

**CITY OF FORT WALTON BEACH**

**FY 2011-2012 ANNUAL**

**ACTION PLAN**

**for the**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Prepared for the  
United States Department of Housing and Urban Development

Effective October 1, 2011 – September 30, 2012  
For the Annual Action Plan

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Attachment: 2011-2012 CDBG Annual Action Plan (1363 : Resolution 2011-22 CDBG Annual Action Plan)

# FY 2011-2012 Annual Action Plan

## Table of Contents

- I. Executive Summary
- II. Agency and Resources Overview
  - Lead Agency Profile
  - Consultation
  - Institutional Structure, Resources, and Coordination
- III. Citizen Participation
- IV. Targeted Areas
  - Community Development
  - Lead Based Paint
  - Antipoverty Strategy
- V. Housing
  - Housing Needs
  - Housing Objectives
  - Public Housing Strategy
  - Barriers to Affordable Housing
  - Homelessness Needs
- VI. Annual Action Plan (2011-2012)
  - Proposed Schedule of Adoption
  - Priorities/Objectives
  - Proposed Programs/Activities
  - Proposed Outcomes
  - Funding Sources
  - Table 3A. Summary of 2011-2012 Objectives
- VII. Monitoring
- VIII. Targeted Area Maps

Attachment: 2011-2012 CDBG Annual Action Plan (1363 : Resolution 2011-22 CDBG Annual Action Plan)

## **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 HUD grant funds.

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**

24 CFR	Requirement	Agency(ies)	Yes	No
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	OCD	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 www.fwb.org.		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 www.fwb.org.		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 March 31, 2011 and June 22, 2011 to review the Annual Action Plan and discuss funding priorities for next year. Citizen comments included the need to focus on children's groups in underserved areas. At the June 22, 2011 meeting, the Committee reviewed and approved 4 applications for funding and approved the remainder of the funding going to a capital project in the second targeted area.

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

Group with the greatest concentration of low- to moderate-income households. All five projects this year are located within one of the targeted 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. The CRA prepared a plan for the Beal Parkway Neighborhood. The Plan identifies specific projects needed within this area. Both the CDBG and the Community Redevelopment Agency allocates funds each year towards these projects. See attached map.

**Target Area 2**, north of Lovejoy Road, is adjacent to Okaloosa County’s Front Porch Community 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. The City has allocated substantial resources to this area for housing rehabilitation and World Changers projects through CDBG funds and SHIP funds, stormwater improvements, code enforcement, and police protection. See attached map.

**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 various events and 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.** The City plans 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 are currently two City public housing areas in Fort Walton Beach: Fort Walton Beach Housing Authority on Robinwood Drive and Germany Terrace on Carson Drive, containing 50 units. 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 this Plan. 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. 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 Changer program, which is a faith-based partnership; and acquisition of property for low- to moderate-income housing. 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 (2011-2012)**

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 February 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 2011- Advertising for Projects/Applications/Input
- March 2011- CAC Meeting to discuss priorities
- April-May 2011 – Public Hearing
- May 2011 – Applications Due
- June 2011- CAC Meeting to review applications and approve allocation of funding
- July 2011- CDBG Draft Annual Action Plan complete
- July 2011- CAC considers draft CDBG Report
- August 2011- City Council considers draft Plan

**Priorities**

The priorities for the annual action plan are generally set forth in the Five Year Consolidated Plan. This year’s priorities are to provide decent affordable housing and to provide a suitable living environment. Specifically, the annual activities will address: child care services/child care centers, infrastructure (sidewalks), handicapped centers, and homeless centers.

**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 and prioritized the projects based on needs and available funding. The following is the final list of activities that were approved for the 2011-2012 CDBG Program:

- 1. Planning and Administration (\$25,315) 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

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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. World Changers (\$30,000) 23.7%  
Given the overwhelming success and accomplishments of this program in past years, the City recommended funding this program for another fiscal year. The Citizen Advisory Committee approved the request.

*Proposed Outcome: Provides decent housing for approximately 20-40 homeowners by providing upgrades and repairs to existing homes.*

3. Chester Pruitt Youth Enrichment Program (\$18,985) 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 (lower) program fees for low and moderate income families for children enrolling in the programs.

