Access</b> (development office / PHA main office / other provider name)	<b>Eligibility</b> (public housing or section 8 participants or both)
14	GED and ABE Classes		Random/MTW Participants/ROSS	Orlando Vo-tech, Mid-Florida Tech, Westside Tech	Other Public Housing
14	Health and Nutrition		ROSS Sites-Ivey Lane, Lake Mann, Lorna Doone, Johnson Manor, Villas of Hampton & Carver Park	Other providers	Public Housing
15	Homeownership Education/Training		Random	OHA/Other providers	Public Housing
16	Housekeeping Counseling		Intra-agency referral	OHA	Public Housing
17	Employment Skills/ Training and Placement	TBD	MTW participants/ HOPE VI CSS - Former Carver Court/Current Carver Park/ROSS	OHA, Other providers	Former Carver Court/Current Carver park
18	Recreation		Random/MTW participants /ROSS youth, seniors & disabled	City Of Orlando, OHA, and Other Providers	Public Housing
19	Relocation Follow-up (Former Carver Court)		Site-based	OHA	Public Housing
20	Small Business Development Services		ROSS Sites	Other providers	Other Public Housing

21	Teenage Pregnancy Prevention Programs		Lake Mann/Other Sites TBD	Orange County Health Department	Other Public Housing
22	Transportation Assistance/bus passes		MTW participants Job/education /training /vocational program participation/ROSS participants	OHA /LYNX	Public Housing
23	Vocational /Educational Assessment		HOPE VI CSS - Former Carver Court/Current Carver Park	Former Carver Court/Current Carver Park	Former Carver Court/Current Carver Park
24	Youth Education Reading Program		MTW Participants/ROSS sites	OHA/Other providers	
25	Youth Employment		MTW Participants/Random	Workforce of Central Florida Summer youth Connection/OHA/Other Providers	Other Public Housing

## **6. Development of Institutional Structures**

During Program Year 2011 the City of Orlando will manage the following federal housing and community development functions internally:

- owner-occupied housing rehabilitation; and,
- home ownership assistance
- If necessary capital improvement projects are identified during the year, the City will administer these projects also.
- private nonprofit agencies, not-for-profit organizations, community groups, and/or faith-based associations will also perform the following federal housing and community development activities:
  - minor rehabilitation of elderly owner-occupied housing units;
  - rental rehabilitation;
  - facility improvements, renovation and rehabilitation;
  - public services projects for LMI youth, women and persons with disabilities,
  - housing counseling and foreclosure prevention
  - emergency shelter operating costs for homeless men, women, and children;
  - short-term rent, utility, and mortgage assistance for HIV/AIDS individuals/families;
  - tenant-based rental assistance for HIV/AIDS individuals/families;
  - facility-based housing for HIV/AIDS individuals/families; and
  - Supportive services for HIV/AIDS individuals/families.

The City contracts with organizations that have been in existence for a minimum of two (2) years and are experienced in their respective fields. CDBG, ESG & HOPWA Proposals are reviewed for HUD eligibility & Consolidated Plan requirements by staff and for effectiveness of the proposal to meet community needs and by an independent review committee made up of citizens and experts in related fields of study. Under the HOME program the City will partner with Community Housing Development Organizations (CHDO) to deliver rehabilitation and construction of affordable rental units during the upcoming fiscal year.

### **Strengths in the Institutional Structure**

- Request for Proposals/Applications:

By using the RFP/A process the City ensures that interested qualified agencies have the opportunity to perform the HUD eligible activities drawing upon the agency's expertise in a specific field.

- Linkages with City Departments

By utilizing the City's Planning, Zoning, Permitting, Real Estate, Legal, Financial and Auditing Division's expertise the City ensures the best possible outcomes for funded activities.

- Coordination of Services with related funded entities:

The participation of City staff on various housing & health related boards, commissions and councils, the City ensures a more complete coordination of services for the area without duplication and waste of valuable resources and addresses gaps in services.

### **Gaps in the Institutional Structure**

The City's Housing & Community Development Department has identified the following gaps within the institutional structure.

- Contracted Agency's History of working with Federal Programs: By not working directly with federal programs, some local agencies have a lack of understanding of federal program requirements and fail to carry out the activity effectively.
- Contracted Agency's History of working with the City's HCD Department: Agencies that have not worked with the HCD have more difficulty with federal and local requirements than those with more regular experience.
- Contracted Agency's inability to follow proper channels for zoning & permitting: The permitting and zoning clearance requirements can be perceived as quite cumbersome and daunting to contracted agencies.
- Contracted Agency's accept the contract responsibility without a full comprehension of what is required to complete the project in a timely and cost-effective manner:
- The success of the activity is achieved through the expertise of the agencies and the City does not have direct control with the implementation or final outcome of the project, possibly leading to less effectiveness than if the City were to implement the activity.

