

# **CITY OF FORT WALTON BEACH**

# **FY 2013-2014 ANNUAL ACTION PLAN**

## **for the COMMUNITY DEVELOPMENT BLOCK GRANT**

Prepared for the  
United States Department of Housing and Urban Development

Effective October 1, 2013 – September 30, 2014

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# FY 2013-2014 Annual Action Plan

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## **I. EXECUTIVE SUMMARY**

The City of Fort Walton Beach, Florida receives funding through the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development. The City is considered an “entitlement community” with a prescribed formula for funding developed by HUD using select City demographic information. The funding from HUD is used for community development projects which reduce or reverse evidence of physical, social, or economic decline in low-income neighborhoods.

Every year, an Annual Action Plan is prepared to provide information concerning the intended use of the U.S. Department of Housing and Urban Development (HUD) program funds to address the needs identified in the 5-Year Consolidated Plan. This document provides an assessment of the housing and community development needs; a strategic plan for addressing these needs; and a specific one-year Action Plan for the use of the CDBG funds. The specific objectives outlined in the Consolidated Plan are as follows:

1. **Provide decent housing** - to assist homeless persons obtain appropriate housing and helping those who are at risk of becoming homeless; increasing the availability of permanent, affordable housing to low to moderate income families; and increasing the supply of supportive, non-discriminate housing.
2. **Provide a suitable living environment** – improving the quality and safety of neighborhoods; increasing access to public facilities and services; and reducing the isolation of low income groups within the city.
3. **Expanding economic opportunities** – creating jobs that are available to low to moderate income individuals; providing access to funds for development activities that promote economic viability for the community; and utilizing resources to empower low to moderate income persons to achieve self-sufficiency.

Overall, the Action Plan is consistent with the 5-year Consolidated Plan, which enforces the City’s commitment to ensure that Fort Walton Beach neighborhoods are places of opportunity that offer decent, safe and affordable housing, promote strong, healthy families, and improve the quality of life of all residents.

## **II. AGENCY AND RESOURCES OVERVIEW**

### **Lead Agency Profile**

The City of Fort Walton Beach’s Engineering Services Department prepares the Annual Action Plan as part of a collaborative process to establish a unified vision of community development actions. This process creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context at the local level. It also

provides a method to measure progress of the various program goals, specific objectives, and annual goals set by the Engineering Services Department.

**Consultation (91.200b)**

The City of Fort Walton Beach works with many public and private agencies to administer the CDBG program and achieve the goals and objectives set forth in the plan. Table 1 below identifies the various agencies involved in the City’s consultation process.

**Table 1. Consultation**

<b>24 CFR</b>	<b>Requirement</b>	<b>Agency(ies)</b>	<b>Yes</b>	<b>No</b>
91.100(a)(1)	Housing Services	FWBHA, OCDC, FRESH Start, Habitat for Humanity	X	
	Social Services	Shelter House, Inc., Striving for Perfection Ministries, United Way	X	
	Fair Housing Services	OCDC	X	
	Health Services	Bridgeway, United Way	X	
	Homeless Services	Okaloosa/Walton Continuum of Care, FRESH Start	X	
91.100(a)(2)	Chronically Homeless	Continuum of Care	X	
91.100(a)(3)	Lead-based Paint			X*
91.100(a)(4)	Adjacent Government	Copies are provided upon request. Upon acceptance from HUD, the Plan will be placed on <a href="http://www.fwb.org">www.fwb.org</a> .		X
	State			X
	County			X
91.100(a)(5)	Metro Planning Agencies	Copies are provided upon request. Upon acceptance from HUD, Plan will be placed on <a href="http://www.fwb.org">www.fwb.org</a> .		X

\* The City tests proposed rehabilitation projects for lead-based paint, provides the required remedial action, and provides information to homeowner.

**Institutional Structure, Resources (91.220c1 & c2), and Coordination**

The City provides funding to extremely low, low-, and moderate-income families through services provided by non-profit organizations. Funding may be sought by these organizations through an application process during the formation of the CDBG annual program. Funding for public service programs is highly competitive due to limited funds and an abundance of need. Therefore, the City has not solicited projects which target specific needs.

The City relies on the CDBG program funds yearly to implement important community development and housing objectives. Additional cash resources are scarce for the program, but the following list describes the pooling of in-kind resources from many

different agencies in order to accomplish the goals of the program. In addition, the list below outlines the institutional structure for the program and the coordination among agencies (91.215 I):

1. The Okaloosa/Walton Homeless Continuum of Care Opportunity, Inc - health clinics, provision of bicycles, and other essential needs beyond the capacity of individual members.
2. Waterfront Rescue Mission – The target population is men with substance abuse and other disorders.
3. Bridgeway Center, Inc. – Assists men and women requiring crisis stabilization and detoxification.
4. Salvation Army – The target population is men.
5. FRESH Start – Targets working parents and single women, primarily transitional housing for persons with jobs.
6. Shelter House – Women and children in imminent danger of harm from domestic violence.
7. Family Life Center – Provides assistance to pregnant and unwed mothers.
8. Lutheran Services – Provides assistance to runaway teens.
9. JADA – Provides services to men and women with substance abuse disorders; must agree to enroll in Christian recovery program.
10. Catholic Charities – Transients, emergencies. There is not a shelter but there are limited funds for hotel stays.
11. Red Cross – Provides services to persons rendered homeless by fire or other natural disasters. No shelter, but has limited funds for hotel stays.
12. Harbor House – Men with substance abuse disorders; transitional housing only.
13. Habitat for Humanity in Okaloosa County – Build affordable homes for low-income families.
14. White Sands Manor – Provides HUD subsidized housing for very low-income disabled senior citizens.
15. Okaloosa County Development Corporation (OCDC) – Administers the S.H.I.P. and HOME programs for the City of Fort Walton Beach and Okaloosa County through an interlocal agreement between both jurisdictions.
16. Striving for Perfection Ministries – Provides emergency benevolence, food, and utilities for low-income people.
17. Okaloosa County Head Start – Provides child care services for low-income families.
18. Okaloosa County Council on Aging – Coordinating agency for support services for the elderly, including housing and transportation.

19. Fort Walton Beach Housing Authority (FWBHA) – An independently operating agency chartered by the City in 1968; provides housing units for low- and moderate-income families and individuals.

The City is confident in the institutional structure and coordination among agencies to carry out the program and is not aware of any gaps that would impact the priority needs established in the program. The City continually strives to extend and strengthen partnerships among all levels of government and the private sector, including non-profit and for-profit organizations, for the provision of public services, affordable housing, and economic opportunities.

### **III. CITIZEN PARTICIPATION PROCESS (91.200b)**

The City of Fort Walton Beach has many processes for involving citizens in its decision making including neighborhood meetings, numerous board and committee meetings, and City Council meetings; all designed to solicit public comments both informally or by utilizing formal public hearings.

Citizens' comments on the use of CDBG funds are specifically solicited by a way of a citizen advisory group. The Citizen's Advisory Committee (CAC) advises staff on the use of the City of Fort Walton Beach's annual CDBG fund allocation. Each year, the Citizen's Advisory Committee (CAC) comes together to plan for the CDBG budget for the coming fiscal year. The CAC reviews all applications submitted for the City's annual allocation of grant funds. At least three advertised public hearings or meetings are held each year to address housing and community development needs, development of proposed activities, and review of performance for the Community Development Block Grant (CDBG).

This year, the Citizen Advisory Committee met on April 30, 2013 to review and discuss the applications for funding that were submitted to staff. The CAC also met on June 11, 2013 to finalize the budget and applications for FY 13-14. Then, at the July 24, 2013 meeting, the Committee reviewed and approved the Annual Action Plan for FY 13-14.

To ensure broad-based participation, extensive communication efforts are used during the implementation of the City's Consolidated Plan citizen participation plan. Public notices for public hearings are published in the local newspaper and announced in local churches. The various printed notices notify where copies of the Consolidated Plan are available and invite persons to either speak at the public hearings and/or submit written comments. Public hearings are handicap accessible and sign language interpretation is available at public hearings.

The Citizen's Advisory Committee continues to be at the core of the public participation process. The City's Community Development Block Grant staff promotes public awareness and opportunities for participation by making available documents such as the annual action plan, five-year consolidated plan, consolidated annual performance

evaluation report, analysis of impediments to fair housing, etc., and by advertising their availability in the local news media and on the City website. The City continually strives to organize and present data in a manner that is easily understood and evaluated by our citizens and welcomes comments on the Annual Action Plan and how future reports might be improved.

#### **IV. TARGETED AREAS (91.200 d & f)**

At the onset of the CDBG program in the mid-1970's, federal regulations required that certain activities be geographically targeted. Although this requirement has since been removed, the City has continued its targeting strategy. The primary consideration for target area selection is neighborhood economic need (low- and moderate-income levels) followed by the degree of housing deterioration. As outlined in the City's Five-Year Consolidated Report (2010-2015), the City's CDBG Target Area represents the Block Groups with the greatest concentration of low- to moderate-income households. Three of the four projects this year are located within one of the CDBG target areas, and one project is located directly adjacent to one of the target areas.

The Targeted Areas Map is located in the back of this document. The geographic boundary of the two target areas are Hughes Street (north), Eglin Parkway (east), Robinwood Drive (west), and First Street (south) for Target Area 1, and the area between Bay Street and Burnette Avenue in the northwest portion of the City for Target Area 2 (See attached map). These two areas are the areas within the City of low income and minority concentration.

**Target Area 1** is located within the Community Redevelopment Area (CRA), which is an area identified as blighted and corresponds with the Beal Parkway Neighborhood. CRA prepared a plan for the Beal Parkway Neighborhood. The Plan identifies specific projects needed within this area such as affordable childcare, job training and housing rehabilitation. Both the CDBG and the Community Redevelopment Agency allocates funds each year towards these projects. Target Area 1 is incorporated in Census Tracts 225 and 226. See attached map.