*Proposed Outcome: Provides a suitable living environment by assisting approximately 20-40 youth from low to moderate income families*

4. S4P Synergy, Inc. Food Pantry (\$19,750) 15.6%  
S4P Synergy, Inc. provides day-to-day food requirements to homeless and low income residents and is also a designated distribution center for emergency food following a natural disaster. The funding will be utilized to construct a 400 sq. ft. food pantry.

*Proposed Outcome: Provides a suitable living environment by providing adequate food to needy families and individuals.*

5. Beulah First Baptist Church handicapped ramp (\$4,230) 3.3%  
Beulah First Baptist Church will construct an accessibility ramp from the end of their driveway to the entrance of the Beulah Helping Hands House, which provides free outreach services to approximately 40-50 persons/month.

*Proposed Outcome: Provides a suitable living environment by providing public services building access for underserved, disabled persons.*

6. Lovejoy Neighborhood Sidewalk (\$28,295) 22.4%  
The Lovejoy neighborhood is located in one of the two targeted areas, which has been historically underserved for public infrastructure improvements. The funding will be utilized to construct 2,200 L.F. of sidewalk where none exists, which will connect low-income single-family housing to the mass transit bus stop located on the main commercial street.

*Proposed Outcome: Provides a suitable living environment by providing a walkable area connecting low-income housing to transportation choices and employment.*

**Funding Sources**

FY 2011-12 Entitlement Grant (includes reallocated funds)	
CDBG	\$126,575
ESG	\$0
HOME	\$0
HOPWA	\$0
<b>Total</b>	<b><u>\$126,575</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 2011-12 FUNDING</b>	<b><u>\$126,575</u></b>

**X. 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 feasible and necessary, maintaining communication and feedback on performance, any required reporting, and ongoing compliance with terms of the assistance and contract.