### **Overcoming Gaps in the Institutional Structure**

During FY 2011 the City will continue addressing the gaps in its institutional structure by having all related proposals and applications reviewed by the City's Zoning & Permitting Department for project feasibility; conducting pre-development/construction meetings with all organizations and assisting in the coordination of securing zoning and permitting requirements. One-on-one assistance is vital to the success of our projects so Housing & Community Development Coordinators will be assigned to all projects. Establishing & monitoring performance measures to assess all activities will further assist staff in improving service delivery.

## **7. Enhancing Coordination Between Housing and Service Agencies**

To enhance coordination between public and private housing providers and private and governmental health, mental health, and social services agencies, the City will undertake the following actions during FY2011:

- A. Participate as an active or ex-officio member in the following organizations:
  - Staff supports, but is not a member of *The Affordable Housing Advisory Committee*—An advisory committee of the City organized to study regulatory issues that impede the development of affordable housing and make recommendations for their elimination or reduction. The AHAC is comprised of housing professionals and advocates with experience and active roles in the field of affordable housing. The AHAC meets monthly.

- *The Nonprofit Housing Roundtable*—A community based committee that provides technical assistance to nonprofit housing and related-services providers in an effort to enhance capabilities, inform about funding opportunities, maximize training and develop new partnerships through the coordination of nonprofit agencies. The Committee meets on a monthly basis to keep abreast of local, state, and federal issues that might affect housing at the local level. Approximately thirty-five (35) organizations are members of the Nonprofit Housing Roundtable.
- *The Homeless Services Network of Central Florida, Inc. (HSN)* — A private, nonprofit organization and the lead agency for the area Continuum of Care, HSN brings together homeless service providers and other organizations to address the issues of homelessness in the community. The organization has a membership of over seventy (70) agencies which meet monthly to coordinate services to the homeless. The City has a representative on the board of HSN and monitors the coordination and monitoring of funded agencies to ensure compliance and unduplicated services.
- *The HOPWA Advisory Committee*—The HOPWA Advisory Committee consists of representatives of Persons Living with HIV/AIDS (PLWH), HIV/AIDS service providers, and representatives of the HIV/AIDS Planning Council. The Committee reviews funding, expenditures, projects, issues and possible solutions to problems encountered by HOPWA agencies & clients. The Committee reviews the HIV/AIDS Needs Assessment, Housing Resource Identification Plan & Satisfaction Surveys.
- Other planning groups the City participates in are:
  1. *The Ryan White HIV Health Services Planning Council*
  2. *Grants Review Committee*

2. City staff will participate in the following activities:

- Attend meetings and coordinate with the *Counseling Collaborative*, a private nonprofit organization that provides homebuyer-counseling programs and is working towards the development of homebuyer clubs throughout the community.
- Attend meetings and coordinate with the *Orange County Cooperative Extension Service (OCCES)*, a not-for-profit corporation. OCCES provides “Home Basics,” a homeowner pre-purchase counseling service, to recipients of the City’s down payment assistance program. The program includes the basic concepts of budgeting, home ownership, and home maintenance. OCCES also assists the City in the provision of a “My Home” class, which provides home maintenance and cleaning tips to recipients of assistance from the City’s Housing Rehabilitation Program.
- Refer applicants for down payment assistance to other nonprofit organizations in the community for required pre-purchase counseling. Some of these organizations are: Consumer Credit Counseling Services, Inc., HELP CDC, CredAbility, Central Florida HANDS, Homebuyer Counseling Collaborative of Central Florida, Inc.. The Orange County Cooperative Extension Service offers post-purchase counseling.
- Attend meetings and coordinate with the *Orange County Housing Finance Agency*, a nonprofit organization, which provides funding and support for affordable housing development in the tri-county area.
- Attend meetings and coordinate with the *Orlando Housing Authority*, an independent public corporation, to address the maintenance and development of affordable housing and any other public housing needs.
- Coordinate activities with residential real estate professionals, mortgage lenders, mortgage brokers, and title companies to assist first-time homebuyers acquire their homes.
- Encourage private, nonprofit organizations to apply for certification as Community Housing Development Organizations (CHDO’s) under the HOME Program. The City shall also provide funding opportunities for nonprofit organizations that achieve CHDO status to own, develop, and

sponsor affordable housing projects. A minimum of fifteen percent (15%) of the annual HOME allocation is set aside for use by CHDO's in the development of affordable housing.