**Target Area 2**, north of Lovejoy Road, is a Front Porch Community in Okaloosa County and is known as Sylvania Heights. This entire neighborhood is primarily low-income and minority concentrated. It is a relatively isolated neighborhood north of the City's Commerce and Technology Park, which is a designated brownfields area. The City has allocated substantial resources to this area for housing rehabilitation and World Changers projects through CDBG funds and SHIP funds, sidewalk improvements, storm water improvements, code enforcement, and police protection. Target Area 2 is located in Census Tract 229. See attached map.

The following census data pertains to the census block groups in which the two target areas are located:

<b>Low to Moderate Income Estimates*</b>				
<b>TRACT</b>	<b>BLKGRP</b>	<b>LOWMOD</b>	<b>LOWMODUNIV</b>	<b>LOWMODPCT</b>
22500	3	827	1534	<b>53.9</b>
22600	1	634	1028	<b>61.7</b>
22600	3	693	878	<b>78.9</b>
22900	3	94	153	<b>61.4</b>

\*Source: HUD/Census Data 2000

## **LEAD-BASED PAINT HAZARDS (91.205e, 91.215i)**

The City's lead-based paint hazard reduction strategy is three-fold: education, testing, and remediation. The education objective includes providing handouts and booklets, specifically "Protect Your Family from Lead in Your Home" at City Hall. This year the City will highlight the hazards of lead-based paint on the City's web site by including information that encourages children to have blood tests to check for the presence of elevated lead levels. The testing objective includes evaluating and/or testing for the presence of lead-based paint for units proposed for painting and/or re-roofing. The remediation objective includes having a certified consultant/contractor remove paint and repair the surface if such hazards are determined to exist on units proposed for rehabilitation.

Estimated number of housing units containing lead-based paint hazards occupied by extremely low, low, and moderate income families: **3,652**.

### **Anti-Poverty Strategy (91.215j)**

According to the most recent Census data, four of the twelve census tracts in the City of Fort Walton Beach have more than 15% of the population living in poverty. The national estimated poverty rate is 15.1%. The poverty rate of the whole City is estimated to be 11.8% of the population.

The City is continuing to work closely with the several local organizations through the CDBG program to reduce poverty. The City provides funding to these agencies through the CDBG grant program applications targeting homeless, very low, and low income households.

## **V. HOUSING**

### **Housing Needs (91.205)**

Rapid population growth between 2004 and 2007 in Northwest Florida led to a greater demand for housing which in turn led to an increase in housing prices. Many factors contributed to the increase in development costs of new housing including soaring land prices, decreasing land supply - especially in communities such as Fort Walton Beach

that are essentially land-locked and almost completely built out – and increasing costs of material and labor. On the surface it appears that much of the existing housing stock in the City, specifically the CDBG target area, is attainable, in that many of the homes were purchased in the 1950s and 1960s and the mortgages have been paid – allowing homeowners to “age in place” or, in the case of absentee landlords, allowing for less than market rents. However, many of the older homes are becoming deteriorated and there has been little reinvestment by the property owners. Many of the current homeowners are elderly and living on fixed incomes so they may not be able to maintain the structures and the yards. The owners of rental housing may not have the means or economic incentive to reinvest. Rental increases necessitated by rising property insurance costs and property taxes are passed on to the tenants, which may affect their ability to remain in the housing. Changing demographics mean that the construction of single family detached homes may no longer adequately meet current and projected housing needs. While the single-family detached home will remain the housing product of choice for many, demand is growing for greater alternatives in housing. The opportunities to expand the range of housing choices are myriad and the City can benefit from a wider range in type and quantity of housing choices.

## **Housing Objectives**

### **Public Housing Strategy (91.210b)**

There is currently one City public housing area in Fort Walton Beach: The Fort Walton Beach Housing Authority (FWBHA) on Robinwood Drive. The FWBHA receives assistance through the Comprehensive Improvement Assistance Program (CIAP). The FWBHA has not been designated as “troubled” by HUD. Also, the City is working with the FWBHA and HUD on redevelopment of the Germany Terrace housing project, described as Sound Side in the Affordable Housing section of the Consolidated Plan. The Sound Side project broke ground in April 2013 and will provide 200 new multi-family apartments.

The City works closely with the FWBHA and continues to encourage homeownership through the sponsorship and exhibition at the Housing Expo each year. The Chester Pruitt Summer Enrichment program and after school tutoring are available and in close proximity to FWBHA residents as well as the future residents of Sound Side. The City also coordinates its transportation planning to help meet the needs of those who depend on public housing. The City works with Okaloosa County to ensure fixed-route transit service at the housing units.

**Barriers to Affordable Housing (91.220j):** As per the requirements of the adopted SHIP Affordable Housing Incentive Plan, the City will undertake the following actions to remove barriers to affordable housing (these actions will not necessarily be funded through the CDBG program): expedite processing of permits for affordable housing projects, modification of street requirements; down payment assistance and closing cost assistance; minor repairs to existing single family owner occupied housing units through the World Changers program, which is a faith-based partnership; and acquisition of

property for low- to moderate-income housing through Habitat for Humanity. The City's Comprehensive Plan also outlines a Housing Element and a plan to provide for affordable housing as it relates to local policy, land use, and zoning.

### **Homelessness (91.205)**

Under this category, the City will not fully undertake a comprehensive action program to address the housing needs of the homeless due to the amount of the City's entitlement CDBG funds. Unfortunately, the City's entitlement CDBG funds do not provide sufficient funding to directly manage and fully support this type of program. The City will, however, support several operating agencies that are providing valuable services to prevent homelessness and to assist those who are already homeless. The City participates on the Okaloosa/Walton Continuum of Care Board and assists agencies who help the homeless with expertise to address community concerns. The City will continue to work with the Continuum of Care to identify funding sources for an emergency homeless shelter which would provide shelter for at least 50 homeless individuals. The City has agreed to provide a cold night shelter in one of its community centers, if needed. Some of these agencies provide limited shelter and comprehensive transitional permanent housing services to homeless families, many of which have female heads of households. Others are coordinating housing assistance for homeless and at-risk families by emphasizing prevention, shelter referrals, and relocation services.

The Okaloosa/Walton Homeless Continuum of Care Opportunity, Inc. provides a monthly forum in which community stakeholders, homeless persons, and formerly homeless persons can collaborate on needed services and request ideas and help from participating agencies. The Continuum of Care applies for federal and state funding, which it distributes to service providers based on results from a request for proposal process. Once funds are awarded, the Continuum of Care monitors expenditures and program delivery, and reports back to the appropriate government agencies. The Continuum of Care receives some funds for direct services, which are used to support collective programs, such as health clinics, provision of bicycles, and other essential needs beyond the capacity of individual members. Also, the Bridgeway Center, Inc. provides assistance to those who have been homeless for at least a year, or homeless four times in the last three years, and who have chronic mental illness and/or substance abuse disorders. Case managers link clients to housing, employment, benefits, and mental health and/or substance abuse treatment. Lastly, two more participating agencies provide a limited number of shelter beds. The Shelter House provides a safe haven for women, children, and men in imminent danger of domestic violence. FRESH Start recently completed a development for ten units of transitional housing for women and families, called Harbour Place Apartments on Bobolink Street NE, in FY 2008-09. Both agencies receive funding from the Okaloosa/Walton Homeless Continuum of Care Opportunity, Inc. Harbour Place Apartments consists of 10 units for a total of 12,460 square feet. There are two each 750 square foot two bedroom, one bath units and eight each 960 square foot three bedroom, two bath units. Each floor also has a storage room with 750 square foot each. All units meet Fair Housing requirements and five percent of the units

are available for handicapped tenants. A complete list of local agencies providing services and assistance to the homeless and special needs populations is found below.

Local services include but are not limited to (91.210d):

1. Waterfront Rescue Mission – The target population is men with substance abuse and disorders.
2. Bridgeway Center, Inc. – Assists men and women requiring crisis stabilization and detoxification.
3. Salvation Army – The target population is men.
4. FRESH Start – Targets working parents and single women, primarily transitional housing for persons with jobs.
5. Shelter House – Women and children in imminent danger of harm from domestic violence.
6. Family Life Center – Pregnant and unwed mothers.
7. Lutheran Services – Runaway teens.
8. JADA – Men and women with substance abuse disorders; must agree to enroll in Christian recovery program.
9. Catholic Charities – Transients, emergencies. There is not a shelter but there are limited funds for hotel stays.
10. Red Cross – Persons rendered homeless by fire. No shelter, but limited funds for hotel stays.
11. Harbor House – Men with substance abuse disorders; transitional housing only.
12. Habitat for Humanity in Okaloosa County – Build affordable homes for low-income families.
13. White Sands Manor – Provides HUD subsidized housing for very low-income disabled senior citizens.
14. Okaloosa County Development Corporation (OCDC) – Administers the S.H.I.P. and HOME programs for the City of Fort Walton Beach and Okaloosa County through an interlocal agreement between both jurisdictions.
15. Striving for Perfection Ministries – Provides emergency benevolence, food, and utilities for low-income people.
16. Okaloosa County Head Start – Provides child care services for low-income families.
17. Okaloosa County Council on Aging – Coordinating agency for support services for the elderly, including housing and transportation.
18. Fort Walton Beach Housing Authority (FWBHA) – Provides housing units for low- and moderate-income families and individuals.

