



2024 - 2025

## Annual Action Plan

Approved by the Board July 2, 2024



# Executive Summary

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

### 1. Introduction

Polk County receives annual federal grant allocations from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG). Over the last several years the County has been using HOME ARP funds to complete multifamily projects as well. Polk County's Consolidated Plan is the five-year planning document required by HUD to identify priority needs and establish corresponding goals to address those needs. The Action Plan is the annual planning document identifying specific activities to be undertaken during the HUD Program Year for 2024-2025 by federally funded grants. The Five-Year Consolidated Plan and the Annual Action Plan also consider other sources of state and local funding that may be used to support, match, or leverage federally funded grants. A state source of funding is Florida's State Housing Initiatives Partnership (SHIP) program. Polk County's Consolidated Plan provides goals and coordinated strategies to address the housing and community needs of very low, low, and moderate-income residents. The preparation and administration of the Consolidated Plan offers opportunities to shape various programs into effective, coordinated neighborhood and community development strategies. The strategies become action-driven initiatives to foster positive changes for the county's lowest income neighborhoods and residents. The planning process emphasizes creating an environment for strategic planning and citizen participation while reducing duplication of efforts at the local level. As part of the community needs assessment in preparation of the Consolidated Plan, County staff reached out to area community organizations and neighborhood groups; however, due to the COVID-19 pandemic, the opportunity for these types of meetings was limited. In-person meetings were held throughout the County along with three virtual meetings. Community surveys (hard copy and online) were distributed to gather more information on the needs and concerns of communities. Surveys and other citizen input indicate a need for: continuing infrastructure improvements including but not limited to drainage, roadway, and sidewalk improvements; providing access to high-speed internet; and providing access to neighborhood, special needs, and homeless services. Community feedback also reflected the desire to have safe, affordable housing.

### 2. Summarize the objectives and outcomes identified in the Plan

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

The Polk County Five Year 2021-2025 Consolidated Plan and 2024-2025 Annual Action Plan will use CDBG, ESG, and HOME funds to address priority needs in very low, low, and moderate census block groups (target areas) across the County. In addition to unincorporated target areas of Polk County, funds

will be used in the County's nine (9) partner municipalities; Auburndale, Bartow, Dundee, Eagle Lake, Frostproof, Lake Alfred, Mulberry, and, Hillcrest Heights, and Winter Haven. Funds will not be used in the City of Lakeland, an entitlement city, or in cities that join the State Small Cities Program. The unmet needs for decent, safe, and affordable rental housing continues to outpace the ability of federal, state, and local governments to supply housing assistance. The Consolidated Plan and the 2024-2025 Annual Action Plan includes long and short-term goals to meet the needs identified through Needs Assessment Surveys and community conversations, as well as input from community organizations. For the 2024-2025 Annual Action Plan, Polk County has established the following goals for funding decision-making. The goals focus on creating and maintaining a suitable living environment, by providing needed infrastructure improvements; access to improved public facilities; improving roads; and providing public services. Funding will be also directed to the demolition of blighted structures.

(1) **Neighborhood Improvements:** Provide funding for public facility improvements in target areas, and in very low-, low- and moderate-income areas to improve the quality of life and health of neighborhood residents.

(2) **Public Services:** Provide funding for operating expenses of public services benefitting very low, low, and moderate income, homeless, and/or special needs populations.

(3) **Housing:** Provide funding for the following activities:

- **Shelter for Homeless Population** – The acquisition, construction, and/or rehabilitation of shelter facilities and housing for the homeless.
- **Rental Assistance** – Rental assistance and security or utility deposits for income-eligible individuals and households. Rapid Rehousing (ESG) for individuals and households at risk of or already experiencing homelessness.
- **Housing Preservation** – Rehabilitation, and/or preservation of affordable housing for low- and moderate-income residents.
- **New Housing** – Acquisition, development, and construction of new affordable housing using State funds.

(4) **Emergency/Disaster Response** – Assistance to prepare for, protect during an event, mitigate loss, and aid with recovery prior to, during, and after a community emergency or disaster event.

### 3. Evaluation of past performance

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

The 2024-2025 Annual Action Plan is the fourth year of the current Five-Year Consolidated Plan 2021 – 2025. The past year continues to be challenging due to the economic hardships because of the pandemic and the market conditions reflected in local rent increases. Polk County CDBG funds have primarily been used for public infrastructure improvement projects such as sidewalk improvements,

drainage improvements, and recreational facilities improvements in eligible low-income areas. Several projects are phased infrastructure projects and are planned to be completed during the Polk County 2021 to 2025 Five Year Consolidated Planning cycle and may be considered for the upcoming 2024–2025-year planning cycle.

The county recognizes the need to concentrate revitalization efforts in targeted areas to provide results that are coordinated, tangible, and visible to the community. Polk County has identified local target areas in unincorporated Polk County such as the Bradley Junction Neighborhood, Wabash Neighborhood, and Crystal Lake Park. Other areas include Rifle Range Road, near Bomber Road to Eagle Lake Loop Road in the Wahnetta Community, and our municipal partner cities. On an as needed basis the Housing and Neighborhood Development Office collaborates with the County Office of Planning and Land Development on local community planning efforts.

Because the need for infrastructure improvements and public facilities are so great in unincorporated Polk County as well as the low- and moderate-income portions of our partner cities, the Polk County CDBG program remains committed to providing funding for necessary infrastructure improvement projects. In addition to infrastructure improvements CDBG funds are also used to provide public services to eligible agencies that provide services for youth, seniors, persons with disabilities, persons with mental illness and homeless populations. CDBG funds are also used for demolition of blighted structures and emergency minor repairs of owner-occupied units.

In the post pandemic atmosphere, the current Action Plan for October 1, 2024, to September 30, 2025, continues to address three Consolidated Plan Goals. **The first goal addressed** is Affordable Housing which is met by completing emergency repairs to owner-occupied low-income housing units, providing substantial repairs which may include reconstruction of a house, and by using CDBG funds to support the Case Management for the provision of Tenant-Based Rental Assistance (TBRA) for elderly and disabled clients. **The second goal addressed** is providing for a Suitable Living Environment/Quality of Life. This goal was met this year by completing needed infrastructure improvements in various target areas in the low-income communities in Polk County. Our Municipal Partners complete projects that address infrastructure and public facilities improvements. This goal is also met by reducing blighting influences on a spot basis countywide. **The third goal addressed** is expanding the Economic Opportunity/Self Sufficiency. Public Services dollars are expended on programs through our subrecipients to provide job skills training and promote employment opportunities for low-income residents.

As we plan for the upcoming 2024-2025 Annual Action Plan the affordable housing needs, quality of life, and self-sufficiency remain high priorities. Approved projects and activities reflect addressing these goals in the upcoming year.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

**Two public input meetings** were held during the FY 2024 - 2025 Action Plan planning process. The first public meeting for citizen input was held Wednesday, January 31, 2024. This was advertised in the Lakeland Ledger on Tuesday, January 23, 2024, with the estimated available funding for the upcoming 2024-2025 planning year, and outlined the objectives developed in the 2021-2025 Consolidated Plan's long and short-term strategies. Potential projects and activities were discussed with attendees that would meet the identified needs from the Community Needs Assessment Surveys, feedback from community organizations, and other needs identified in local collaborative planning initiatives.