To enhance coordination between the various governmental institutions, the City will undertake the following actions during FY 2011 as needed:

- Comply with the Executive Order 12372 requirement of making this year's Action Plan available to the Florida Department of Community Affairs for review after approval by City Council.
- Adhere to the State of Florida Consolidated Plan and any corresponding Annual Action Plans' requirements that may be applicable when applying for new funds that may be made available to jurisdictions for disaster recovery, affordable housing programs, or any other related element.
- Partner with Orange County government for any housing and/or community development projects that may affect City of Orlando residents and unincorporated Orange County residents jointly.
- Work with Orange County and other municipalities in updating the Local Mitigation Strategy with necessary activities that represent interests of the City of Orlando HCD Department.
- Share information and resources with Orange County's Housing and Community Development Division to further the goals and objectives listed in both community's Consolidated Plans.
- Participate in any homeless initiatives with homeless agencies that may occur on a regional level to address the need of homeless individuals and families and to eradicate homelessness.
- Work with the Orange County Health Department and other similar agencies when applying for health and housing related grants or to address any public health issues related to housing needs.
- Work with the Department of Children and Family Services and other similar agencies when applying for family and housing related grants or to address any social service issues related to housing needs.
- Assist the University of Central Florida and other institutions of higher learning in activities or other capacities to address housing needs or issues of the Orlando community and any subpopulations within that community.

## **Section 12**

### Program Specific Requirements

## **PROGRAM SPECIFIC REQUIREMENTS**

### **Meeting Consolidated Plan Goals and Objectives**

The City analyzes performance, on an annual basis, through the Consolidated Annual Performance Evaluation Report or CAPER. This document provides key annual information, on how effectively and efficiently goals and objectives of the Consolidated Plan are being met.

On a monthly basis, programs are reviewed for activity status and timeliness of spending. By performing this standardized review, the Department can identify and remediate problems.

### **CDBG Program Requirements**

The description of activities planned with respect to all CDBG funds expected to be available during FY 2011, including program income, is included in this **Annual Action Plan** in **Section 5** titled, "ACTIVITIES." The total anticipated grant award of \$2,046,622 has been allocated to eighteen (18) projects/activities and administration costs. The maps for particular geographical locations of activities and projects can be found in this Annual Action Plan under the section titled, "GEOGRAPHIC DISTRIBUTION."

Performance Measures—please see the "Outcomes" section of this Plan for a listing of performance measures for the CDBG program as well as all other federal housing and community development programs.

The City does not expect unprogrammed funds to be returned to HUD's Line of Credit Control System (LOCCS) because the planned use had not been included in a prior statement or plan.

No urban renewal settlements are being proposed for FY 2011. Therefore, no surplus will be available.

No float-funded activities are being proposed for FY 2011.

There will be no requests for Section 108 funds in FY 2011, as the City does not have plans at this time to propose any Section 108 activities.

For FY 2011, the City will not undertake any CDBG activities using "slum/blight elimination or prevention" or "urgent needs" national objectives, unless the City experiences a disaster.

Excluding funds for program administration, 100% of CDBG activities will benefit low-and/or moderate-income persons.

The City requests non-profit applicants to provide a funding match of at least 25% for all projects.

The City will monitor the terms and conditions of its contracts with providers receiving CDBG funds, including compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities.

Recipients of CDBG funds will be required to submit quarterly reports, including statistical information, as well as an annual audit report.

Per 24 CFR Part 58, all CDBG projects will undergo an environmental review prior to an agreement being executed.

### **ESG Program Requirements**

The City will monitor the terms and conditions of its contracts with homeless service providers receiving ESG funds, including compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities under the ESG Program.

Recipients of ESG funds will be required to match 100% of expenditures.

City staff will participate in the meetings held by the Homeless Services Network, which is comprised of representatives from homeless service providers, to hear the concerns and suggestions of the Committee members and coordinate services.

The City will visit homeless service providers receiving ESG funds on an annual basis to ensure service provision according to the terms and conditions of the contracts, proper documentation on client eligibility, reimbursement requests, and client confidentiality.

Recipients of ESG funds will be required to submit quarterly reports, including statistical information, as well as an annual audit report.

Per 24 CFR Part 58, all ESG projects will undergo an environmental review prior to an agreement being executed.

### **HOME Program Requirements**

Other Forms of Investment—The City of Orlando does not intend to use other forms of investment that are not described in the United States Code of Federal Regulations Title 24, Part 92, Section 92.205(b).

No FY2011 HOME funds will be used for Tenant-Based rental Activities.

The type of HOME activity will determine the use of recapture or resale provisions placed on each project. Please see below for a description of requirements.

#### **Homebuyer Activities**

The City of Orlando carries out homebuyer activities by either providing construction subsidies to developers and/or providing downpayment, closing cost, and mortgage reduction to eligible buyers.