**VI. ANNUAL ACTION PLAN OBJECTIVES AND PRIORITIES (2013-2014)**

Every year the City of Fort Walton Beach prepares an Annual Action Plan which provides information on the City’s anticipated resources, its proposed activities and methods of allocation and implementation. This Action Plan is prepared following the application, citizen participation and administrative review process. The Action Plan is formulated in May and is reviewed and approved by the Citizen’s Advisory Committee and forwarded to City Council for final approval. The City is required to submit an Annual Action Plan to HUD every year by the middle of August.

**Proposed Schedule of Adoption**

- March 2013- Advertising for Projects/Applications/Input
- April 2013– Public Hearing
- Mid April 2013 – Applications Due
- May 2013- CAC Meeting to review applications and approve allocation of funding
- June 2013- CDBG Draft Annual Action Plan complete
- June-July 2013 – Public Comment Period on Action Plan
- August 2013- City Council considers draft Plan
- August 2013- Annual Action Plan sent to HUD

**Priorities**

The priorities for the annual action plan are generally set forth in the Five Year Consolidated Plan. This year’s priorities are to improve the safety and livability of neighborhoods, eliminate blighting conditions, and increase access to quality public facilities.

The following table outlines the goals and objectives to be carried out during the action plan period (2013-2014):

Objective Category: Decent Housing	Objective Category: Suitable Living	Objective Category: Expanded Economic Opportunities
Which Includes:	Which Includes:	Which Includes:
<input type="checkbox"/> assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/> improving the safety and livability of neighborhoods	<input type="checkbox"/> job creation and retention
<input type="checkbox"/> assisting persons at risk of becoming homeless	<input checked="" type="checkbox"/> eliminating blighting influences and the deterioration of property & facilities	<input type="checkbox"/> establishment, stabilization, and expansion of small business (including micro businesses)
<input type="checkbox"/> retaining the affordable housing stock	<input checked="" type="checkbox"/> increasing the access to quality public and private facilities	<input type="checkbox"/> the provision of public services concerned with employment
<input type="checkbox"/> increasing the availability of affordable permanent housing in	<input type="checkbox"/> reducing the isolation of income groups within areas	<input type="checkbox"/> the provision of jobs to low income persons living in areas

standard condition to LMI families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	affected by those programs and activities under programs covered by the plan
<input type="checkbox"/> increasing the supply of supportive housing which included structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence	<input type="checkbox"/> restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/> availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/> providing affordable housing that is accessible to job opportunities	<input type="checkbox"/> conserving energy resources and use of renewable energy sources	<input type="checkbox"/> access to capital and credit for development activities that promote the long-term economic social viability of the community

### Proposed Programs/Activities

This year's activities were developed fully utilizing the citizen participation process. The program was advertised and applications were taken for program funding. City staff reviewed the applications and forwarded them to the Citizen's Advisory Committee for review. The Citizens Advisory Committee then approved projects based on needs, priorities, and available funding. The following is the final list of activities that were approved for the 2013-2014 CDBG Program:

#### 1. Planning and Administration (\$23,527) 20%

The City of Fort Walton Beach Engineering Services Department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, staffing the Citizen Advisory Committee, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.

#### 2. Nuisance Abatement Program (\$10,000) 8.5%

The Nuisance Abatement Program will assist in eliminating blight and the deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures. The program will allow low income residents of the City to apply for funding to resolve code enforcement nuisance issues on their property, including the demolition of unsafe and dilapidated structures.

*Proposed Outcome: Eliminates blighting influences and improves the safety of neighborhoods by resolving nuisance issues for approximately 1-2 properties.*

#### 3. Chester Pruitt Youth Enrichment Program (\$17,645) 15%

Chester Pruitt is a local youth recreation center that offers summer programs, after school care, and tutoring. The funds will be used to subsidize program fees for low and moderate income families for children enrolling in the programs.

*Proposed Outcome: Provides a suitable living environment by assisting approximately 25-35 youth from low to moderate income families.*

4. Jet Stadium Improvements (\$26,467) 22.5%

This project is located directly adjacent to one of the target areas. The project consists of repairs and upgrades to the existing parking lot for the neighborhood baseball field. Currently, the parking area is not paved and floods during rain events. It is unsightly and difficult to park and maneuver given the current conditions. The repairs/upgrades will restore the park property, increase access to quality public properties, assist in eliminating blight, and improve the safety and livability of neighborhoods.

*Proposed Outcome: Increases access to quality public property and improves the safety and livability of neighborhoods for approximately 3,000 residents every year.*

5. Burnette Property Park Acquisition (\$29,000) 24.7%

The Burnette Avenue property is privately owned and currently vacant. The City has an opportunity to purchase the property at a low price in order to provide a public recreational area to the only neighborhood in the City that does not have a neighborhood park. The property is located within Target Area 2.

*Proposed Outcome: Provides access to quality public property and increases the livability of neighborhoods for approximately 225 residents in the immediate neighborhood.*

6. Burnette Avenue Rain Garden (\$11,000) 9.4%

In order to improve water quality and flooding issues in Target Area 2, the City developed a Water Quality Improvement Plan, in which several potential projects were identified. The design for the Burnette Avenue rain garden was completed in 2012. The project will add aesthetic enhancements to Target Area 2 where none exist and will help relieve a flooding issue in the street. The project consists of converting a large graveled cul-de-sac area into a “rain garden”, consisting of rain water filtration and native flowers/vegetation.

*Proposed Outcome: Provides access to quality public property and increases the livability of neighborhoods for approximately 30-40 residents living on Burnette Avenue.*

**Funding Sources**

FY 2012-13 Entitlement Grant (includes reallocated funds)	
CDBG	\$117,639
ESG	\$0

HOME	\$0
HOPWA	\$0
<b>Total</b>	<b><u>\$117,639</u></b>
Prior Year's Program Income NOT previously programmed or reported	
CDBG	\$0
ESG	\$0
HOME	\$0
HOPWA	\$0
<b>Total</b>	<b><u>\$0</u></b>
Total Estimated Program Income	\$0
Section 108 Loan Guarantee Fund	\$0
<b>TOTAL FY 2013-14 FUNDING</b>	<b><u>\$117,639</u></b>

## **VII. MONITORING PLAN (91.230)**

Program evaluation and monitoring is the means by which the City provides administrative oversight and performance testing of activities undertaken through HUD assistance under the Consolidated Plan. Evaluation and monitoring applies to both activities directly undertaken by the City as well as sub-recipients and other work or services performed on a contractual basis. Monitoring of the CDBG program will be conducted by the City's Engineering Services Department. Monitoring will be used to ensure that activities carried out are in furtherance of the plan and meet the goals and objectives set forth in the Consolidated Plan. The monitoring will be on a monthly basis to ensure that program activities are being accomplished in a timely manner.

Ongoing evaluation is the primary mechanism for tracking performance and compliance. In the case of individual activities and sub-recipient agreements, disbursement of funds is tied to maintenance of compliance through each disbursement, including proper documentation of cost through that disbursement. Ongoing compliance is measured against the specifics of the particular agreement. Satisfactory resolution of any compliance or performance difficulties at the time of a planned disbursement is required prior to disbursement. In the case of sub-recipient and other forms or agreements or contracts for individual activities, the measurement of progress will vary depending upon the type of activity and the specific schedule, reporting and other benchmarks established for the particular activity. Educating the sub-recipients on the requirements of the program is an important element of the monitoring process. Prior to execution of any sub-agreement, all materials and information, including the compliance and performance measures, are provided to the recipient.

Monitoring activities will be conducted in a positive and proactive manner, identifying and resolving problems early during an activity, providing technical assistance when



<b>Start Date :</b> 10/01/2013	<b>Completion Date:</b> 09/30/2014	HOME	
<b>Performance Indicator:</b> Expenditure of Funds	<b>Annual Units:</b> \$23,527	HOPWA	
<b>Local ID:</b>	<b>Units Upon Completion:</b> \$23,527	Total Formula	\$23,527
		Prior Year Funds	
		Assisted Housing	
		PHA	
		Other Funding	
		Total	\$23,527

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**2. Jurisdiction's Name: City of Fort Walton Beach**

**Priority Need:**  
Eliminating Blighting Conditions (8.5%)

**Project Title:**  
Nuisance Abatement Program

**Description:**  
This program will assist in the removal of unsafe and unsightly conditions by allowing low-income residents to apply for funding to resolve code enforcement nuisance issues on their property. Approximately 1-2 residents per year.

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

**Location / Target Area:**  
Both target areas

**Street Address:** 105 Miracle Strip Parkway SW

City, State, Zip Code: Fort Walton Beach, Florida 32548

<b>Specific Objective Number:</b> 02	<b>Project ID:</b>	<b>Funding Sources:</b>	
<b>HUD Matrix Code:</b> 14A	<b>CDBG Citation:</b> 570.202	CDBG	\$10,000
<b>Type of Recipient:</b> Sub Recipient – Private Homeowners	<b>CDBG National Objective:</b> 1 Benefit low/moderate houses	ESG	
<b>Start Date:</b> 10/01/2013	<b>Completion Date:</b> 09/30/2014	HOME	
<b>Performance Indicator:</b> Number of Nuisance Cases Resolved	<b>Annual Units:</b> 2 Housing Units	HOPWA	
<b>Local ID:</b>	<b>Units Upon Completion:</b> 2 Housing Units	Total Formula	\$10,000

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>\$10,000</b>

**3. Jurisdiction's Name:** City of Fort Walton Beach

**Priority Need:**  
Youth Services 15%

**Project Title:**  
Chester Pruitt Youth Enrichment Program & After-School Program

**Description:**  
This program provides after-school and summer programs that engage, enrich, and instruct youth in low/moderate income neighborhoods. The funds will be used to subsidize (lower) program fees for



Increase Access to Quality Public Services

**Project Title:**

Jet Stadium Improvements

**Description:**

Jet Stadium is a neighborhood ball field located directly adjacent to one of the target areas. The parking lot of Jet Stadium is currently unsightly and difficult to maneuver/park due to existing conditions. The repairs/upgrades will restore the park property for approximately 3,000 users very year.