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

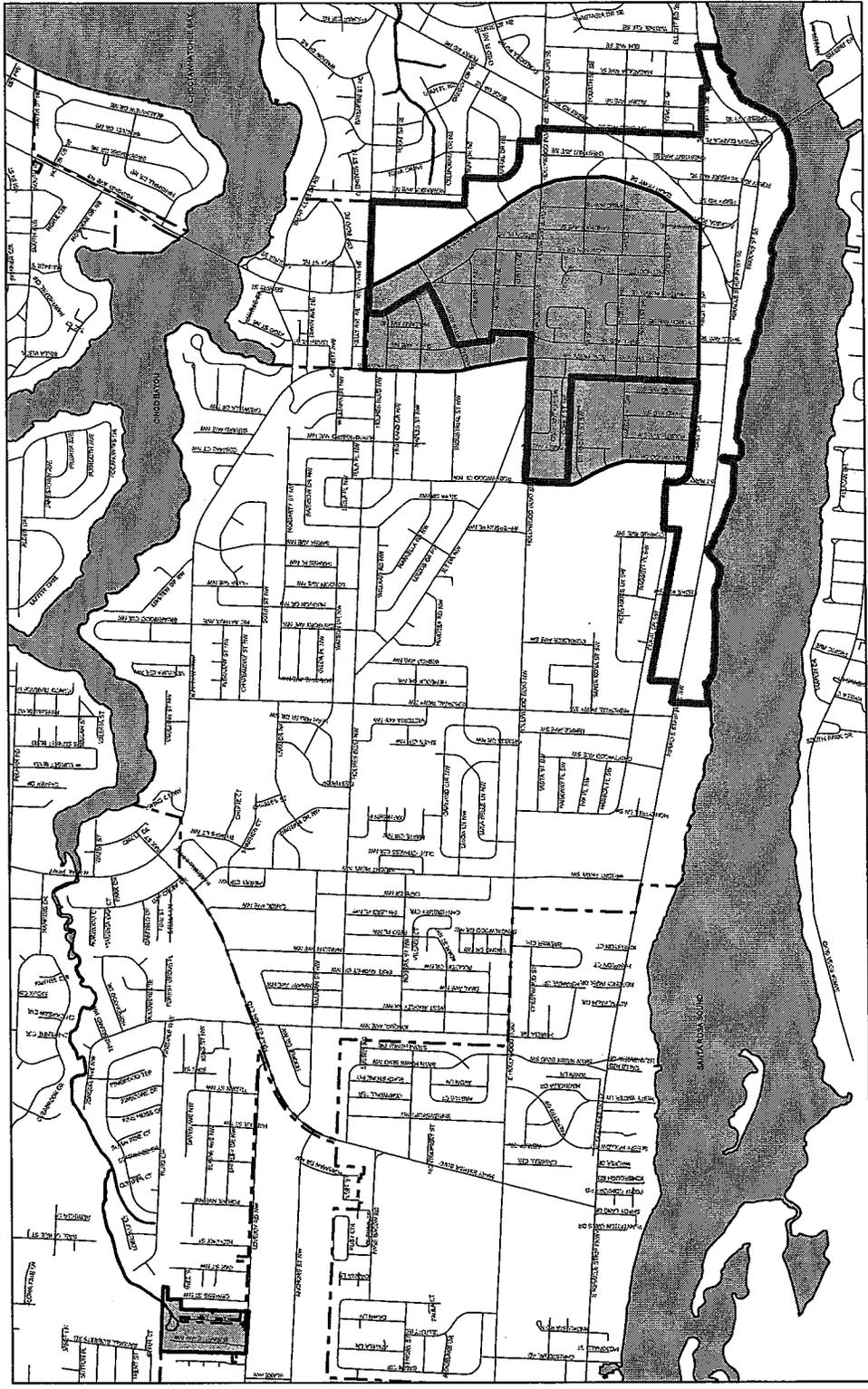


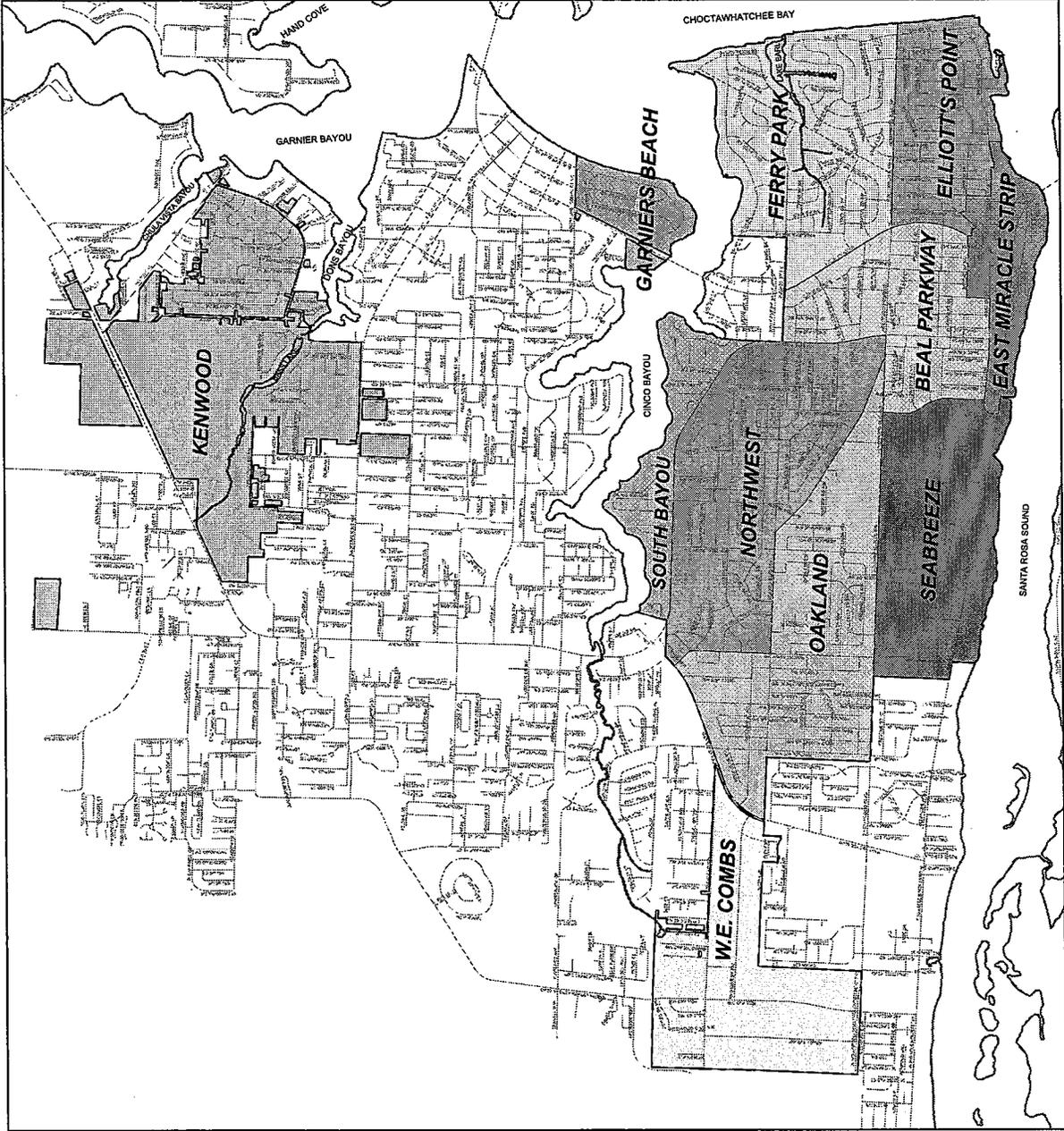
City of Fort Walton Beach  
Community Development  
Services