#### **Assistance to Developers**

Whenever this assistance is provided, the City will follow a resale policy. Construction subsidies and/or city owned land are provided to developers in the form of forgivable, deferred loans, at a zero percent interest rate. After project completion, the deferred loan to the developer will be forgiven. However, the HOME assisted unit shall remain affordable over the entire affordability term. If the unit is sold during the affordability period, the new purchaser must be low income and occupy the property as the household's principal residence. The sales price must be affordable to the purchaser. Affordable is defined by the City of Orlando as a maximum percentage (i.e. 30%) of the purchaser's income that can be used to pay the fixed costs of owning a home (i.e. including taxes and insurance). Furthermore, the sales price of the HOME assisted unit shall not exceed 95 percent of the median purchase price for the Orlando area, as determined by HUD.

The original homebuyer must receive a fair return on his or her investment. Fair return is based upon the market value of the property at the time of sale minus all outstanding indebtedness, including the City's construction subsidy and/or value of the city owned land.

A recorded restrictive covenant enforces the HOME assisted unit resale restrictions.

### **Assistance to Buyers**

The City of Orlando provides purchase assistance (down payment, closing costs and mortgage reduction assistance) in the form of a forgivable deferred loan. For direct assistance to homebuyers, a recapture policy will be followed. If the owner rents, leases, or sells the property before the end of the affordability period, the entire amount of the loan, plus 10% interest, must be repaid to the City. The affordability period will be based on the amount of HOME funds provided.

However, if the recapture requirement is triggered by a short sale, the City will require a minimum pay off amount of \$2,500 and a release of lien from all lenders.

If the recapture requirement is triggered by an involuntary sale (i.e. foreclosure) and there are no net proceeds or the proceeds are insufficient to repay the HOME investment due, the City can only recapture the net proceeds, if any, at the foreclosure sale.

### **Homeowner Rehab Activities**

The City of Orlando provides direct assistance to owner occupied housing units for persons to rehabilitate their principal residence in the form of a grant or a deferred loan depending on the amount of assistance provided. For homeowner rehabilitation activities, a recapture policy will be followed. The following formula shall be used to calculate the amount of money owed to the City:

$$\text{Dollar Amount of the Lien} \times \left( \frac{\text{Number of Years Remaining of the Lien}}{\text{divided by the total Lien Period}} \right)$$

However, if the recapture requirement is triggered by a short sale, the City will require a minimum pay off amount of \$2,500 and a release of lien from all lenders.

If the recapture requirement is triggered by an involuntary sale (i.e. foreclosure) and there are no net proceeds or the proceeds are insufficient to repay the HOME investment due, the City can only recapture the net proceeds, if any, at the foreclosure sale.

### **Rental Activities**

The City of Orlando provides funds to eligible organizations to acquire and/or rehabilitate rental projects within the City limits of Orlando. The assistance is provided in the form of a loan. The affordability period is based on the amount of HOME funds invested. However, if the project is new construction of rental housing, the affordability period will be 20 years. If the project does not comply with the HOME requirements during its affordability period, the project will be declared in default and the HOME funds will be subject to recapture provisions. The developer shall reimburse the City using the following method:

$$\text{Dollar Amount of the Lien} \times \left( \frac{\text{Number of Years Remaining of the Lien}}{\text{divided by the total Lien Period}} \right)$$

In the event of a foreclosure, the debt and the lien will be considered terminated.

Even if the money is repaid back to the City, the affordability period does not go away and the affordability period remains for the entire time.

**Refinancing**—The City of Orlando does not intend to use HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds.

## **Downpayment assistance**

### *Suitability*

All recipients of downpayment assistance will be required to attend pre-purchase and post-purchase counseling sessions. The counseling session includes the basic concepts of budgeting, home ownership, and home maintenance.

The City refers applicants for down payment assistance to other nonprofit organizations in the community for required pre-purchase counseling. In 2011, the City plans to enter agreements with eligible housing counseling agencies to provide the following services: one-on-one counseling, pre-purchase homebuyer seminars, post-purchase counseling and foreclosure prevention. As part of the process for downpayment assistance, the City coordinates activities with residential real estate professionals, mortgage lenders, mortgage brokers, and title companies to assist first-time homebuyers acquire their homes.

### *Outreach*

The City of Orlando already has an established downpayment assistance program using HOME and State Housing Initiative Program (SHIP) funds. As part of that program, the City has partnered with the lending community to assist first time homebuyers seeking to purchase their home within the City limits of Orlando and to developers seeking to build affordable housing in the City.