**Objective Category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome Category:**  Availability / Accessibility     Affordability     Sustainability

**Location / Target Area:**

Target Area 1

**Street Address:** 19 Jet Dr. NE

**City, State, Zip Code:** Fort Walton Beach, Florida 32548

<b>Specific Objective Number:</b> 03	<b>Project ID:</b>	<b>Funding Sources:</b>	
<b>HUD Matrix Code:</b> 01	<b>CDBG Citation:</b> 570.201 (a)	CDBG	\$26,467
<b>Type of Recipient:</b> City	<b>CDBG National Objective:</b> 1 Benefit low/moderate income	ESG	
<b>Start Date:</b> 10/01/2013	<b>Completion Date:</b> 09/30/2014	HOME	
<b>Performance Indicator:</b> Number of Registered Park Users	<b>Annual Units:</b> 3,000 People	HOPWA	
<b>Local ID:</b>	<b>Units Upon Completion:</b> 3,000 People	Total Formula	\$26,467

The primary purpose of the project is to help:

the Homeless

Prior Year Funds

Assisted Housing

<input type="checkbox"/> Persons with HIV/AIDS	PHA	
<input type="checkbox"/> Persons with Disabilities		
<input type="checkbox"/> Public Housing Needs	Other Funding	
	Total	\$26,467

**5. Jurisdiction's Name:** City of Fort Walton Beach

**Priority Need:**  
Increase Access to Quality Public Services (24.7%)

**Project Title:**  
Burnette Park Property Acquisition

**Description:**  
The City has an opportunity to purchase a property in Target Area 2, which is currently the only neighborhood in the City that does not have a park. Approximately 225 low-income or very-low income residents live in the immediate vicinity.

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

**Location / Target Area:**  
Target Area 2

**Street Address:** 190 Burnette Ave.  
**City, State, Zip Code:** Fort Walton Beach, Florida 32548

<b>Specific Objective Number:</b> 05	<b>Project ID:</b>	<b>Funding Sources:</b>	
<b>HUD Matrix Code:</b> 19C	<b>CDBG Citation:</b> 570.203 (a)		CDBG                      \$29,000
<b>Type of Recipient:</b> City	<b>CDBG National Objective:</b> 1 Benefit low/moderate income		ESG
<b>Start Date:</b>	<b>Completion Date:</b>		HOME

10/01/2013	09/30/2014		
<b>Performance Indicator:</b> Number of People Served by Park	<b>Annual Units:</b> 225 People	HOPWA	
<b>Local ID:</b>	<b>Units Upon Completion:</b> 225	Total Formula	\$29,000

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>29,000</b>

**6. Jurisdiction's Name: City of Fort Walton Beach**

**Priority Need:**

Improve Livability of Neighborhoods 9.4%

**Project Title:**

Burnette Avenue Rain Garden

**Description:**

A large depression filled with gravel currently exists at the end of the Burnette Avenue cul-de-sac in Target Area 2. In order to relieve flooding in the immediate area and improve aesthetics, the City will install a rain garden consisting of water filtration and native vegetation.

**Objective Category:**  Suitable Living Environment     Decent Housing     Economic Opportunity

**Outcome Category:**  Availability / Accessibility     Affordability     Sustainability

**Location / Target Area:**

Target Area 2

**Street Address:** Burnette Ave NW

**City, State, Zip Code:** Fort Walton Beach, Florida 32548

<b>Specific Objective Number:</b> 06	<b>Project ID:</b>	<b>Funding Sources:</b>  CDBG \$11,000 <hr/> ESG <hr/> HOME <hr/> HOPWA <hr/> Total Formula \$11,000 <hr/> Prior Year Funds <hr/> Assisted Housing <hr/> PHA <hr/> Other Funding <hr/> Total \$11,000 <hr/>
<b>HUD Matrix Code:</b> 18A	<b>CDBG Citation:</b> 570.203 (b)	
<b>Type of Recipient:</b> For Profit Sub Recipient	<b>CDBG National Objective:</b> 1 Benefit low/moderate income	
<b>Start Date:</b> 10/01/2012	<b>Completion Date:</b> 09/30/2013	
<b>Performance Indicator:</b> Number of Positions Created/Retained	<b>Annual Units:</b> 3 Positions	
<b>Local ID:</b>	<b>Units Upon Completion:</b> 3 Positions	

The primary purpose of the project is to help:

- the Homeless
- Persons with HIV/AIDS
- Persons with Disabilities
- Public Housing Needs

**Table 2B  
Priority Community Development Needs**

Priority Need	Priority Need Level	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
Acquisition of Real Property	M	L	\$40,000	0	\$29,000	
Disposition	L	L	0	0	0	
Clearance and Demolition	H	M	\$35,000	0	\$10,000	
Clearance of Contaminated Sites	H	M	\$140,000	0	0	
Code Enforcement	M	L	0	0	0	
Public Facility (General)	L	L	0	0	0	
Senior Centers	L	L	0	0	0	
Handicapped Centers	L	L	0	0	0	
Homeless Facilities	L	L	\$15,000	\$10,000	0	
Youth Centers	L	L	\$45,000	0	0	
Neighborhood Facilities	L	L	0	0	0	
Child Care Centers	L	L	\$25,000	\$75,000	0	

Health Facilities	L	L	0	0	0	
Mental Health Facilities	M	L	0	0	0	
Parks and/or Recreation Facilities	L	L	0	0	\$26,467	
Parking Facilities	M	L	0	0	0	
Tree Planting	M	L	0	0	0	
Fire Stations/Equipment	M	L	0	0	0	
Abused/Neglected Children Facilities	M	L	\$5,000	\$5,000	0	
Asbestos Removal	M	L	0	0	0	
Non-Residential Historic Preservation	M	L	0	0	0	
Other Public Facility Needs	M	L	0	0	0	
Infrastructure (General)	M	L	0	\$25,000	0	
Water/Sewer Improvements	M	L	0	\$5,000	0	
Street Improvements	M	L	0	\$5,000	0	
Sidewalks	M	L	\$35,000	\$10,000	0	
Solid Waste Disposal Improvements	M	L	0	0	0	
Flood Drainage Improvements	M	L	0	\$5,000	\$11,000	
Other Infrastructure	M	L	0	0	0	
Public Services (General)	M	L	0	0	0	
Senior Services	M	L	0	0	0	
Handicapped Services	L	L	0	0	0	
Legal Services	M	L	0	0	0	
Youth Services	L	L	\$50,000	\$50,000	\$17,645	
Child Care Services	L	L	\$20,000	\$20,000	0	
Transportation Services	M	L	\$150,000	\$20,000	0	
Substance Abuse Services	L	L	0	0	0	
Employment/Training Services	M	L	\$50,000	\$10,000	0	
Health Services	L	L	0	0	0	
Lead Hazard Screening	M	L	0	\$1,000	0	
Crime Awareness	M	L	0	0	0	
Fair Housing Activities	L	L	0	0	0	
Tenant Landlord Counseling	L	L	0	0	0	
Other Services	L	L	0	0	0	
Economic Development (General)	H	L	0	\$10,000	0	
C/I Land Acquisition/Disposition	L	L	0	0	0	
C/I Infrastructure Development	H	L	0	0	0	
C/I Building Acq/Const/Rehab	H	L	0	0	0	
Other C/I	H	L	0	0	0	
ED Assistance to For-Profit	M	L	\$30,000	\$25,000	0	
ED Technical Assistance	M	L	0	0	0	
Micro-enterprise Assistance	M	L	0	0	0	
Other				\$30,000	0	

**Table 3A**  
**Summary of Specific Annual Objectives**

<b>Obj #</b>	<b>Specific Objectives</b>	<b>Source of Funds</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Objective -Outcome</b>
<b>1</b>	<b>Rental Housing Objectives</b>  Ensure affordable rental housing	City, HUD, FWBHA	# of affordable newly constructed housing units available	200		SL-2, DH-2

<b>2</b>	<b>Public Facilities Objectives</b>					
	Provide aesthetic improvements and quality of life improvements through public projects	CDBG	# of residents in immediate area benefiting from improvements	225		SL-1
<b>3</b>	<b>Public Services Objectives</b>					
	Provide for affordable child enrichment and development programs	CDBG, private organizations	# of families receiving a program discount for services, including # of children enrolled	20		SL-2

**\*Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

**Table 3b. Annual Affordable Housing Completion Goals (91.220g)**

Grantee Name: City of Fort Walton Beach	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	<i>Resources used during the period</i>			
			CDBG	HOME	ESG	HOPWA
Program Year: 2013-2014						
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	256		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

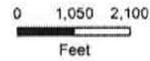
Special needs households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	0		<input type="checkbox"/>	<input 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	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