The second public meeting was held during the 2024-2025 Action Plan draft 30-day public comment period. This meeting was scheduled for 6:00 p.m. Wednesday, June 12, 2024, in the Carver Center in the City of Bartow. A draft of the strategies, objectives, projects, and activities along with proposed budgets was presented in detail during the meeting. This meeting was held in person in the Commission Chambers which allows for social distancing.

Meetings were held with social services agencies such as the Homeless Coalition of Polk County and the agencies submitting applications for CDBG public services dollars. Housing and Neighborhood Development staff attended several community meetings during the planning process. Recently Housing and Neighborhood Development staff were asked to present at local nonprofit service providers such as Liberty Link Foundation, the Homeless Coalition, Florida Rural Legal Services, and The Agency Connection Network.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Two public meetings were held during the development of this plan. The second public meeting was held during the 30-day public comment period for the draft plan. All comments were received and accepted.

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

At the second public meeting a question was asked why there was a reduction in funding. The answer was given that due to one of the Municipal Partner city not renewing for the next three years the entitlement amount is reduced slightly. The population of that city is not included in the calculation for the Polk County entitlement funding.

## **7. Summary**

All comments were accepted during the planning process for the 2024-2025 Annual Action Plan. All comments were accepted during the planning process for the 2024-2025 Annual Action Plan .

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	POLK COUNTY	Housing and Neighborhood Development Office
HOME Administrator	POLK COUNTY	Housing and Neighborhood Development Office
ESG Administrator	POLK COUNTY	Housing and Neighborhood Development Office

**Table 1 – Responsible Agencies**

### Narrative (optional)

Polk County is designated as an Entitlement Urban County. The Polk County Board of County Commissioners designated the Housing and Neighborhood Development Office as the lead agency in developing and implementing the Consolidated Plan and yearly Action Plans.

### Consolidated Plan Public Contact Information

The Polk County Housing and Neighborhood Development Office is located at 1290 Golfview Ave. Suite 167, Bartow, FL 33830. Materials are also available on the Polk County website [www.polk-county.net](http://www.polk-county.net).

Street Address: 1290 Golfview Ave., Bartow, FL 33830      Housing and Neighborhood Office Phone number: (863) 534-5240

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The Polk County Housing and Neighborhood Development Office (HND) is strongly committed to obtaining input from all housing and social service provider partners. Each agency plays a role in the provision of services and assistance to very low-, low- and moderate-income residents. Throughout the five-year planning cycle, the County's goals and objectives are met in partnership with these agencies.

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

Polk County will fund this program a second year. The pilot program for an additional five (5) vouchers for the Homeless Coalition to administer will be funded a second year. This program was added to the HOME TBRA program last year. This program was designed to target homeless families and last year's pilot program was considered a success for the Coalition.

Additionally, throughout the planning process Polk County Housing and Neighborhood Development Office coordinates with various private and nonprofit agencies whose missions are to assist in the provision of housing and social services, including mental health providers. These agencies focus their efforts on very low-, low- and moderate-income people. Additional consultations were conducted over the phone, through emails, and during one-on-one meetings with various agencies. During the 2024-2025 planning cycle Housing and Neighborhood Development staff attended various meetings to facilitate neighborhood planning for the Florence Villa/Boggy Bottom area, and the Wahneta Neighborhood of Polk County. Staff reviewed the planning process at the first public meeting conducted this year. Information about upcoming programs/projects were explained. HND staff members regularly attend various neighborhood meetings.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

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

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

In addition to representation at regular homeless coalition meetings, the Homeless Coalition of Polk County (HCPC) serves as the Continuum of Care. HCPC provides HMIS data tracking for the County Emergency Solutions Grant (ESG). Over the past 5 years Polk County has allocated \$30,000 annually for HMIS services. For a second year a total of \$35,000 will be dedicated to assisting with client tracking software ClientTrack by ECCOVIA. The majority of the ESG funding for homeless prevention, rapid rehousing, and a limited number of essential services for shelters. Program administration for this grant is 7.5%. The ESG program administration funds are used by Polk County HND staff. The funding allocated for HMIS services for the COC lead agency is used primarily for payroll and server equipment to keep the HMIS systems up to date. Housing and Neighborhood Development staff participated in the Point In Time Survey this year. Polk County's Housing Administrative Coordinator serves on the Board of Directors for the Homeless Coalition of Polk County. Polk County was awarded a second round of ESG RUSH funding in the amount of \$207,100.

Polk County Housing and Neighborhood Development Program Managers work closely with the ESG subrecipients to develop performance standards and evaluate outcomes of projects and activities. Each year ESG funds are awarded following a Request for Application (RFA) process. This year the Citizen's Advisory Committee (CAC) reviewed and ranked the applications using a virtual meeting format to award funds for the 2024-2025 Action Plan year. The following chart outlines the groups, organizations, housing, and social service agencies consulted during this process.

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

**See chart on next pages**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Central Florida Speech & Hearing Center
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Central Florida Speech & Hearing Center participated in the application process for the CDBG public services funding.
2	<b>Agency/Group/Organization</b>	Habitat for Humanity of East Polk County
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Veterans Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Habitat for Humanity of East Polk participated in the application process CDBG public services funding.
3	<b>Agency/Group/Organization</b>	First Assembly of God of Mulberry
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless Faith Based

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	First Assembly Church attended the workshop to apply for CDBG public services funding to provide services for the homeless.
4	<b>Agency/Group/Organization</b>	Mulberry Community Center
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Mulberry Community Center staff attended the workshop to apply for CDBG public services funding and ESG funding to assist with financial education for low-income people and rental assistance for very low-income people.
5	<b>Agency/Group/Organization</b>	Gospel Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Gospel Inc. attended the workshop to apply for CDBG public services funding and ESG funding to provide services for the homeless in Polk County.
6	<b>Agency/Group/Organization</b>	LAKELAND VOLUNTEERS IN MEDICINE, INC.
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	LVIM attended the workshop to apply for CDBG public services funding to apply for funds to provide services to low-and moderate-income people in Polk County.
7	<b>Agency/Group/Organization</b>	TALBOT HOUSE
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lena Alkoka, Grant Writer, and Deborah Cozzetti, Director of Programs were in attendance at the mandatory CDBG/ ESG grant training and Program review.

8	<b>Agency/Group/Organization</b>	Peace River Center for Personal Development, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency attended a technical assistance workshop to apply for funding for CDBG public facilities funds.
9	<b>Agency/Group/Organization</b>	New Life Center for Family Preservation
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency attended the workshop to apply for funding for public facilities.
10	<b>Agency/Group/Organization</b>	SUNRISE COMMUNITY OF POLK COUNTY
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	day services for persons with disabilities
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended the CDBG Public Services Workshop to apply for CDBG funding to provide services for special needs residents for Polk County.
11	<b>Agency/Group/Organization</b>	FAITH IN ACTION NORTH LAKE LAND
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Elderly Meals delivery

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Attended a workshop to apply for CDBG funding to provide meals to low-income elderly in the unincorporated areas of Polk County.</p>
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### Identify any Agency Types not consulted and provide rationale for not consulting

The Polk County Housing and Neighborhood Development Office attempts to maintain a current and comprehensive list of all interested agencies, organizations and other stakeholders and invited representatives from each entity to participate in annual planning at multiple points in the planning process. If an agency did not attend meetings or participate in surveys, it was done so by the agency's choice. If an agency or organization were not consulted and would like to be included in our list of stakeholders, the agency or organization may contact the Polk County Housing and Neighborhood Development Office at (863) 534-5240 or email at HNDRequests@polk-county.net.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Coalition of Polk County	The Polk County Housing and Neighborhood Development Office works closely with the Homeless Coalition of Polk County and the Continuum of Care Provided to leverage federal and state funds to meet the affordable housing goals outlined in this plan.