### **Plan for Conducting Affirmative Marketing Strategy for Targeted Outreach**

Every contract for HOME-assisted activities includes a provision that requires the contractor to exercise affirmative fair housing marketing and to comply with the provisions of 24 CFR 92.350, 24 CFR Part 92.351 and the City's affirmative marketing provisions. These provisions include utilization of minority/women's business, Workforce Development Initiatives programs, and Section 3 requirements. It also requires them to keep records of their efforts to provide information and otherwise attract eligible persons from all racial, ethnic, and gender groups.

In order to ensure compliance, the City of Orlando has introduced certain terms and conditions into the contract between the City and the sub-recipient. Sub-recipients must exercise affirmative fair housing marketing and shall comply with the provisions of 24 CFR Part 92.350 and 24 CFR Part 92.351. The following outlines affirmative marketing procedures and requirements.

### **Affirmative Marketing Procedures and Requirements**

The Affirmative Fair Housing Marketing Plan (AFHMP) is a marketing strategy designed to attract renters and buyers of all majority and minority groups, regardless of sex, handicap and familial status to assisted rental units and sales of dwellings that are being marketed. The City of Orlando, Housing and Community Development Department, and project owners must adopt affirmative marketing procedures and requirements for any housing with five or more Home-assisted units. Affirmative marketing differs from general marketing activities because it specifically targets potential tenants and homebuyers who are least likely to apply for the housing, in order to make them aware of available affordable housing opportunities.

Part 1 - Applicant and Project Identification. The applicant may obtain Census Tract location information, item 1i, from local planning agencies, public libraries and other sources of Census Data. For item 1g, specify approximate starting date of marketing activities to the groups targeted for special outreach and the anticipated date of initial occupancy. Item 1j is to be completed only if the applicant is not to implement the plan on its own.

Part 2 - Type of Affirmative Marketing Plan. Applicants for multifamily projects are to submit a Project Plan which describes the marketing program for the particular project or subdivision. Scattered site builders are to submit individual annual plans based on the racial composition of each type of census tract. For example, if a

builder plans to construct units in both minority and nonminority census tracts, separate plans shall be submitted for all of the housing proposed for both types.

Part 3 - Direction of Marketing Activity. Considering factors such as price or rental of housing, the racial/ethnic characteristics of the neighborhood in which housing is (or is to be) located, the population within the housing market area, or the disability or familial status of the eligible population, public transportation routes, etc., indicate which group(s) you believe are least likely to apply without special outreach.

Part 4 - Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in the Plan as least likely to apply. The applicant shall state: the type of media to be used, the names of newspapers/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the Plan, e.g., White (Non-Hispanic), Black (Non-Hispanic), Hispanic, Asian-American/Pacific Islander, American Indian/ Alaskan Native; and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the project area or the locality and that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, churches, labor unions, employers, public and private agencies, disability advocates, and individuals who are connected with these organizations and/or are well-known in the community.

Part 5 - Future Marketing Activities. Self-Explanatory.

Part 6 - Experience and Staff Instructions. a. Indicate whether the applicant has previous experience in marketing housing to group(s) identified as least likely to apply for the housing. b. Describe the instructions and training given to sales/rental staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan. Copies of any written materials should be submitted with the Plan, if such materials are available.

Part 7 - Additional Considerations. In this section describe other efforts not mentioned previously which are planned to attract persons in either those groups already identified in the Plan as least likely to apply for the housing or in groups not previously identified in the Plan. Such efforts may include outreach activities to female-headed households and persons with disabilities.

Part 8 - The applicant's authorized agent signs and dates the AFHM Plan. By signing the Plan, the applicant assumes full responsibility for its implementation. The Department may at any time monitor the implementation of the Plan and request modification in its format or content, where the Department deems necessary.

Notice of Intent to Begin Marketing. No later than 90 days prior to the initiation of sales or rental marketing activities, the applicant with an approved Affirmative Fair Housing Marketing Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the FHEO Division of the appropriate HUD Office serving the locality in which the proposed housing is located. OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the Plan. The burden hours for such notification are included in the total designated for this Affirmative Fair Housing Marketing Plan form.

In 1973 the City of Orlando and its City Council created a Human Relations Board under Chapter 57 of the Code of the City of Orlando, as amended, to undertake the following functions:

To foster mutual understanding and respect among all racial, religious and ethnic groups in the City of Orlando;  
To encourage equality of treatment for, and prevent discrimination against, any racial, religious, or ethnic group or its members;

To cooperate with governmental and nongovernmental agencies and organizations having like or kindred functions;

To make such investigations and studies in the field of human relations as in the judgment of the Board will aid in effectuating its general purposes;

To assist various groups and agencies of the community to cooperate in educational campaigns devoted to the elimination of group prejudices, racial tension, intolerance or discrimination;

To aid in permitting the City of Orlando to benefit from the fullest realization of its human resources; and

To accept grants and donations on behalf of the City from foundations and others for the purpose of carrying out the above listed functions, subject to the approval of the Mayor and City Council.