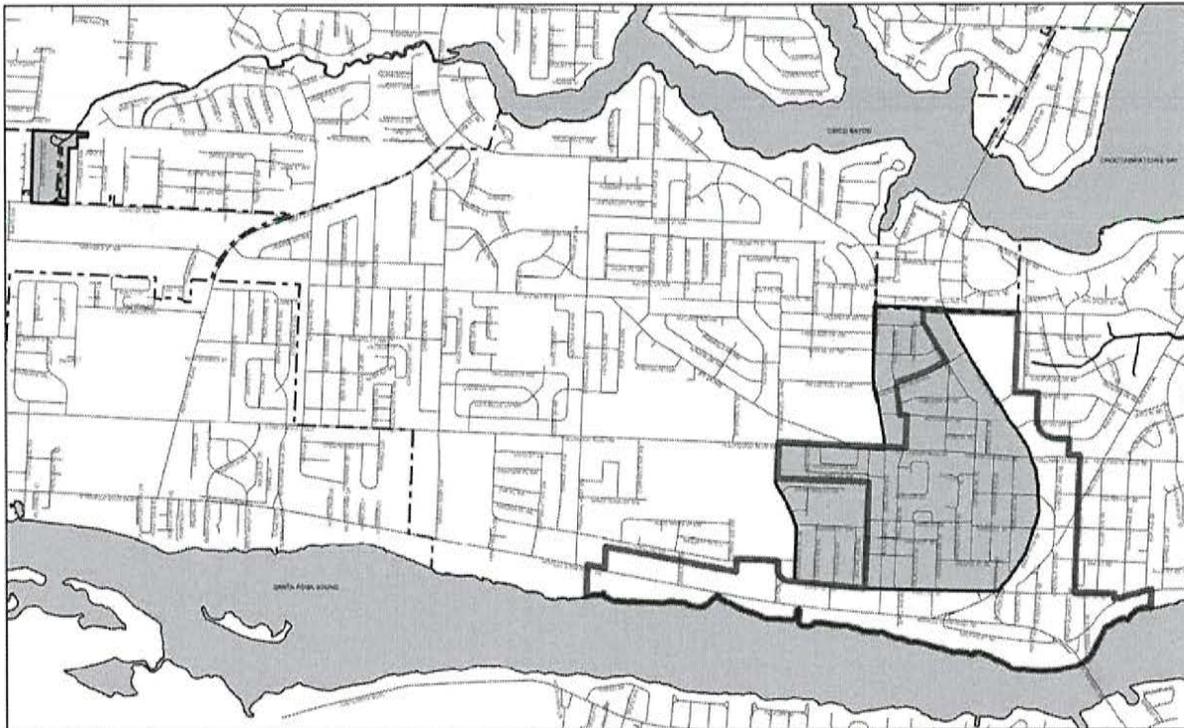
City of Fort Walton Beach  
Community Development  
Services

City of Fort Walton Beach  
Community Development Block Grant (CDBG) Target Areas  
and CRA Area

- Legend**
- Water Bodies
  - CDBG Target Areas
  - CRA Boundary
  - City Limits



Prepared by the  
City of Fort Walton Beach  
Engineering Division



City of  
Fort Walton Beach  
Neighborhoods

City of Fort Walton Beach  
Community Development  
Services



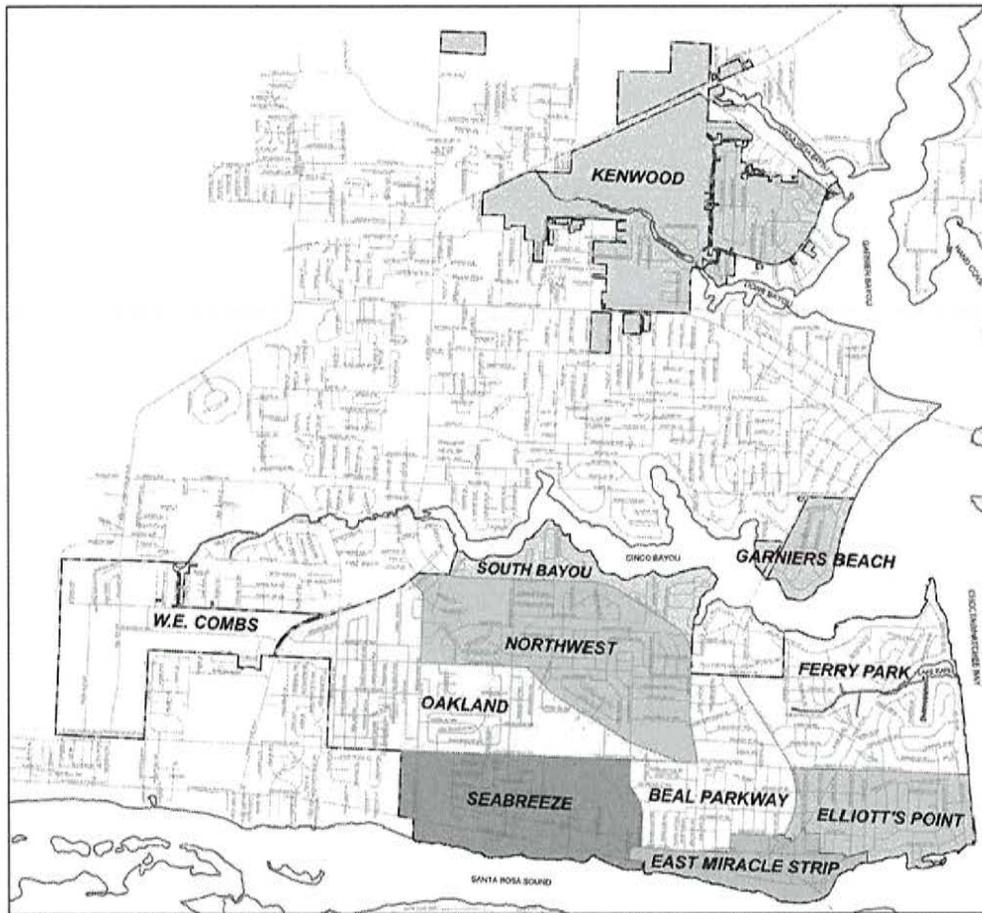
Prepared by the  
City of Fort Walton Beach  
Engineering Division



**Legend**

**Neighborhoods**

- BEAL PARKWAY
- EAST MIRACLE STRIP
- ELLIOTT'S POINT
- FERRY PARK
- GARNIERS BEACH
- KENWOOD
- NORTHWEST
- OAKLAND
- SEABREEZE
- SOUTH BAYOU
- W.E. COMBS
- City Limits





# SF 424

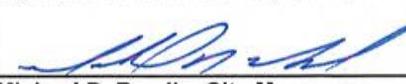
The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the ICPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	Type of Submission	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
City of Fort Walton Beach		UOG Code:	
105 Miracle Strip Parkway SW		Organizational DUNS: 07-945-5101	
		Organizational Unit	
Fort Walton Beach	Florida	Engineering Services Department	
32548	U.S.A.	Planning	
Employer Identification Number (EIN):		Okaloosa	
59-6000323		Program Year Start Date (MM/DD) 10/13	
Applicant Type:		Specify Other Type if necessary:	
Local Government: City			
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles Program Planning and Administration, Chester Pruitt Youth Enrichment Program, Nuisance Abatement, Jet Stadium, Burnette Park, Burnette Rain Garden.		Description of Areas Affected by CDBG Project(s) City of Fort Walton Beach – City Limits (Target Areas: Census Tracts 225, 226, 229)	
\$CDBG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$117,639			
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s)			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged	\$Additional State Funds Leveraged		

\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on <b>07/10/13</b>
		<input type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Stella	C	Jones
Planning Manager	850-833-9697	850-833-9926
ejones@gfwb.org	www.fwb.org	Alt. Contact: Tim Bolduc
Signature of Authorized Representative		Date Signed
 <b>Michael D. Beedie, City Manager</b>		08/14/2013

## **X. Certifications**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the City of Fort Walton Beach certifies that:

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

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

**Drug Free Workplace**—The City will or will continue to provide for a drug-free workplace by:

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

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

**Anti-Lobbying** – To the best of the City’s knowledge and belief:

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

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

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

**Section 3**—The City will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official  \_\_\_\_\_

Title Michael Beedie - City Manager Date August 13, 2013

### **Specific CDBG Certifications**

The City of Fort Walton Beach certifies that:

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

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

**Following a plan**—The City is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds**—The City has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, the City certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the elimination of slum or blight.
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** The City will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The jurisdiction will not attempt to recover any capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force**— The City has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

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

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

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

**Compliance with Laws**— The City will comply with applicable laws.

Signature/Authorized Official  \_\_\_\_\_

Title Michael Beedie - City Manager Date August 13, 2013

## Consolidated Plan Review Guidance

**This guidance is provided as a template for the reviews of complete plans. The submission of sections dealing with Needs Assessments, Housing Market Analysis, and Strategic Plans are not required on an annual basis. Each field office should include additional questions or clarifications that address the complexity of their local situation.**

Grantee: City of Fort Walton Beach

1. If a Consortia, list participating communities and asterisk the lead agency:  
\* n/a
2. Consolidated Plan covers the following programs:  
CDBG HOME ESG HOPWA
3. Period covered by Consolidated Plan is: 3 4 5 years.  
Also, specify the period with month beginning and year ending October 2013 – September 2014
4. Date plan due: 8/14/13
5. Date plan received:
6. Automatic approval date (45 days of date received above):
7. Are maps included (optional)? Yes No
8. Has an Executive Summary been attached (required)? Yes No
9. Did the grantee include the following tables:  
Local Jurisdiction:  
Table 1A: Yes No  
Table 1B: Yes No  
Table 1C: Yes No  
Table 2A: Yes No  
Table 2B: Yes No  
Table 2C: Yes No  
Table 3A: Yes No  
Table 3B: Yes No  
Table 3C: Yes No
10. Did the grantee use the CPMP Tool? Yes No.
11. Did the grantee include one or more proposed outcomes in the Plan?  
Yes No Verification found on page 12.
12. Does the plan include a Neighborhood Revitalization Strategy Area or Target Area where activities are carried out in a concentrated manner?  
Yes No Verification found on page 6-7.  
If yes, identify census tracts for each NRSA and forward to Headquarters.  
Census tracts 225, 226, 229.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSULTATION PROCESS (91.100)**

1. Has the grantee consulted with other public/private entities that provide assisted housing, health services, and social services in developing this plan?  
 Yes  No  Verification found on page 3-4.