**Table 3 – Other local / regional / federal planning efforts**

### Narrative (optional)

Each year over twenty agencies apply for CDBG Public Services funding as well as ESG Homeless assistance funding.

## AP-12 Participation – 91.105, 91.200(c)

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

The Polk County Housing and Neighborhood Development (HND) Office is committed to broadening citizen participation during the Consolidated Five-Year and Annual Action Planning process. To engage stakeholders and the public, various methods were employed to obtain input on community needs and priorities. Both public meetings and public hearing announcements were advertised in the display section of the largest local newspaper. For the five-year plan phone interviews were conducted with the Executive Directors of the five local Housing Authorities, surveys were delivered to local nonprofit service organizations, housing authorities, and community centers around the county for input. Tenant Based Rental Assistant (TBRA) clients received surveys via mail and were supplied with a postage-paid envelope for return.

Polk County HND staff worked to ensure there was broad community participation during the planning process for the one-year action plan and the 5-year consolidated plan as well. Public notices were advertised in various venues including the County's general circulation newspaper and via social media. Community engagement efforts were guided by the goals of increasing the community's knowledge about programs and funding offered, to establish and reestablish partnerships and align resources, and encourage public input regarding the both the Consolidated Plan and the 2024-2025 Annual Action Plan.

The County HND managers attended Homeless Coalition of Polk County (HCPC) meetings and regularly attend the Affordable Advisory Committee (AHAC) meeting, which are held monthly. Meetings of the Community Relations Action Committee (CRAC) were also attended as well as meetings with the ten partner cities, to discuss priorities.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	newspaper advertisement	No comments were received	All Comments were accepted	
2	1 <sup>st</sup> Public Meeting	Non-targeted/broad community	small attendance	no comments were received	all comments were accepted if received	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	County HND web page		None	n/a	
4	2 <sup>nd</sup> Public Meeting	Non-targeted/broad community	Small attendance	None	n/a	
5	Agenda Review		July 1, 2024			
6	Polk County Commission Meeting		July 2, 2024			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Polk County will receive a total of \$3,995,282 in CDBG funds, \$1,358,632 in HOME funds, and \$356,323 in ESG funds, and this year a second round of ESG RUSH funding was allocated in the amount of \$207,100. CDBG funding includes \$200,000 in anticipated program income, and \$100,000 anticipated program income from the HOME program is budgeted for this year. These are yearly entitlement amounts and are used to estimate priorities over the next five- year period of this Consolidated Plan and this year's Action Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,995,282	200,000	0	4,195,282	0	



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,358,632	100,000	0	1,458,632	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	356,323	0		356,323	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public – federal  ESG RUSH	Multifamily rental rehab New construction for ownership Other	207, 100	0	0	207,100	0	

**Table 5 - Expected Resources – Priority Table**

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

Much of the funding earmarked to improve the quality of life of low and moderate-income households, revitalize deteriorating infrastructure/neighborhoods and offer opportunities for safe, decent affordable housing has been provided by: Federal Community Development Block Grant (CDBG) Program Funds, Federal HOME Investment Partnership Program (HOME), Florida's State Housing Initiatives Partnership (SHIP) Program, and the Emergency Solutions Grant (ESG) Program, including ESG RUSH funds will support services for homeless persons. These programs provide rehabilitation of substandard units, emergency repairs, infrastructure improvements, elimination of slum and blighting influences, delivery of Countywide public and homeless services, and construction of community meeting places and centers. Polk County also supports affordable housing efforts with its impact fee waiver program for affordable housing. Impact fees are waived for single-family housing units and multifamily housing for persons with incomes at or below 80 percent of the area median. Since 2003, Polk County has provided impact fee waivers and funds for affordable multi-family developments as part of the Florida Housing Finance Corporation's Low-income Housing Tax Credit Program. Polk County has a successful impact fee waiver program for affordable housing. Impact fees are waived for single- family and multifamily developments that house persons that make less than 80 percent of the area median income for the Lakeland – Winter Haven MSA. These impact fee waiver amounts and State Housing Initiative Partnership (SHIP) down payment assistance dollars (80 percent and below of the area median income) are used as a match for the HOME funds. Polk County has experienced budget cuts at the Federal, State, and local levels in recent years. Due to limited funding from Federal, State, and other sources, efforts should be made to coordinate and target improvements to eligible low moderate communities to address the greatest needs and provides the most impact.

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

The Polk County Housing and Neighborhood Development Office works closely with the county's Real Estate Services Administrator. The County Real Estate Office identifies lots that are suitable for the development of affordable housing. Lots are vetted for possible new construction projects and once approved they are provided through an RFP process to local affordable housing developers. This year new rules were developed for the state affordable housing funding under the State Housing Initiatives Partnership (SHIP) program regarding county owned land suitable for affordable housing development. Polk County will be adhering to these new rules and working to provide addition affordable housing units as available vacant lots are provided. Two lots were developed using SHIP funding to be sold to moderate income households this year.

**Discussion**

Due to limited resources available to Polk County, HND staff believes that targeting improvement projects and funds for specific communities is an effective way to foster community revitalization. The coordinated targeted approach to investing in communities has been effective in various neighborhoods in Polk County over the years.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2021	2025	Affordable Housing	Countywide	Affordable Housing Emergency Minor Repairs - CDBG Homelessness Tenant Based Rental Assistance	CDBG: \$700,880	Homeowner Housing Demo/Reconstructed: 1 Household Housing Unit Homeowner Housing Rehabilitated: 2  Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted Homelessness Prevention: 5 Persons Assisted Buildings Demolished: 20 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Suitable Living Environment/Quality of Life	2021	2025	Non-Housing Community Development	Countywide	Demolition and Clearance Spot Slum and Blight Neighborhood Improvements Public Services	CDBG: \$2,671,045	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7,059 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 2,193 Persons Assisted Buildings Demolished: 20 Buildings
3	Expanding Economic Opportunities/Self Sufficiency	2021	2025	Non-Housing Community Development	Countywide	Homelessness Public Services	CDBG: \$60,000	Homelessness Prevention: 32 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	CDBG funds are allocated to provide two (2) owner-occupied Homes that are in need of repair to correct code violations, health and safety issues, roofing systems (including soffit and fascia) septic tanks, wells or handicapped accessibility including ramps, grab bars, widening doors. Funds are budgeted to complete the demolition and reconstruction of one (1) home that would be too expensive to rehabilitate and will require reconstruction. CDBG funds will also be used to assist with the Case Management of 50 HOME funded Tenant Based Rental Assistance Clients who are elderly and/or disabled during the 2024-2025 program year.