The City's Office of Human Relations (OHR) is responsible for the administration of Chapter 57, as amended. In 1988, OHR was certified as "substantially equivalent" agency of the US Department of Housing and Urban Development. In 2011, this certification remains in effect.

Affirmative marketing steps consist of good faith efforts and actions to provide information and otherwise attract eligible persons from all racial, ethnic and gender groups in the housing market area to the available housing. The Office of Human Relations has begun working in partnership with other City Departments to in order broaden outreach efforts. OHR, when possible, will assist the HCD Department in its efforts to ensure the affirmative marketing of HOME-assisted housing containing five or more units.

#### *Provision of Fair Housing Information*

In 2011, the City of Orlando, in collaboration with Orange County and the Orlando Housing Authority, completed an Analysis of Impediments or AI. The City's Office of Human Relations used this document to develop a strategic plan. In addition to being responsible for the enforcement of fair housing laws, the OHR, as noted above, will assist in the implementation of affirmative marketing techniques. Some of the activities the OHR continues to undertake and which are related to the provision of fair housing information are: to conduct periodic workshops and seminars, to distribute information on available housing, housing programs for low and moderate income persons, sources for housing counseling and credit, etc. to neighborhood centers and to residents through homeowner and neighborhood associations.

#### **Compliance**

Any program, office, organization or owner implementing or participating in HOME-assisted activities will undertake the following procedures in marketing units under the HOME program:

- Display Fair Housing posters in the respective offices
- Use the Equal Housing Opportunity logo type or slogan in press releases and solicitations for owners and tenants
- Include, in any published information, that the project provides fair housing opportunities.

In addition, program participants will be required to take one or more of the following minimum steps to ensure that applications are solicited from persons, in the housing market, who are not likely to apply for the housing without special outreach:

- Notice of the availability of the units will be provided to community groups such as neighborhood associations and other non-profit service organizations.
- Notice of the availability of units will be published in community newspapers.

- Notify community-groups and non-profit service providers of any units available for rent.

### **Monitoring Enforcement and Maintenance of Records**

Each applicant must submit to the City of Orlando copies of advertisements, letters, or other documentation which evidences the outreach and fair housing efforts undertaken to market units.

The City of Orlando will monitor compliance with this requirement, will maintain the records submitted, and will assess the results. If marketing requirements are not met, the City staff will provide technical assistance and counseling to remedy the problem. If a subsequent evaluation shows that affirmative marketing requirements are still not being met, the City will have the option of working closer with the recipient or of withholding funding until compliance is achieved.

### **HOPWA Program Requirements**

1. The one year goal for the number of households to be assisted with HOPWA services is as follows:

Short Term Rent, Mortgage and Utility Assistance (STRMU)	617
Tenant Based Rental Assistance (TBRA)	141
Facility Based Housing Operating Cost (including cost for Short Term Emergency Housing – 60 day max)	331
Permanent Housing Placement	73
Supportive Services – Housing Case Management	1374
Supportive Services - SA and MH Treatment	358

2. HOPWA Project Sponsor Selection Process for Program Year 2011 consisted of a public notice in area newspapers of Funding Availability and Request for Applications (RFA). The announcement and application were also posted on the City's website.

3. The City will monitor HOPWA contracted agencies at a minimum, annually in order to ensure eligible HOPWA activities are provided according to HUD regulations, all terms and conditions of the contracts are accomplished, monitor rate of expenditures and verify proper documentation on client eligibility, rent restrictions, and disbursements. In doing so, the City will ensure client confidentiality during this process.

4. Every other year an HIV/AIDS Housing Needs Assessment will be undertaken to determine the extent of need for affordable housing and supportive services by the HIV/AIDS affected community. Alternative years will have a HOPWA Satisfaction Survey completed.

5. As per 24 CFR Part 58, all HOPWA projects will undergo an environmental review prior to an agreement being executed. City-Wide HOPWA projects with unspecified sites will be reviewed when they are identified according to the City's site review strategy.

6. Project Sponsors receiving HOPWA funding are required to enter all HOPWA eligibility data in the Homeless Management Information System (HMIS). HMIS is a secure, HUD recommended web-based data collection program. Agencies are required to ensure data is entered in a timely manner so monthly or quarterly reports, including statistical information can be reviewed by the City HCD Program Manager. Agencies are required to submit an annual audit and performance report.