- 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

## TABLES

**Table 2B  
Priority Community Development Needs**

<b>Priority Need</b>	<b>Priority Need Level</b>	<b>Unmet Priority Need</b>	<b>Dollars to Address Need</b>	<b>5 Yr Goal Plan/Act</b>	<b>Annual Goal Plan/Act</b>	<b>Percent Goal Completed</b>
Acquisition of Real Property	L	L	0	0	0	
Disposition	L	L	0	0	0	
Clearance and Demolition	H	M	\$35,000	0	0	
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	\$4,230	
Homeless Facilities	L	L	\$15,000	\$10,000	\$19,750	
Youth Centers	L	L	\$45,000	0	0	
Neighborhood Facilities	L	L	0	0	0	
Child Care Centers	L	L	\$25,000	\$75,000	\$18,985	
Health Facilities	L	L	0	0	0	
Mental Health Facilities	M	L	0	0	0	
Parks and/or Recreation Facilities	L	L	0	0	0	
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	\$30,000	
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	\$28,295	
Solid Waste Disposal Improvements	M	L	0	0	0	
Flood Drainage Improvements	M	L	0	\$5,000	0	
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	0	
Child Care Services	L	L	\$20,000	\$20,000	\$18,985	
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)	M	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	L	L	0	0	0	
ED Technical Assistance	M	L	0	0	0	
Micro-enterprise Assistance	L	L	0	0	0	
Other				0		

**Transition Table 2C**  
**Summary of Specific Housing/Community Development Objectives**  
**(Table 2A/2B Continuation Sheet)**

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Rental Housing</b>					
1	Provide for affordable and decent rental housing.	CDBG, SHIP, FWBHA	No of housing units rehabilitated	20		DH-1, DH-2, SL-1, SL-2
		FWBHA, CRA	No of newly constructed affordable housing units	150		
	<b>Owner Housing</b>					
2	Implement program to improve/rehab homes.	CDBG, private organizations	No of homes repaired/rehabed	20		SL-1, SL-3
	<b>Community Development</b>					
	Ensure adequate infrastructure and economic opportunity for all.	CDBG, City CIP	No of LF new sidewalk installed	2,200 lft.		SL-3
	<b>Infrastructure</b>					

	<b>Public Facilities</b>					
	<b>Public Services</b>					
	<b>Economic Development</b>					
	<b>Neighborhood Revitalization/Other</b>					
	Provide support and funding to organizations which provide for food, clothing, and shelter for homeless individuals and families.	CDBG	# of individuals served	80+		SL-1

**\*Outcome/Objective Codes**

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

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

<b>Obj #</b>	<b>Specific Objectives</b>	<b>Sources of Funds</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Outcome/Objective*</b>
	<p><b>Rental Housing Objectives</b></p> <p>Ensure affordable housing.</p>	City, HUD, FWBHA	No of affordable newly remodeled housing units available	50		SL-2
	<p><b>Owner Housing Objectives</b></p>					
1	Rehabilitate and repair existing housing for eligible homeowners.	CDBG, private-faith based organizations	No of houses repaired or rehabed	30		DH-3

	<b>Homeless Objectives</b>					
2	Support organizations that feed, cloth, and house the homeless.	CDBG, private organizations	No of new facilities equipped to provide food during/after disasters	1		SL-1
	<b>Special Needs Objectives</b>					
3	Support organizations that provide assistance and support to persons with special needs and disabilities.	Private organizations	No. of accessibility facilities installed	1		SL-1
	<b>Community Development Objectives</b>					
4	Provide for affordable child enrichment and development programs.	CDBG, private organizations	No of families receiving a program discount for services, including # of children enrolled receiving services	20		SL-2
	<b>Infrastructure Objectives</b>					
	Install sidewalk in target area.	CDBG	Linear feet of sidewalk installed	2,200 l.ft.		SL-3
	<b>Public Facilities Objectives</b>					