2	<b>Goal Name</b>	Suitable Living Environment/Quality of Life
	<b>Goal Description</b>	CDBG funds will provide demolition of substandard units on a spot basis for slum and blighting conditions. Funds will be provided <u>for various public services activities</u> for the goal of providing a suitable living environment and quality of life for low-income residents for Polk County in the Municipal Partner cities of Auburndale, Bartow, Dundee, Eagle Lake, Frostproof, Lake Alfred, Mulberry, and Winter Haven. CDBG Funds are budgeted for a future Request for Proposals to be published for Public Facilities to be funded to support local nonprofit organizations.
3	<b>Goal Name</b>	Expanding Economic Opportunities/Self Sufficiency
	<b>Goal Description</b>	The year Talbot House Ministries will use \$60, 000 in CDBG Public Services Funds for a job coach and a job trainer along with a half-time instructor who will provide career counseling, job interview and resume creation training, job placement, one-on-one job coaching, and supportive services needed by low income, disabled Polk County residents seeking employment. It also funds training and testing material for client job certification. It is estimated that 32 homeless persons will benefit from this activity. Some of our Public Services activities meet the Self Sufficiency Goal as well.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following projects were identified by the outcomes for citizen input at neighborhood meetings held by the Parks and Recreation Department, Roads and Drainage Division and one on one meetings held with County Social Services Offices. Additional input is gathered throughout the planning cycle via citizens phone calls and staff attendance at neighborhood meetings.

#### Projects

#	Project Name
1	CDBG Administration - 2024-2025
2	Neighborhood Improvements 2024-2025 Project- Parks Activities + Roads and Drainage Activities, and Public Facilities Request For Proposals.
3	CDBG Minor Repairs 2024-2025
4	CDBG TBRA Case Management for TBRA clients (HOME) 2024-2025
5	CDBG Demolition and Clearance 2024-2025
6	CDBG Municipal Partners Projects - 2024-2025
7	CDBG Public Services for 2024-2025
8	2024 2025 HOME Program Administration
9	2024-2025 HOME Demolition and Reconstruction
10	2024-2025 CHDO SF New Construction
11	2024-2025 TBRA HOME Tenant Based Rental Assistance
12	HESG 2025-2024 HMIS/RR/HP/SO and Administration and ESG RUSH Funds Activities

**Table 7 - Project Information**

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

Actions that will take place during the next year to address obstacles to meeting underserved needs are outlined as follows: Although the needs of the underserved far exceed the limited funding available to provide services, the County will continue investing CDBG, HOME, and ESG funds into neighborhoods for improvements that foster neighborhood viability and create suitable, safe living environments. The ESG RUSH second allocation will provide an additional source of assistance for the local nonprofit providers to assist the homeless with Rapid Rehousing support this year.

**AP-38 Project Summary**  
**Project Summary Information**



1	<b>Project Name</b>	CDBG Administration - 2024-2025
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing Suitable Living Environment/Quality of Life Expanding Economic Opportunities/Self Sufficiency
	<b>Needs Addressed</b>	Affordable Housing Homelessness Neighborhood Improvements Municipal Partners Public Services Demolition and Clearance Spot Slum and Blight Emergency Minor Repairs - CDBG Tenant Based Rental Assistance
	<b>Funding</b>	CDBG: \$799,056
	<b>Description</b>	CDBG Staff Administration funds for program year beginning October 1, 2024, and ending September 30, 2025.
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30% to 80% AMI
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	Staff to administer the Community Development Block Grant during the 2024 - 2025 program year.
2	<b>Project Name</b>	Neighborhood Improvements 2024-2025 - Parks Activities + Roads and Drainage Activities, and Future Public Facilities RFP
	<b>Target Area</b>	Bradley Junction Neighborhood Crystal Lake Neighborhood, Polk County Wabash Neighborhood Wahneta Neighborhood – Rifle Range Road Area
	<b>Goals Supported</b>	Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Neighborhood Improvements
	<b>Funding</b>	CDBG: \$1,700,000

	<b>Description</b>	This year CDBG funds will be used for improvements to Crystal Lake Park, Bradley Junction Park, and Wabash Resource Center and Park. Design of North Rifle Range Road Drainage and sidewalk improvements Wahneta Rifle Range Road (Between Bomber Road and Eagle Lake Loop Road)
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 7,059 low-income people will benefit from these activities.
	<b>Location Description</b>	This year CDBG funds will be used for improvements to Crystal Lake Park, Bradley Junction Park, and Wabash Resource Center and Park. The other project will consist of the construction of North Rifle Range Road Drainage and sidewalk improvements in Wahneta at Rifle Range Road (Between Bomber Road and Eagle Lake Loop Road).
	<b>Planned Activities</b>	Park improvements. Drainage, sidewalk, and street improvement activities.
3	<b>Project Name</b>	CDBG Minor Repairs 2024-2025
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$241,083
	<b>Description</b>	CDBG funds will be used to complete repairs to homes owned by low-income owners 80% and below of the area median income. There may be the need to demolish a house and reconstruct the home if the cost to rehabilitate the unit is not cost effective and the cost to rebuild is the more economical way to complete the remodeling for the client.
	<b>Target Date</b>	9/27/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that three (3) families 80% and below of the area median income will benefit from this activity during the 2024-2025 program year.
	<b>Location Description</b>	This project will take place Countywide.
4	<b>Planned Activities</b>	Countywide Owner-Occupied Housing Rehabilitation.
	<b>Project Name</b>	CDBG TBRA Case Management for TBRA clients (HOME) 2024-2025
	<b>Target Area</b>	Countywide

	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing Tenant Based Rental Assistance
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	CDBG funds are budgeted in the 2024-2025 program year to assist with the TBRA Case Manager's salary for HOME TBRA clients.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 50 families will be assisted during the 2024-2025 program year.
	<b>Location Description</b>	This activity takes place countywide
	<b>Planned Activities</b>	CDBG funds pay for the Case manager's salary for the HOME TBRA clients.
5	<b>Project Name</b>	CDBG Demolition and Clearance 2024-2025
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Demolition and Clearance Spot Slum and Blight
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	CDBG funds are budgeted for the demolition program for spot slum and blight demolition of units that pose a health and safety hazard to residents.
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that twenty (20) blighted structures will be demolished during the 2024-2025 program year.
	<b>Location Description</b>	Scatter sites countywide.
	<b>Planned Activities</b>	Spot slum and blight demolition of unsafe structures.

6	<b>Project Name</b>	CDBG Municipal Partners Projects - 2024-2025
	<b>Target Area</b>	Auburndale Eagle Lake Lake Alfred Winter Haven
	<b>Goals Supported</b>	Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Municipal Partners
	<b>Funding</b>	CDBG: \$432,045
	<b>Description</b>	The following Municipal Partners have submitted projects for 2024-2025 Auburndale, Eagle Lake, Lake Alfred, and Winter Haven. They will be completing projects this year to improve the low- and moderate- income areas of their cities. Projects include an overflow parking lot for a community center, an ADA parking lot upgrade, and a Neighborhood Services Center Renovation for ADA updates and flood damage repairs.
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 5,595 low-income people will benefit from the activities the municipal partners intend to complete this program year.
	<b>Location Description</b>	Auburndale, Bartow, Dundee, Eagle Lake, Lake Alfred, and Winter Haven.
	<b>Planned Activities</b>	Public Facility improvements in Auburndale, Eagle Lake, Lake Alfred, and Winter Haven.