Use the following checklist as a guide to determine extent of consultation process:

Consultation			
24CFR	Requirement	Yes	No
91.100(a)(1)	Housing Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fair Housing Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Homeless Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
91.100(a)(2)*	Chronically Homeless	<input checked="" type="checkbox"/>	<input type="checkbox"/>
91.100(a)(3)**	Lead-based Paint	<input type="checkbox"/>	<input checked="" type="checkbox"/>
91.100(a)(4)***	Adjacent Government	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	State (Non-housing)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	County (Metro. City)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
91.100(a)(5)	Metro. Planning Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
91.100(b)	HOPWA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
91.100(c)	PHA Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- \* Were assisted housing, health, and social service agencies consulted to determine resources available to address needs of chronically homeless persons.  
 \*\* Were State/Local health and child welfare agencies consulted regarding lead paint issues.  
 \*\*\* Was copy of the plan submitted to the State, and County if applicable; if an urban county, to the entitlement cities in the county.

1. Did the grantee indicate that it consulted with other organizations that provide housing and supportive services to special needs populations (including elderly persons, persons with disabilities, persons with HIV/AIDS, homeless persons)?  
 Yes  No  Verification found on page 3-4.
2. Did the grantee consult with Public Housing Agencies during Consolidated Plan development?  
 Yes  No  N/A  Verification found on page

**CITIZEN PARTICIPATION (91.105, AND 91.200)**

1. Is there a description of the development of the plan and efforts to broaden public participation, including the names of organizations involved in the development of the plan?  
 Yes  No  Verification found on page 6.

**Note:** The Jurisdiction shall encourage the participation of local and regional institutions and other organization (including businesses, developers, community, and faith-based organizations) in the process of developing and implementing the plan.

2. Is there a summary of the citizen participation process, and were the public hearing and comment period requirements satisfactory?  
Yes  No  Verification found on page 6.
3. Are citizen comments included in the plan, and are the comments specifically and adequately addressed by the grantee?  
Yes  No  Verification found on page 6.
4. Is there a description of the lead agency or entity responsible for overseeing the development of the Consolidated Plan?  
Yes  No  Verification found on page 3.

**HOUSING AND HOMELESS NEEDS ASSESSMENT (91.205) – N/A FOR ANNUAL PLAN**

***HOUSING***

1. Has the grantee identified the estimated number and types of families with housing needs for a **5 year** period?  
Yes  No  Verification found on page  
**Note:** See Table 2A (required)  
Family types (extremely low-, low-, moderate, and middle income) that should be identified are:
  - Renter/owner
  - Elderly
  - Single persons
  - Large families
  - Persons with disabilities
  - Victims of domestic violence
  - Persons with HIV/AIDS
2. Has the grantee identified the types of housing needs in the community for a 5 year period?  
Yes  No  Verification found on page  
Types of housing needs should be determined with an analysis of:
  - Severe cost and cost burden
  - Overcrowding (especially for large families)
  - Substandard (renter/owner, extremely low-, low-, moderate, and middle income)
2. Has the grantee included a discussion of any racial or ethnic groups that have a disproportionately greater need in comparison to the needs of a particular income category?  
Yes  No  Verification found on page  
**Note:** Disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial/ethnic group is at least 10% points higher than the percentage of persons in the category as a

whole. **See Section 91.205 (b)(2)**

**HOMELESS**

1. Has the grantee satisfactorily identified the nature and extent of homelessness, and is there a continuum of care concept? **See Table 1A (required).**  
Yes  No  Verification found on page  
  - Information should be on both homeless singles and families (and subpopulations) that are either sheltered/unsheltered or threatened with homelessness.
2. Has the grantee identified homeless facilities and services needs for homeless individuals and homeless families with children, both sheltered and unsheltered and homeless subpopulations?  
Yes  No  Verification found on page
3. Has the grantee identified the extent of homelessness by racial/ethnic group, if the information is available?  
Yes  No  Verification found on page
4. Did the grantee describe the jurisdiction's strategy for developing a system to address homelessness and the priority needs of homeless persons and families (including the subpopulations identified in the needs section)? The jurisdiction's strategy must consider the housing and supportive services needed in each stage of the process, i.e. preventing homelessness, outreach/assessment, emergency shelters and services, transitional housing, and helping homeless persons (especially any persons that are chronically homeless) make the transition to permanent housing and independent living.  
Yes  No
5. Did the grantee describe its strategy for helping extremely low- and low-income individuals and families who are at imminent risk of becoming homeless?  
Yes  No

**SPECIAL NEEDS - NOT HOMELESS**

1. Has the grantee included a discussion on the estimated number of non-homeless persons in need of supportive housing, and their supportive housing needs? **See Table 1B (optional).**  
Yes  No  Verification found on page  
**Note:** Estimated number of non-homeless persons should include the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDs and their families, and public housing residents.

**LEAD-BASED PAINT HAZARDS**

1. Has the grantee estimated the number of housing units with lead-based paint hazards?  
Yes  No  Verification found on page 8.  
**Note:** The estimated number of units should be those that are occupied by low/moderate income families.

**HOUSING AND MARKET ANALYSIS (91.210) – N/A FOR ANNUAL PLAN**

***GENERAL CHARACTERISTICS***

1. Has the grantee described the significant characteristics of the housing market, and the housing stock available to persons with disabilities, and persons with HIV/AIDs?  
**(Review any maps if provided/See Table 1A and 1B)**

Yes  No  Verification found on page

**Note:** There should be a discussion of housing supply and demand, as well as the condition and cost of the housing. Data on the housing market should include, to extent information is available, an estimate of the number of abandoned buildings and whether they are suitable for rehabilitation. The grantee should also identify and describe the locations and degree of racial/ethnic minority concentrations, as well as low/moderate income families.

2. Did the grantee identify and describe any area of low-income concentration and any area of minority concentration either in a narrative or one or more maps, stating how it defines the terms "area of low-income concentration" and "area of minority concentration"?

Yes  No

***PUBLIC AND ASSISTED HOUSING***

1. Has the grantee described the number and condition of the public housing units, results from the Section 504 needs assessments, and the strategies for improving operation and living conditions for public housing residents?

Yes  No  N/A  Verification found on page

2. Has the grantee identified the number of public housing units expected to be lost from the inventory?

Yes  No  N/A  Verification found on page

**Check if this jurisdiction has any HOPE VI projects awarded or in development that may result in a net loss of units.**

3. With regard to federal, state and locally-assisted units other than public housing, has the grantee identified the number and targeting of units by income level and household type, and the number of units expected to be lost from the assisted housing inventory for any reason, i.e. expiration of Section 8 contracts?

Yes  No  Verification found on page

***HOMELESS FACILITIES AND SERVICES***

1. Have the facilities and services that compose the grantee's continuum of care been identified?

Yes  No  Verification found on page

Appropriate facilities would be:

- Emergency shelters,
- Transitional shelters, and
- Permanent/supportive housing (including persons that are chronically

homeless).

1. Does the inventory include, to the extent information is available, an estimate of percentage or number of beds and supportive services programs serving people that are chronically homeless?  
Yes  No  Verification found on page

***SPECIAL NEEDS FACILITIES AND SERVICES***

1. Has the grantee described the facilities/services to assist non-homeless persons in need of supportive housing? **See Table 1B**  
Yes  No  Verification found on page
  - Discussion should also include a description of appropriate supportive housing for persons leaving mental/physical health facilities.

***BARRIERS TO AFFORDABLE HOUSING***

1. Has the grantee described public policies that affect affordable housing?  
Yes  No  Verification found on page 9.  
Factors which affect affordable housing may include:
  - Building and zoning codes;
  - Environmental problems;
  - Impact fees;
  - Cost of land; and
  - Incentive programs such as tax abatement or down-payment assistance.**Note:** For Urban Counties, does the discussion include factors in both incorporated and unincorporated areas?

**STRATEGIC PLAN (91.215) – N/A FOR ANNUAL PLAN**

When reviewing this section of the Consolidated Plan, keep in mind that the priorities/objectives should relate to the needs identified in the Housing and Homeless Needs and Housing and Market Analysis sections.

***GENERAL***

1. Does the grantee describe the basis for assigning the priority given to each category in Table 2A?  
Yes  No
2. Has the grantee identified any obstacles to meeting underserved needs?  
Yes  No  Verification found on page
3. Has the grantee summarized the priorities and specific objectives, describing how funds that are reasonably expected to be made available will be used to address identified needs? **See Tables 1A, 1B, 1C, 2A, 2B, and 2C**  
Yes  No
4. For each specific objective, has the grantee identified proposed accomplishments and outcomes the jurisdiction hopes to achieve in quantitative terms over a specific time period, or in other measurable terms as identified and defined by the

jurisdiction? **See Tables 1A, 1B, 1C, 2A, 2B and 2C**

Yes  No

**AFFORDABLE HOUSING**

1. Did the grantee state how the analysis of the housing market and the severity of housing problems and needs of extremely low-income, low-income, and moderate-income renters and owners identified in accordance with 91.205 provided the basis for assigning the relative priority given to each priority needs category in the priority housing needs table prescribed by HUD?

Yes  No  Verification found on page

2. Does the affordable housing section identify how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units?

Yes  No  Verification found on page

**Note:** If the jurisdiction intends to use HOME funds for tenant-based rental assistance or plans to use HOME funds to assist persons with special needs, the plan must specify local market conditions that led to the choice of that option.

3. Does the grantee described proposed accomplishments to specify the number of extremely low, low, moderate, and middle income families to whom the grantee will provide affordable housing as defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership over a specific time period?