**Section 13**  
Monitoring

## **MONITORING**

In accordance with the Code of Federal Regulations Title 24, Part 91, Section 230, the City of Orlando follows standards and procedures to monitor Consolidated Plan and Annual Action Plan activities. The purpose of the monitoring will be to ensure that these activities further the goals and objectives of the five (5) Year FY 2011-2016 Consolidated Plan for Housing and Community Development Programs (CDBG, HOME, ESG, and HOPWA) and meet the following objectives:

- 1.) Procedures to ensure activities follow Annual Action Plan
- 2.) Procedures to ensure objectives follow Consolidated Plan
- 3.) Procedures to ensure program compliance and timely expenditures
- 4.) Procedures to ensure long term compliance with housing codes
- 5.) Procedures to monitor sub recipients

### **CDBG Program**

1. One (1) or more annual site visits, as needed, will be performed to ensure that sub-recipients are complying with the terms and conditions of the agreement between the sub-recipient and the City. These site visits will continue for the duration of the agreement. Some of the items that will be monitored are: compliance with the timeframe of the agreement; rate of expenditures; continued eligibility of the activities under the agreement; adequate documentation concerning client eligibility and service delivery; and compliance with the standard requirements of CDBG regulations, such as the American Disabilities Act, Fair Housing Act, Equal Employment Opportunity, Section 3 of the Housing and Urban Development Act of 1968, Uniform Administrative Requirements, etc. Agreements with sub-recipients state that the agency must make “good faith efforts” regarding Minority/Women Business Enterprise on all City sponsored projects.
2. Site visits will also be performed periodically when construction is involved to monitor Federal Labor Standards requirements also known as “Davis-Bacon”. Davis-Bacon interviews will be performed when necessary, payrolls will be reviewed on a weekly basis, and follow up will be provided when wage restitution is required.
3. If the activity involves acquisition, relocation, or displacement, monitoring will be performed to ensure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
4. To ensure further due diligence, sub-recipients will be required to have audits performed pursuant to OMB Circular A-133 and submitted to the City on an annual basis. In addition, sub-recipients may be required to submit monthly or quarterly reports, as well as annual reports for the duration of the period of the restrictive covenant.
5. The Analysis of Impediments (AI) to Fair Housing Choice Plan developed in 2005 identifies the current status of discriminatory or unfair housing practices. The plan also provides recommendations to affirmatively further fair housing in the City of Orlando which are actively pursued by the Office of Human Relations.
6. A review of the timeliness of expenditures will occur monthly through the IDIS reporting system. This review will ensure that the CDBG program will not have more than 1.5 times the amount awarded for the upcoming Fiscal Year on hand by July 31<sup>st</sup> of every year.

7. Per 24 CFR Part 58, all CDBG projects will undergo an environmental review prior to any reimbursement for expenditures. City-Wide CDBG projects with unspecified sites will be reviewed when they are identified according to the HUD approved site review strategy.

8. All CDBG funded projects must meet or surpass City inspection for compliance with the Land Development Code (LDC), Florida Building Code, as well as meet Growth Management requirements.

9. All Housing rehabilitation projects must meet preservation and maintenance of property requirements and meet specific property standards.

### **HOME Program**

- 1) The City will monitor the terms and conditions of every contract between the City of Orlando and recipients of HOME funding on an on-going basis. Some of these terms and conditions are: compliance with the timeframe of the agreement; rate of expenditures; eligibility of expenses; adequate documentation concerning income eligibility of homeowners and tenants; maximum subsidy limits; rents; property eligibility; periods of affordability; and compliance with other requirements of the HOME Program, such as Fair Housing and Equal Opportunity, Affirmative Marketing, Handicapped Accessibility, Lead Based Paint, etc. Agreements with sub-recipients state that the agency must make “good faith efforts” regarding Minority/Women Business Enterprise on all City sponsored projects.
- 2) Inspections will be performed, as necessary, to ensure completion of work before disbursement of HOME funds.
- 3) Depending on the number of units in project, inspections will be conducted to ensure compliance with Housing Quality Standards on a yearly basis.
- 4) All HOME funded projects must pass City inspection for compliance with the Land Development Code (LDC), Florida Building Code, as well as meet Growth Management requirements.
- 5) Site visits will be performed periodically when construction is involved to monitor Federal Labor Standards requirements. Davis Bacon interviews will be performed, payrolls will be reviewed on a weekly basis, and follow up will be provided when wage restitutions are required.
- 6) If the activity involves acquisition, relocation, or displacement, monitoring will be performed to ensure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- 7) Recipients of HOME funding, except for owner-occupants and homebuyers, will be required to submit quarterly reports, as well as annual reports, for the duration of the period of affordability of the project.
- 8) Community Housing Development Organizations (CHDO’s) will be re-certified on an annual basis to ensure they continue to meet the requirements for CHDO designation.
- 9) Monitoring of rental units will be performed on an annual basis to ensure renters’ incomes and rents comply with HOME Program requirements.