7.	<b>Project Name</b>	CDBG Public Services for 2024-2025
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$599,000
	<b>Description</b>	During the 2024-2025 program year ten nonprofit service providers were selected to assist in the delivery of various services for the homeless, homeless children, disabled adults, and extremely low-income residents of Polk County.
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that during program year 2024-2025 2,193 low-income families and or individuals will be assisted with various public services activities during the program year.
	<b>Location Description</b>	Countywide.

	<p><b>Planned Activities</b></p>	<p><b>Lighthouse for the Blind- Rehabilitation for the Blind and Visually Impaired</b> - Funds will be used to provide rehabilitation programs to blind or visually impaired adults.</p> <p><b>The Salvation Army</b> - Childcare for homeless children.</p> <p><b>Lakeland Volunteers in Medicine</b> - will provide FREE outpatient medical, dental, and mental health care.</p> <p><b>Central Florida Speech &amp; Hearing Center</b> - provides speech/language therapy for children with communication difficulties.</p> <p><b>Women's Resource Center-</b> The Back to Work Program is projected to assist up to 40 clients with job skills, job searching, resume writing, onboarding to get back to work, promoted, or new employment. Up to 100 potential new clients will benefit from our blessing bags (hygiene/essentials) to help bring them to the WRC to introduce them to us and our expanded services.</p> <p><b>Boys and Girls Clubs of Polk County</b> - This project will serve 60 low-income school-age children/youth in Bartow, Mulberry, and Winter Haven. Programs integrate homework help, tutoring, and academic enrichment (reading, writing, math, science, etc.) with a strong focus on STEM, physical fitness, healthy eating, social skills, youth voice, social advocacy, and family engagement.</p> <p><b>Peace River Center</b> - Funding is requested for support of two Care Coordinators who will support approximately forty (40) individuals each in the Polk County community on an annual basis. Peace River Center's Care Coordinators support clients through comprehensive, evidence-based outpatient treatment, substance abuse services, and related services to support sustained recovery for children, youth and adults who have experienced severe/chronic mental illness, as well as for those with mild to moderate disorders.</p> <p><b>Talbot House- Employment Solutions for the Disabled</b> - Funds will be used for a job coach and a job career counseling, job interview and resume creation training, job placement, one-on-one job coaching.</p> <p><b>Gospel Inc.</b> - The Community Development Block Grant (CDBG) funds allocated to Gospel; Inc. will be utilized to provide operational support for the holistic care of formerly chronically homeless residents at Gospel Village. These funds will enable the implementation of a comprehensive program that adopts a community-first approach to housing, skill and development integration, case management, healthcare support, community engagement, and long-term solutions aimed at empowering participants to rebuild their lives in permanent housing.</p> <p><b>VISTE-CDBG</b> funds are requested to purchase hot meals for seniors in need living in western Polk County. VISTE volunteers deliver these meals two times each week directly to clients in their own homes. These funds are requested to help offset the rising cost of hot meals while continuing to expand services to a rapidly increasing elderly population.</p>
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8	<b>Project Name</b>	2024 2025 HOME Program Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing Suitable Living Environment/Quality of Life Expanding Economic Opportunities/Self Sufficiency
	<b>Needs Addressed</b>	Affordable Housing Homelessness Tenant Based Rental Assistance
	<b>Funding</b>	HOME: \$135,862.40
	<b>Description</b>	HOME funds are allocated for staff administration of the HOME program projects and activities.
	<b>Target Date</b>	9/27/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 55 low-income families will be assisted with the HOME funds while benefiting from the proposed activities.
	<b>Location Description</b>	These activities will take place countywide
	<b>Planned Activities</b>	Tenant Based Rental Assistance (TBRA), CHDO Activity, Housing Demolition and Reconstruction activities, and a pilot program to offer 5 vouchers to the Homeless Coalition of Polk County to assist 5 homeless families with rent assistance for 1 year.
9	<b>Project Name</b>	2024-2025 HOME Demolition and Reconstruction
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing Homelessness
	<b>Funding</b>	HOME: \$447,770
	<b>Description</b>	During the 2024-2025 program year HOME funds are budgeted to complete the demolition and reconstruction for approximately two (2) homes.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that two (2) families whose incomes are 80% or below of the area median income will benefit from this project.

	<b>Location Description</b>	This project and activities undertaken will take place countywide.
	<b>Planned Activities</b>	Demolition of substandard units and reconstruction of a unit in its place.
<b>10</b>	<b>Project Name</b>	2024-2025 CHDO SF New Construction
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Affordable Housing Homelessness
	<b>Funding</b>	HOME: \$250,000
	<b>Description</b>	The CHDO set aside for program year 2024 2025 will be used to construct a new (1) single-family home and will be sold to a family whose income does not exceed 80% of the area median income.
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that one family will benefit from the construction of a new CHDO home during the 2024-2025 program year.
	<b>Location Description</b>	Scattered sites within Polk County site will be selected with the project is awarded to a CHDO Developer.
	<b>Planned Activities</b>	New Construction of the CHDO single family home.
	<b>Planned Activities</b>	New Construction of the CHDO single family home.
<b>11</b>	<b>Project Name</b>	2024-2025 TBRA HOME Tenant Based Rental Assistance
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing Suitable Living Environment/Quality of Life
	<b>Needs Addressed</b>	Affordable Housing Homelessness Tenant Based Rental Assistance
	<b>Funding</b>	HOME: \$400,000
	<b>Description</b>	2024-2025 HOME funds are budgeted to assist very low and low income elder and/or disabled clients with rent during the program year. Market studies showed the need for rent assistance for this segment of the population in Polk County.
	<b>Target Date</b>	9/30/2025



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that fifty (50) individuals and/or families will benefit from this activity. Based on previous voucher roles 36 clients are 30% AMI and 14 are 50% AMI.
	<b>Location Description</b>	The TBRA activity is available countywide
	<b>Planned Activities</b>	Tenant Based Rental Assistance (TBRA).
<b>12</b>	<b>Project Name</b>	HESG 2024-2025 HMIS/RR/HP/SO and Administration and ESG RUSH 2nd Allocation
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$356,323 and ESG RUSH \$ 207,100 = \$563,423
	<b>Description</b>	Emergency Solution Grant (ESG) funds for this project are planned this year for HMIS, Rapid Rehousing, Homeless Prevention, and Shelter Operations
	<b>Target Date</b>	9/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 1,548 families will benefit from these activities.
	<b>Location Description</b>	ESG and ESG RUSH Homeless Services will be provided Countywide.