Yes  No  Verification found on page

**HOMELESSNESS**

1. Does the grantee describe the strategy for helping low-income families avoid becoming homeless?

Yes  No  Verification found on page

2. Does the grantee describe the jurisdiction's strategy for reaching out to homeless persons and assessing their individual needs?

Yes  No  Verification found on page

3. Does the grantee describe the jurisdiction's strategy for addressing the emergency shelter and transitional housing needs of homeless persons?

Yes  No  Verification found on page

4. Does the grantee describe the jurisdiction's strategy for helping homeless persons (especially persons that are chronically homeless) make the transition to permanent housing and independent living?

Yes  No  Verification found on page

**OTHER SPECIAL NEEDS**

1. With respect to supportive needs of the non-homeless, does the plan describe the priority housing and supportive service needs of persons who are not homeless but may or may not require supportive housing?

Yes  No  Verification found on page

**NON-HOUSING COMMUNITY DEVELOPMENT PLAN**

1. Did the grantee describe the priority non-housing community development needs, reflecting the needs for the type of activity? **Table 2B (required)**

Yes  No

**Note:** The Community Development component of the plan must state the grantee's specific long-term and short-term community development objectives (including economic development activities that create jobs) that must be developed in accordance with the statutory goals described in 24 CFR 91.1 and the primary objectives of the CDBG program.

2. Is the grantee requesting approval of a Neighborhood Revitalization Strategy Area?

Yes  No

If YES, does it meet the requirements of CPD Notice 96-1 and include outcomes?

Yes  No

**Note:** Separate documentation should be maintained to verify compliance with CPD Notice 96-1.

#### ***BARRIERS TO AFFORDABLE HOUSING***

1. Does the grantee describe the jurisdiction's strategy to remove or ameliorate negative effects of public policies, that serve as barriers to affordable housing as identified in the needs assessment section?

Yes  No  Verification found on page 9.

#### ***LEAD-BASED PAINT HAZARDS***

1. Does the plan outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards, describe how the plan for reduction of lead-based paint hazards is related to the extent of lead poisoning and hazards, and how the plan for reduction will be integrated into housing policies and programs?

Yes  No  Verification found on page 8.

#### ***ANTI-POVERTY STRATEGY***

1. Does the grantee describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families?

Yes  No  Verification found on page

Has the grantee programs such as:

- Family Self-sufficiency
- Head Start
- State and Local Programs
- Section 3
- Welfare to Work
- Workforce Development Initiative

#### ***INSTITUTIONAL STRUCTURE***

1. Does the grantee explain the institutional structure, including private industry, nonprofit organizations, community and faith-based organizations, and public institutions, through which the jurisdiction will carry out its housing, homeless, and

community development plan, assessing the strengths and gaps in the delivery system?

Yes  No  Verification found on page

**COORDINATION**

1. Does the plan identify the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies?

Yes  No  Verification found on page

2. With respect to the public entities involved, does the plan describe the means of cooperation among the state and local units of government in the metropolitan area for problems that go beyond a single jurisdiction, (i.e. transportation, workforce, economic development) in the implementation of the plan?

Yes  No  Verification found on page

3. With respect the homeless strategy, does the plan describe efforts to enhance coordination among agencies to address the needs of persons that are chronically homeless?

Yes  No  Verification found on page

4. With respect to economic development, does the plan describe efforts to enhance coordination with private industry, businesses, developers, and social service agencies.

Yes  No  Verification found on page

**PUBLIC HOUSING**

1. Does the grantee describe the jurisdiction's activities to encourage public housing residents to become more involved in management and participate in homeownership?

Yes  No  Verification found on page 9.

2. Has the grantee describe the manner in which the plan of the jurisdiction will help address the needs of public housing?

Yes  No  Verification found on page

**Note:** Amended to Title 1 October 21, 1998 Section 105(b)(11)

3. Is the grantee served by a troubled PHA as designated by HUD?

Yes  No

If YES, Has the grantee in which any troubled public housing agency is located, described the manner in which the State or unit of local government will provide financial or other assistance to such troubled agency in improving its operations to remove such designation?

Yes  No  Verification found on page 9.

**Note:** Amended to Title 1 October 21, 1998 Section 105(g)

**ACTION PLAN (91.220)**

1. Has the Standard 424 Form for the applicable programs been included with the correct dollar allocations and signed by the appropriate official?  
Yes  No
2. Is the DUNS number listed?  
Yes  No
3. Did the grantee describe the geographic areas of the jurisdiction (including areas of low income and/or racial/minority concentration) in which assistance will be directed during the next year.  
Yes  No
4. Did the grantee describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.  
Yes  No

**RESOURCES**

1. Has the grantee described the Federal Resources, and private and non-Federal public resources expected to be available to address priority needs and specific objectives identified in the plan?  
Yes  No  Verification found on page 4-5.
2. Did the grantee describe how HOME and/or ESG matching requirements will be satisfied?  
Yes  No  N/A  Verification found on page

**ACTIVITIES 91.220(D)**

1.
  - a) Has the grantee described the CDBG funded activities for the program year in a complete manner?  
Yes  No  Verification found on page 11-13.
  - b) Has the grantee described the HOME funded activities for the program year in a complete manner? **See Table 3C**  
Yes  No  n/a
  - c) Has the grantee described the ESG funded activities for the program year in a complete manner? **See Table 3C**  
Yes  No  n/a
  - d) Has the grantee described the HOPWA funded activities for the program year in a complete manner? **See Table 3C**  
Yes  No  n/a
2. Does the action plan contain a summary of priorities and specific annual objectives that will be addressed during the program year?  
Yes  No  Verification found on page 11-12.  
**Note:** The Jurisdiction should use summary of annual objectives as identified in Table 3A of the Consolidated Plan.
3. Do the proposed activities correspond to the priority needs identified/local specific objectives listed in the Consolidated Plan?  
Yes  No  Verification found on page 11-12.

**Note:** The Jurisdiction should use priority needs as identified in Table 2A and 2B of the Consolidated Plan.

4. Are the proposed activities identified in sufficient detail, including the number and type of families that will benefit from the proposed activities and locations, so that citizens know the degree to which they may be affected?  
Yes  No  Verification found on page 11-12.

**Outcomes 91.220(e)**

1. Does the action plan contain outcome measures for activities in accordance with the Federal Register Notice dated March 7, 2006?  
Yes  No  Verification found on page 11-12.

**Expenditure Limits**

1. Has the grantee exceeded the 20% administrative cap for CDBG?  
Yes  No
2. Has the grantee exceeded the 15% public service cap for CDBG?  
Yes  No
3. Has the grantee exceeded the 10% administrative cap for HOME?  
Yes  No  n/a
4. Has the grantee met the 15% CHDO set-aside for HOME?  
Yes  No  n/a
5. Has the grantee exceeded the 3% administrative cap for HOPWA or the 7% administrative cap by project sponsors under HOPWA?  
Yes  No  n/a

**GEOGRAPHIC DISTRIBUTION 91.220(f)**

1. Did the grantee include a narrative, maps, or tables that identify the geographic areas in which it will direct assistance?  
Yes  No  Verification found on page 15.
2. Does the grantee provide a description of the areas, including areas of minority concentration, in which it will direct funds?  
Yes  No  Verification found on page 7.
3. Does the grantee provide the rationale for the priorities for allocating investment geographically for each program, including within the metropolitan area (or a State's service area) for the HOPWA program?  
Yes  No  n/a  
If no, explain the basis for the no response: HOPWA not included.
4. Did the grantee estimate the percentage of funds it plans to dedicate to target areas?  
Yes  No  Verification found on page 7.

**AFFORDABLE HOUSING GOALS 91.220(g)**

1. Does the action plan specify one-year goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing units using funds made available to the jurisdiction?

Yes  No  Verification found on page 8,9,10.

**Note:** The Jurisdiction should use housing summary of goals as identified in Table 3B of the Consolidated Plan.

2. Does the action plan specify one-year goals for the number of households to be provided affordable housing units through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of exiting units using funds made available to the jurisdiction?

Yes  No  Verification found on page 23

**Note:** The Jurisdiction should use housing summary of goals as identified in Table 3B of the Consolidated Plan.

#### **PUBLIC HOUSING 91.220(h)**

1. Does the action plan include actions that address the following, **if applicable**:

- needs of public housing, Yes  No  pg 8
- public housing improvements and resident initiatives, Yes  No
- assist troubled public housing agencies. Yes  No  n/a

#### **HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES 91.220(i)**

1. Have homeless prevention activities been proposed?  
Yes  No  Verification found on page 9-10.
2. Have emergency shelter, transitional housing, programs to assist in the transition to permanent housing and independent living been proposed?  
Yes  No  Verification found on page 9-10.
3. Are supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless (elderly, frail elderly, persons with disabilities, person with HIV/AIDS, persons with alcohol or other substance abuse problems)?  
Yes  No  Verification found on page 8-10.
4. Have specific action steps to end chronic homelessness been identified?  
Yes  No  Verification found on page 9-10.

#### **OTHER ACTIONS 91.220(k)**

1. Does the Action Plan include other proposed actions which will address the following, **if applicable**:

- foster and maintain affordable housing, Yes  No
- public housing improvements and resident initiatives, Yes  No
- evaluation and reduction of lead-based hazards, Yes  No

- reducing the number of persons below the poverty line, Yes  No
- developing institutional structures/enhancing coordination between housing and services agencies, Yes  No .