- 10) Owner occupancy requirements will be monitored on an annual basis during the period of affordability by mailing certified, return-receipt requested letters to owner occupants who received HOME assistance for housing rehabilitation or homebuyer assistance.
- 11) Per 24 CFR Part 58, all HOME projects will undergo an environmental review prior to an agreement being executed. City-Wide HOME projects with unspecified sites will be reviewed when they are identified according to the site review strategy.

#### **On-Site Monitoring of CHDO's**

In an effort to improve accountability, the City of Orlando visits CHDO's, on site, prior to a project commencing. Within the framework of project management training, the City reviews, with the CHDO, required HOME regulations. A new performance checklist has also recently been introduced which assists the City in assessing the CHDO's efficiency and effectiveness in carrying out projects. After reviewing the checklist during the on-site project management training, the City ascertains whether additional support or corrective measures are needed.

The City also performs annual inspections of rental projects which have received HOME monies and are within the period of affordability. Inspections are conducted regardless of the number of units involved. To provide checks and balances, on an annual basis, two (2) individuals from the Housing Department visit HOME assisted rental developments. One individual, who is the Housing and Community Development Department's Contract Compliance Coordinator, reviews tenant files, affirmative marketing procedures, and assesses the general condition of the property. Another individual from the Housing Rehabilitation Division of the Housing Department performs HQS inspections to assess the interior condition of the units. After these inspections, these two individuals discuss conditions and, if necessary, corrective actions are undertaken.

#### **ESG Program**

1. The City will monitor the terms and conditions of its contracts with homeless service providers receiving ESG funds, including compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities under the ESG Program.
2. City staff will participate in the meetings held by the Homeless Services Network, which is comprised of representatives from homeless service providers, to hear the concerns and suggestions of the Committee members and coordinate services.
3. The City will conduct site visits to homeless service providers receiving ESG funds on an annual basis to ensure service provision according to the terms and conditions of their agreements, proper documentation on client eligibility, reimbursement requests, match obligations and client confidentiality.
4. Recipients of ESG funds are required to submit quarterly reports, including statistical information, as well as an annual audit report.
5. Per 24 CFR Part 58, all ESG projects will undergo an environmental review prior to an agreement being executed.

## HOPWA Program

1. The City administers of the HOPWA Program for the Eligible Metropolitan Statistical Area which includes Orange, Osceola, Lake and Seminole Counties. The City will monitor the terms and conditions of its agreements with the HOPWA providers including compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities. In addition, the City will ensure that HOPWA funds are distributed in an unbiased, equitable, and consistent manner.
2. The City Housing & Community Development Coordinator will organize and manage the HOPWA Advisory Committee. As part of this process, the HCD Coordinator will make every effort to ensure that consumers from all four counties (Orange, Seminole, Lake, and Osceola) are represented at Committee meetings.
3. The City will regularly monitor and visit agencies receiving HOPWA funds in order to ensure service provision according to their agreements, accomplishment of all terms and conditions of their agreements, and verify proper documentation on client eligibility, rent restrictions and disbursements. In so doing, the City monitor issues of client confidentiality.
4. Agencies receiving HOPWA funding are required to enter all HOPWA eligibility data in the Homeless Management Information System (HMIS). HMIS is a secure, HUD recommended web-based data collection program. Agencies are required to ensure data is entered in a timely manner so monthly or quarterly reports, including statistical information can be reviewed by the City HCD Program Manager. Agencies are required to submit an annual audit and performance report.
5. Agencies receiving HOPWA funding are required to enter all HOPWA eligibility data in the Homeless Management Information System (HMIS). HMIS is a secure, HUD recommended web-based data collection program. Agencies are required to ensure data is entered in a timely manner so monthly or quarterly reports, including statistical information can be reviewed by the City HCD Program Manager. Agencies are required to submit an annual audit and performance report.
6. Every other year HIV/AIDS Housing Needs Assessment will be undertaken to determine the extent of need for affordable housing and supportive services by the HIV/AIDS affected community. A satisfaction survey will be conducted on alternative years.
7. Per 24 CFR Part 58, all HOPWA projects will undergo an environmental review prior to an agreement being executed. City-Wide HOPWA projects with unspecified sites will be reviewed when they are identified according to the site review strategy.
8. All HOPWA projects involving construction shall meet Land Development Code, State Building Code and growth management requirements.

## **Section 14**

### **Certifications**

*(Please see separate attached document)*

**Section 15**  
**Application for Federal Assistance**  
*(Please see separate attached document)*

End of Program Year 2011 Annual Action Plan