	<b>Planned Activities</b>	<p><b><u>ESG Funding 2024-2025</u></b></p> <p><b>The Salvation Army</b>, \$65,000, it is estimated that 150, families, will be served with this funding.  Shelter Supplies- \$3,000  Shelter Utilities- \$10,000  Homeless Prevention Assistance- \$32,000  Housing Stability Case Worker- \$9,000</p> <p><b>Talbot House Ministries</b>, \$65,000, 1,300, individuals, Talbot House requests \$36,000 to fund rapid housing services for 8 individuals over the course of this grant cycle. Shelter Utilities/Maintenance- \$36,000</p> <p><b>Women’s Resource Center</b>, \$65,000, <b>assist approximately</b> 30, women or families. Emergency rental assistance 15 HP and 15 RRH</p> <p><b>St. Vincent De Paul Cares</b> – proposing expanding Rapid Rehousing (RRH) by 8 households in unincorporated Polk County or approximately 24 individuals when accounting for the average household size.</p> <p><b>Positively U., Inc.</b> - At least 20 individuals/households will receive rental assistance in the form of payment of rent, payment of security deposit and utility deposits for rapid re-housing, payment of rental or utility arrears for prevention in the project year.</p> <p><b><u>ESG RUSH Funding 2<sup>nd</sup> Allocation 2024-2025</u></b></p> <p><b>The Salvation Army</b>, \$40,000,  <b>Women’s Resource Center</b>, \$40,000,  <b>St. Vincent De Paul Cares</b> – \$40,000  <b>Positively U., Inc.</b> – \$26,568  <b>Homeless Coalition of Polk County – HMIS</b> - \$45,000</p>
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## AP-50 Geographic Distribution – 91.220(f)

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

Polk County allocates its investments in low-income Census areas/locations Countywide. CDBG funds are allocated to participating cities through the Polk County Municipal Partner Program. Each of the ten participating jurisdictions receives an allocation of CDBG funds based on population. Each planning cycle, public hearings are held in the low-income areas of their respective jurisdictions. Proposed projects are presented as part of targeted area revitalization plans. Four municipal partners will receive CDBG funding for various public facility projects that were identified by the city's respective needs assessments. All municipal projects are qualified for eligibility by HND staff members. Polk County's priorities are assigned based on the results of the Five-Year Consolidated Plan Community Needs Assessment Survey and each local municipal partners citizen's input surveys.

### Geographic Distribution

Target Area	Percentage of Funds
Wahneta Community	79
Countywide	1
Auburndale	2
Bartow	3
Dundee	2
Eagle Lake	1
Frostproof	1
Lake Alfred	1
Mulberry	1
Town of Hillcrest Heights	.03
Winter Haven	7

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

#### Auburndale-

##### Proposed Project #1:

Construction of a parking lot for overflow parking for the Community Center.

##### Proposed Project #2:

CDBG funds will be used to create an ADA accessible parking spot, lighting improvements within the park, replace and install a new playground and resurface the playground from rubber

mulch to a durable in place rubber

**Rationale for Assigning This Project** - Public facility improvements in low -income target area.

**Bartow – Requested a Carryover of 2024-2025 funds**

**Dundee – Requested a Carryover of 2024-2025 funds**

**Eagle Lake** – City of Eagle Lake will use CDBG funds for the to acquire and install ADA accessible and non-accessible playground equipment and surfacing to integrate into existing playground at Eagle Lake.

**Rationale for Assigning This Project** - Public facility improvements in low -income target area.

**Frostproof – Requested a Carryover of 2024-2025 funds**

**City of Lake Alfred** - City of Lake Alfred will used CDBG funds to create an ADA compliant access and an ADA van accessible parking space by widening the driveway, grading, and paving the parking area and driveway. For additional access a ramp and rails will be installed to create another access to the Gardner House.

**Rationale for Assigning This Project** – provide ADA access to a public facility, in a low-income area.

**Mulberry – Requested a Carryover of 2024-2025 funds.**

**City of Winter Haven – Winter Haven Recreational & Cultural Center Improvements Project –**

Winter Haven Neighborhood Service Center Renovation- - Located at 608 Avenue S, NE, Winter Haven, FL 33881- The City of Winter Haven will use \$279,221 in CDBG funds to complete ADA upgrades, expanding services accessibility in and outside the building and alleviating areas of flooding. Upgrades include but not limited to roof replacement, updated plumbing, parking improvements.

**Rationale for Assigning This Project** - Public facility improvements providing new access in low - income target area.

## **Discussion**

CDBG funding is increasing important to help with needed improvements in our partner cities. With city budgets strained these funds assist in much needed projects in the low-income areas. Using CDBG funds to improve neighborhood facilities benefits low-income residents with programs and activities for seniors, and activities for children in the various cities receiving the CDBG funding.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Resources from federal, state, and local agencies are used to create housing that is affordable, decent, safe, and sanitary for low to moderate-income individuals and families residing in Polk County. Homeownership and housing rehabilitation opportunities are offered for income-eligible persons using a variety of funding sources including leveraging private dollars. In addition to homeownership, subsidized rental units are available locally through our federal programs in the form of Housing Choice Vouchers, which are administered by each of the local housing authorities. This office manages the Tenant Based Rental Assistance program (TBRA) as well. Polk County maintains its housing stock by completing much needed repairs and reconstruction projects for low-income families through our Owner-Occupied Rehabilitation Program. We repair roofing systems, septic systems, assist with accessibility for bathrooms and provide ramps for residents as they age in place.

To ensure the specific objectives and goals of affordable housing programs are accomplished, very low and low-income individuals and families, physically handicapped, and the elderly are invited and urged to participate in Polk County's Affordable Housing Program. In developing Polk County's housing assistance program, consideration was given to the large percentage of substandard housing present throughout the county. The rehabilitation program is limited to income-eligible owners who occupy existing dwellings which do not conform to established minimum housing standards.

In previous fiscal years, a major portion of the Federal HOME and State Housing Initiatives Partnership (SHIP) Program funds were used to deliver replacement/improved Housing Rehabilitation. In developing Polk County's housing assistance program, consideration was given to the large percentage of substandard housing present throughout the county. The rehabilitation program is limited to income-eligible owners who occupy existing dwellings which do not conform to established minimum housing standards.

HND administers the housing rehabilitation programs for eligible residents of Polk County and maintains a housing rehabilitation waiting list. HND coordinates with County Divisions and State agencies such as the State Health Department, Polk County Building Division, Procurement Division, Permitting, Office of the County Attorney, and Code Enforcement to complete the rehabilitation projects.

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

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	50
The Production of New Units	1
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	54

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## Discussion

During Federal FY 2024-2025 Polk County will use CDBG funds to provide emergency minor repairs to eligible households. HOME Funds will be used to provide owner-occupied housing rehabilitation and CHDO activities (acquisition, rehabilitation, and resale of units to provide affordable housing opportunities). During the upcoming program year Polk County HND will be seeking a nonprofit partner(s) for the development of single-family homes using the HOME CHDO funds.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

All five of the Polk County Housing Authorities offer assistance to low-income families with safe, decent, and affordable housing opportunities. Each one is committed to providing families in assisted housing with opportunities for growth and development as well as programs to improve living, social skills, and home purchase opportunities. Over the last three years HND has worked with the Winter Haven Housing Authority on a Multi-family development using Low Income Housing Tax Credits and HOME ARP funds.

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

Over the last three years HND has worked with the Winter Haven Housing Authority on a Multi-family development using Low Income Housing Tax Credits and HOME ARP funds. This project will provide a new apartment building for low-income elderly residents in Winter Haven.

The Polk County Housing & Neighborhood Development Office continues to work with local Housing Authority Offices to offer funds to support Low Income Housing Tax Applications on a competitive basis.

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

In addition to jurisdiction-wide citizen participation efforts, grantees are required to make special efforts to encourage participation of public housing residents in the consolidated planning process, as well as other activities. HND notifies the local housing authorities of public hearings and any other relevant community meetings and invites them to participate. Additionally, Polk County makes every effort to have housing authority representation on the Community Development Citizen Advisory Committee. It is the responsibility of the local housing authorities to make this information available to residents and to Housing Choice Voucher Program tenants.