	<b>Public Services Objectives</b>					
	None specifically this year.					
	<b>Economic Development Objectives</b>					
	None specifically this year.					
	<b>Other Objectives</b>					
5	Primarily benefit low and moderate income households through various programs.	CDBG	An accumulation of the above measures.	121		SL-2

\*Outcome/Objective Codes

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

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

Grantee Name: Program Year:	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	<b>Resources used during the period</b>			
			CDBG	HOME	ESG	HOPWA
<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	0		<input 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	150		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	35		<input checked="" 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>			<input 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	40		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>			<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	150		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	75		<input checked="" 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>			<input 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	40		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	240		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Transition Table 1C**  
**Summary of Specific Housing/Community Development Objectives**  
 (Table 1A/1B Continuation Sheet)

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome /Objective*
	<b>Homeless Objectives</b>					
1	Provide support and	CDBG,	No of local	1		

	funding to organizations which provide for food, clothing, and shelter for homeless individuals and families.	private organizations	facilities equipped to serve the homeless and needy during natural disasters			SL-1
	<b>Special Needs Objectives</b>					
2	Provide support and funding to organizations which provide for food, clothing, and shelter for persons with special needs and disabilities.	CDBG, private organizations	None this year	None this year		
	<b>Other Objectives</b>					

**\*Outcome/Objective Codes**

	<b>Availability/Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
<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

**APPLICATION FOR FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b> 08-12-11	Applicant Identifier b2007-MC-12-0030
<input type="checkbox"/> Construction	Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<input type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Non-Construction		

**5. APPLICANT INFORMATION**

Legal Name: City of Fort Walton Beach	<b>Organizational Unit:</b> Department: Development Services Division
Organizational DUNS: 07-945-5101	Division: Building and Zoning
<b>Address:</b> Street: 105 Miracle Strip Parkway SW	<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b> Prefix: First Name: Tim
City: Fort Walton Beach	Middle Name J.
County: Okaloosa	Last Name Bolduc
State: Florida	Suffix:
Zip Code 32548	Email: tbolduc@fwb.org
Country: USA	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 5 9 - 6 0 0 0 3 2 3	Phone Number (give area code) 850-833-9599	Fax Number (give area code) 850-833-9926
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<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) C Other (specify)
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<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 3 4 - 0 0 2 TITLE (Name of Program): Labor Management Cooperation Program	<b>9. NAME OF FEDERAL AGENCY:</b> Federal Mediation and Conciliation Service
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Fort Walton Beach	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> The provision of services to low/moderate income of the City.

<b>13. PROPOSED PROJECT</b> Start Date: 10-01-11	Ending Date: 09-30-12	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant FL-00 1	b. Project
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<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal \$ 126,575 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant \$ <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State \$ <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$ <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
e. Other \$ <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No
f. Program Income \$ <sup>00</sup>	
g. TOTAL \$ 126,575 <sup>00</sup>	

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

<b>a. Authorized Representative</b>		
Prefix	First Name Robert	Middle Name T.
Last Name Mearns	Suffix	
b. Title City Manager	c. Telephone Number (give area code) 850-833-9640	
d. Signature of Authorized Representative 	e. Date Signed 08-12-11	

# 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:  
\* Lead Agency Name  
Consortia Participant, Consortia Participant, Consortia Participant, Consortia Participant,  
Consortia Participant, Consortia Participant, Consortia Participant, Consortia Participant

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 2011 – September 2012

4. Date plan due:

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table 1B: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Table 1C: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table 2A: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Table 2B: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table 2C: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Table 3A: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table 3B: Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Table 3C: Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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.

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**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  
**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  
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

***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

***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
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  
**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  Verification found on page n/a  
If no, explain the basis for the no response: n/a
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

**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(l)**

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 it's 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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Section 3                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

**CDBG:\*\***

- |   |   |                             |
|---|---|-----------------------------|
| (1) Citizen Participation                       | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Community Development Plan                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Following Plan                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Use of funds                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Excessive Force                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Compliance with anti-discrimination law     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Compliance with lead-based paint procedures | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- (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:**