**PROGRAM SPECIFIC REQUIREMENTS 91.220(I)**

1. CDBG

- a) Does the total amount of funds allocated equal the amount of the grant plus program income and carryover funds? Yes  No
- b) Does the action plan identify the amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income? Yes  No
- c) Does the action plan identify all activities assisted through the Section 108 Loan Guarantee program? Yes  No

1. HOME

- a) Did grantee (PJ) describe other forms of investment? **See Section 92.205**  
 Yes  No  N/A   
 If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254?  
 Yes  No  N/A
- b) If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, did they state its refinancing guidelines required under 24 CFR 92.206(b)?  
 Yes  No  N/A
- c) Resale Provisions -- For homeownership activities, did the participating jurisdiction must describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).  
 Yes  No  n/a
- d) HOME Tenant-Based Rental Assistance -- Did the participating jurisdiction must describe the local market conditions that led to the use of a HOME funds for tenant based rental assistance program?  
 Yes  No  n/a
- a. If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.
- e) If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), did the jurisdiction describe these forms of investment?  
 Yes  No  n/a
- f) Did the jurisdiction describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units?  
 Yes  No  n/a
- g) Did the jurisdiction describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms,

financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction?

Yes  No  n/a

- h) If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, did it state its financing guidelines required under 24 CFR 92.206(b)?

Yes  No  na

1. American Dream Downpayment Initiative

- a. If the jurisdiction planned to use American Dream Downpayment Initiative (ADDI) funds to increase access to homeownership, did it provide the following information:

- i. description of the planned use of the ADDI funds?

Yes  No  n/a

- ii. plan for conducting targeted outreach to residents and tenants of public and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide downpayment assistance for such residents, tenants, and families? Yes  No  n/a

- iii. a description of the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers?

Yes  No  n/a

4. HOPWA

- a) Does the action plan specify on-year goals for the number of low-income households to be provided affordable housing using HOPWA funds for short-term rent, mortgage, and utility payments to prevent homelessness; tenant-based rental assistance, units provided in housing facilities operated with HOPWA funds? Yes  No  n/a Verification found on page

- b) Does the action plan identify the method for selecting project sponsors (including providing full access to grassroots faith-based and other community organizations)?

Yes  No  n/a Verification found on page

**MONITORING (91.230)**

1. Does the grantee describe the standards and procedures that it will use to monitor activities carried out in furtherance of the plan?

Yes  No  Verification found on page 13-14.

2. Does the Plan describe actions to be taken by the grantee to monitor its performance in meeting its goals and objectives set forth in its Consolidated Plan?

Yes  No  Verification found on page 13-14.

3. Does the Plan describe steps/actions being taken to insure compliance with program

requirements, including requirements involving the timeliness of expenditures?  
Yes  No  Verification found on page 13-14.

**Note:** If timeliness of expenditures is an issue, please make sure the grant award letter includes language regarding appropriate actions the grantee should take to remedy this problem.

4. Does the Plan describe steps/actions it will use to ensure long-term compliance with housing codes, including any actions or on-site inspections it plans to undertake during the program year?

Yes  No  Verification found on page 13-14.

**Note:** For example, a HOME program grantee should identify steps it will take to review affordable housing projects it has funded to insure compliance with all HOME program requirements.

5. Does the Plan describe actions to be taken by the grantee to monitor its subrecipients, (including sponsors or administering agents)?

Yes  No  Verification found on page 13-14.

#### **HUD APPROVAL ACTION**

The regulations at Section 91.500(b) state that HUD will approve or disapprove a plan or a portion of a plan for the three following reasons:

- 1) if it is inconsistent with the purposes of NAHA;
- 2) if it is substantially incomplete; and/or
- 3) if certifications are not satisfactory to the Secretary
- 4) if does not include description of manner in which unit of local government or state will provide financial or other assistance to troubled public housing agencies.

Please use the following to determine approval or disapproval:

#### **CONSISTENCY WITH NAHA**

1. Is the Plan inconsistent with the purposes of NAHA?

Yes  No

If the Plan is inconsistent with NAHA, set forth the basis of that determination by using the following as a guide:

- Does the Plan provide assistance to help families, not owning a home, to save for a down-payment for the purchase of a home.
- Does the Plan provide assistance to retain, where feasible, as housing affordable to low income families, those dwelling units provided for such purpose with federal assistance.
- Does the Plan provide assistance to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low- and moderate-income families.

- Does the Plan provide assistance to expand and improve federal rental assistance for very low-income families.
- Does the Plan provide assistance to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

***SUBSTANTIALLY INCOMPLETE***

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

Yes  No

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

- The Plan was developed without the required citizen participation or the required consultation.
- The Plan fails to satisfy all the required elements in the regulations.

***AFFIRMATIVELY FURTHERING FAIR HOUSING***

1. Is the Certification to Affirmatively Further Fair Housing satisfactory to the Secretary?

Yes  No

If the Certification is not satisfactory, set forth the basis of that determination by using the following as a guide:

- Disregard of regulatory requirements to conduct an analysis of impediments to fair housing choice, take appropriate actions to address identified impediments, and maintain adequate records on the steps taken to affirmatively further fair housing in the jurisdiction.
- Lack of action taken on outstanding findings regarding performance under affirmatively furthering fair housing certification requirements of the Consolidated Plan or the Community Development Block Grant Program.

***CERTIFICATIONS (91.225)***

1. Are the general and specific certifications for each program funded complete and accurate, where applicable:

**Note:** Consortia, please refer to 91.425  
State, please refer to 91.325

**General:**

- |  |   |                             |
|--|---|-----------------------------|
| (1) Affirmatively furthering fair housing: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation Plan: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free workplace:                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying                          | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of Jurisdiction              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with Plan                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- (7) Acquisition and relocation Yes  No
- (8) Section 3 Yes  No

**CDBG:\*\***

- (1) Citizen Participation Yes  No
- (2) Community Development Plan Yes  No
- (3) Following Plan Yes  No
- (4) Use of funds Yes  No
- (5) Excessive Force Yes  No
- (6) Compliance with anti-discrimination law Yes  No
- (7) Compliance with lead-based paint procedures Yes  No
- (8) Compliance with laws Yes  No

**ESG:**

- (1) Not less than 10-years Yes  No
- (2) Not less than 3-years Yes  No
- (3) Service Provision Yes  No
- (4) Safe and Sanitary Yes  No
- (5) Supportive Services Yes  No
- (6) Match Requirements Yes  No
- (7) Confidentiality Yes  No
- (8) Employing or involving the homeless Yes  No
- (9) Consolidated Plan compliance Yes  No
- (10) Discharge policy Yes  No

**HOME**

- (1) TBRA is consistent w/Plan Yes  No
- (2) Use for eligible activities Yes  No
- (3) Monitor for subsidy layering Yes  No

**HOPWA:**

- (1) Meet urgent needs Yes  No
- (2) 10- or 3-year operation Yes  No

*\*\*The certification period for the CDBG program's overall benefit requirements must be consistent with the period certified in the prior certification.*

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

**Approved**

**Disapproved**

Date plan disapproved (in part or in its entirety):

**Note:** Written notification of disapproval must be communicated to the applicant in accordance with 24 CFR 91.500(c). **If disapproved**, provide documentation including dates and times on incompleteness determination, and discussions with grantee and Headquarters:

**Reviewed by**

**DATE:**

**Program Manager**

**DATE:**

**CPD Director**

**DATE:**

**CITY OF FORT WALTON BEACH  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
DEADLINE TO SUBMIT  
REQUEST FOR CDBG FUNDING**

The City of Fort Walton Beach is in the process of preparing the 2013-2014 Community Development Block Grant Annual Action Plan. The final deadline for submitting a request for funding application under the 2013-2014 CDBG program shall be April 19, 2013 at 11:00 a.m. Requests should be submitted to the Planning Division, Fort Walton Beach City Hall Annex, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida 32548.

Application forms are available at the City Hall Annex at the address listed above or on the City of Fort Walton Beach web site [www.fwb.org](http://www.fwb.org).

For more information, please contact:  
Ginger Shirah, Planning, Permitting, & Grant Technician  
Phone: (850) 833-9927, Email: [yshirah@fwb.org](mailto:yshirah@fwb.org)

CITY OF FORT WALTON BEACH, FL 32541-1172

# **CITY OF FORT WALTON BEACH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE OF REVIEW PERIOD FOR 2013-2014 ANNUAL ACTION PLAN**

The draft 2013-2014 Annual Action Plan is available for review and comment. The Plan is available at City Hall located at 107 Miracle Strip Parkway, the Fort Walton Beach Library located at 185 Miracle Strip Pkwy, the Fort Walton Beach Housing Authority located at 27 Robinwood Dr SW, and also on the city's website at <http://fwb.org>. The public is given thirty calendar days from the release of this ad to comment on the plan.

The City was allocated \$117,639 for 2013/2014 from the U.S. Department of Housing and Urban Development (HUD). The funds are proposed to be used as follows: Administrative Planning, Chester Pruitt Youth Enrichment Program, Burnette Ave Rain Garden, Nuisance Abatement Program, Jet Stadium Parking Lot, and Burnette Avenue Park Acquisition.

City Council will consider the proposed Community Development Block Grant Annual Action Plan at their regularly scheduled meeting on August 13th, 2013 at 6:00 p.m. in the City Council Chambers located at 107 Miracle Strip Parkway Ft Walton Beach, FL.

The entire City of Fort Walton Beach is eligible to benefit from funding received, but concentration this year will be focused on the areas above. At least 80% of the total CDBG funding must benefit low/moderate income persons, and no more than 15% may go to Public Services.

For additional information, please feel free to contact Stella Jones, Planning Manager, at (850) 833-9697 or [ejones@fwb.org](mailto:ejones@fwb.org)

The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable modifications for access to this meeting upon request. A translator will be provided upon request for non-English speaking residents. Please call Helen Spencer, City Clerk at (850) 833-9509 to make a request. For hearing impaired dial the City Hall TDD 850-833-9925 or 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE). Requests must be received at least 48 hours in advance of the meeting in order to allow the City time to provide the requested service.