Polk County HND sponsors Homebuyer Education courses free of charge to anyone interested in pursuing the path to homeownership. The class is approved by the Department of Housing and Urban Development (HUD) and covers topics including income requirements, financing options, and the home buying process. After attending a course, homebuyers leave with the tools and resources necessary for taking the next step toward homeownership. The Homebuyer Education course provides not only information but also the confidence to pursue homeownership. The Subrecipient awarded funds to provide homebuyer education on behalf of the Polk County Housing and Neighborhood Development Office works closely with the Public Housing Authorities to offer Home Buyer Education classes in English and Spanish.

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

All five Housing Authorities in Polk County are designated as standard performers.

### **Discussion**

Polk County HND works closely with the larger local Housing Authorities to support and partner with them to encourage the development of additional rental units. Most recently HOME ARP funds were used to support a project for rental housing development for the Winter Haven Housing Authority.



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

### **Introduction**

Each year the county encourages public service providers to submit proposals for its CDBG and ESG funding in response to a Request for Applications (RFA). HND staff evaluate proposals for compliance with HUD guidelines. The Community Development Citizen's Advisory Committee (CAC) reviews and ranks applications for CDBG and ESG funding. The CAC ranks the proposals by priority and probability of successful completion. Based on these criteria, the CAC recommends a list of proposals to be funded to the Polk County BoCC for approval. The successful respondents deliver services after the execution of a subrecipient agreement with the BoCC. According to contract terms, each agency is responsible for submitting progress reports and invoices to HND. HND reviews all invoices and authorizes reimbursement upon satisfactory completion of work. Polk County solicits proposals for Public and Homeless Services annually.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. This year Public Service dollars are allocated to homeless service providers to meet the goals and actions for reducing and ending homelessness. Homeless clients are supported with food, rent assistance, and job services programs. Substance abuse programs and rehabilitation services for the blind are also provided.

This year a second allocation of ESG RUSH funding was made available to Polk County. Emergency Solutions Grants (ESG) Rapid Unsheltered Survivor Housing (RUSH) funding from the U.S. Department of Housing and Urban Development (HUD) supports persons experiencing homelessness or at risk of homelessness. Rapid Unsheltered Survivor Housing (RUSH) program funds are available to help the lowest-income and most marginalized disaster survivors regain or maintain stable, affordable housing.

ESG RUSH funds will provide displaced disaster survivors with the longer-term direct rental assistance and supportive services they need to get back on their feet

Three eligibility factors must be met:

- 1. be homeless or at risk of homelessness**
- 2. have been residing in an area affected by a major disaster declared pursuant**  
to the Stafford Act on or after December 20, 2019 (e.g., an area covered by DR-4673-FL, dated September 29, 2022); AND
- 3. have needs that will not be served or fully met by FEMA's Transitional Shelter Assistance (TSA) Program (42 USC 5170b) and other existing Federal disaster relief programs (including both**

Federal and non-Federal cost share) county to allocate to area nonprofit organization serving area homeless individuals.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

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

The Homeless Coalition of Polk County has created a Governance committee to review the local discharge coordination policies. HND staff will continue to work with HCPC to develop a countywide policy. The procedures determined client eligibility, sets medical conditions required prior to acceptance of a client. Talbot House educates the client on their responsibilities in the shelter. The procedures provide for transportation responsibility, for medication and medical services from the medical provider. Upon referral by outside sources, Peace River Center does an initial interview and evaluates the need for further services. Peace River Center will make referrals to CoC programs on behalf of discharged clients. The Coalition will maintain a listing of programs available for clients with mental illness. The Sheriff continues to work with the CoC to develop a discharge plan, but discussions have stalled.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Homeless Coalition of Polk County has created a committee to review the local discharge coordination policies. which is part of this year's Continuum of Care (CoC) Application, outlines the development of a discharge planning policy by institution. HND staff will continue to work with HCPC to develop a countywide policy. To address discharge from healthcare facilities, Talbot House established procedures with Lakeland Regional Medical Center on behalf of CoC. The procedures determined client eligibility, sets medical conditions required prior to acceptance of a client. Talbot House educates the client on their responsibilities in the shelter. The procedures provide for transportation responsibility, for medication and medical services from the medical provider. Upon referral by outside sources, Peace River Center does an initial interview and evaluates the need for further services. Peace River Center will make referrals to CoC programs on behalf of discharged clients. The Coalition will maintain a listing of programs available for clients with mental illness.

## **Discussion**

The Polk County Housing and Neighborhood Development Office Staff continue to work with the director of the Homeless Coalition to investigate innovative ways to address homelessness in Polk County. The Manager of the Polk County HND Office is a member of the Governance Board of the Homeless Coalition of Polk County. The Board is made up of members of the agencies from the community poised to create a plan to address the homelessness issues in Polk County in the next year and over the next five years.

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

### **Introduction:**

Since the adoption of the 2008 Affordable Housing Incentives Plan, and the current 2024 updated Plan, Polk County continues to expedite the review and processing of permits for affordable housing, provide waivers of impact fees for affordable housing and mitigation of impact fees for workforce housing, maintain an inventory of publicly owned land for affordable housing opportunities and supports development near transportation hubs, employment centers, and mixed- use development.

Additionally, Polk County HND continues to review policies, procedures, regulations, and plan provisions that could impact the cost of affordable housing. A new incentive for affordable housing was added two years ago called the Demolition Lien Waiver Program. Lots vacant because of the CDBG spot slum and blight demolition program, that have been vacant for years that are suitable for affordable housing development will be made available for affordable housing developers, with the lien released after a ten-year affordability period. Currently, we have had one application submitted for this program.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The following ongoing actions are planned to remove or ameliorate the negative effects of local policies that impede the development of affordable units:

- 1) Expedited Permitting - Polk County began the implementation of expedited permitting for affordable housing in 1998. Many permits can be processed the same day, while drop-off permits can be processed within 24 hours. Pre-construction plan review for affordable housing developments is reduced to 10 days and plat review times is reduced to 5 working days.
- 2) On Going Review Process - Polk County HND staff coordinates with other County divisions regarding ordinances or regulations impacting affordable housing. Staff provides reports and updates to the AHAC for review and discussion at their regularly scheduled meetings. The AHAC (Affordable Housing Advisory Committee) provides staff with input and recommendations and HND prepares various reports for Polk County Board of County Commissioners (BoCC) consideration
- 3) Demolition Lien Waiver Program - This amendment to the current structural Maintenance Ordinance will implement a process to release the claim of lien for the costs incurred by the County for a demolition of an unsafe structures. These lots are located throughout Polk County and the affordable housing Demolition Lien Waiver is targeted to very low (50% of the area median income), low (80% of the area median income) and moderate-income persons (120% of the area median income) persons.

**Discussion:**

The Housing and Neighborhood Development Office will continue to monitor policies that may have a negative effect on affordable housing. State SHIP Housing funds will be used to provide down payment assistance to low- and moderate-income households and to repair and rehabilitate homes owned by low-income households. CDBG and SHIP funds will be used to repair roofs, septic systems, and to do structural repairs to homes built after 1979.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Polk County's FY 2021-2025 Consolidated Plan for use of the Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnership Program assesses community development and housing needs in approximately eighty-seven predominately low/moderate-income census block groups across the county, excluding Lakeland, Winter Haven has joined the Municipal Parter Program), and the municipalities that participate in the State Small Cities Program. Social and personal needs result from and are perpetuated by low incomes. According to survey data, communities in the relevant census tracts desire infrastructure improvements, including drainage and roadway improvements, access to public facilities and/or neighborhood facilities, and public/homeless services. In addition, community feedback reflected the need to have safe affordable housing. The Consolidated Plan addresses the issue of the fact that low-incomes place severe housing cost-burdens and accompanying problems on families and the elderly who either own or rent their place of residence.

### **Actions planned to address obstacles to meeting underserved needs**

Actions that will take place during the next year to address obstacles to meeting underserved needs are outlined as follows: Although the needs of the underserved far exceed the limited funding available to provide services, the County will continue investing CDBG funds into neighborhood improvements that foster neighborhood viability and create suitable, safe living environments. These needs and projects are prioritized using the responses outlined in the Community Needs Assessment Survey. The Community Needs Survey helps establish the goals and objectives for funding opportunities during the 2021-2025 Consolidated Plan cycle. Using the residents' survey responses projects are developed and put forth for approval by the Polk County Board of County Commissioners.

### **Actions planned to foster and maintain affordable housing**

Polk County Housing and Neighborhood Development Office will continue to support multifamily tax credit applications with assistance in completing the impact fee waiver program for affordable rental units. Polk County also has an older housing stock that may be preserved by housing rehabilitation and emergency minor repairs. A little more than half (53.6 percent) of the units in the County were constructed in the 1980s or earlier. The Housing Rehabilitation Program keeps the older units from falling into disrepair. Polk County will use HOME funds to make rehabilitation/replacement loans and grants to low- and moderate-income eligible occupants of substandard housing units. Funds may also be used for the County Tenant Based Rental Assistance (TBRA) program. Fifteen percent (15 percent) of the HOME funds will be provided to Community Housing Development Organizations (CHDO) for the acquisition, rehabilitation, resale, and construction of housing affordable to low- and moderate-income households.

### **Actions planned to reduce lead-based paint hazards**

Polk County will continue to evaluate and reduce lead-based paint hazards in all contracts funded with federal monies. Affordable housing activities address lead-based paint liabilities and provide required information to affected citizens. Staff continues to attend current training sessions to remain updated on Federal regulations governing lead-based paint concerns. At this time, all housing activities comply with regulations regarding lead-based paint notification, evaluation, and abatement. The Housing and Neighborhood Development (HND) Office conducts activities in accordance with its Policy and Procedures pertaining to notification, evaluation, and reduction of lead-based paint hazards to assure compliance with federal regulations. When required, risk assessment, paint testing, lead hazard reduction, and clearance will be performed through contracts with qualified professionals in accordance with standards established in 24 CFR part 35, subpart R. All contractors used for lead-based paint related activities are referenced by EPA Region IV as lead-based paint abatement certified or approved by the State of Florida to enter contracts pertaining to such issues. All subrecipients of federal funding enter into contracts prior to funds being dispersed assuring that all activities they conduct with federal funds comply with lead-based paint-related requirements cited in 24 CFR 570.608.

### **Actions planned to reduce the number of poverty-level families**

According to the American Community Survey, Polk County's poverty rate has decreased over the last five years. In the 2017 estimate the poverty rate was 15.6%. The 2014 5-Year estimate projected Polk County's poverty rate at 18.5 percent and the 2019 5-Year estimate projected Polk County's population rate at 15.8 percent. Polk County provides and administers programs that assist some of the most vulnerable populations in Polk County. Many of the programs that are funded with CDBG, HOME and ESG funds help meet basic needs and promote self-sufficiency, by referring participants to agencies that can provide skills training or other assistance.

Polk County will address the needs of severely cost-burdened, very low-income households through rental assistance programs. The County Tenant Based Rental Assistance (TBRA) Program will make very low-income, elderly, and very low-income, disabled households preferred target groups for rental assistance for the 2021-2025 Consolidated Plan Period. The Tenant Based Rental Assistance program is for very low-income renters that are either 1) severely cost-burdened, 2) living in substandard housing, or 3) involuntarily displaced from housing.

### **Actions planned to develop institutional structure**

HND is the lead agency administering CDBG funds. Through the Urban County agreement, the County contracts with ten municipal jurisdictions to plan and develop projects using these funds, the ten partner jurisdictions are Auburndale, Bartow, Dundee, Eagle Lake, Frostproof, Hillcrest Heights, Lake Alfred, Mulberry, and Winter Haven. Several virtual meetings were held with the municipal partners before the completion of this Plan. Information about the plan and the surveys was conveyed and questions were answered by HND staff. Additionally, Polk County partners with non-profit organizations

and other agencies, including Parks and Natural Resources, Polk County Facilities Management for the effective delivery of services.

Memoranda of Understanding or subrecipient agreements, which identify the project scope of services, budget, and timeline are entered into and used as a management tool ensuring objectives, performance measures, and project delivery schedules are successfully met. HND staff performs administrative management for all CDBG projects. Various sections of Polk County government such as Procurement, the Office of the County Attorney, and the Clerk of Courts Accounting and Finance Division provide procurement, legal, and fiscal oversight. During the past thirty (30) years of Polk County's CDBG funding, HND has relied on the professional skills and expertise of many County divisions in implement successful projects. HND is the lead agency administering CDBG funds. Through the Urban County agreement, the County contracts with ten municipal jurisdictions to plan and develop projects using these funds, the ten partner jurisdictions are Auburndale, Bartow, Dundee, Eagle Lake, Frostproof, Hillcrest Heights, Lake Alfred, Mulberry, and Winter Haven. Several virtual meetings were held with the municipal partners before the completion of this Plan. Information about the plan and the surveys was conveyed and questions were answered by HND staff. Additionally, Polk County partners with non-profit organizations and other agencies, including Parks and Natural Resources, Polk County Facilities Management, and for the effective delivery of services.

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

Polk County Housing and Neighborhood Development Office (HND) continues to address obstacles to meeting underserved needs, and foster and maintain affordable housing, by implementing the projects outlined in this Consolidated Plan. As units are rehabilitated, lead-based paint hazards are addressed. Working with various outside agencies to support their programs for poverty-level families, Polk County HND provides grant funds to further this assistance. Staff members are available to support new initiatives that occur as grant funding becomes available. Opportunities to partner or offer support to public and private housing and social service agencies to further the objectives of this Consolidated Plan are considered a priority.



## Program Specific Requirements

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

#### Introduction:

Polk County solicits proposals for public and homeless services annually. Over past several years applications have been submitted in the Neighborly Software System. With this system HND staff and scoring Committee members are able to accept, review and score grant applications submitted by nonprofit service providers seeking CDBG public service funding and ESG funding. Non-profit organizations are encouraged to apply. HND staff evaluates the proposals for compliance with HUD guidelines. The Community Development Citizen's Advisory Committee (CAC) reviews and ranks proposals for CDBG and ESG funding. The CAC ranks the proposals by priority, organizational capacity, and probability of successful completion of the proposed project. Based on these criteria, the CAC recommends a list of proposals to be funded to the Polk County BoCC for approval. The successful respondents deliver services after the execution of a subrecipient agreement with the BoCC. According to contract terms, each agency is responsible for submitting progress reports and invoices to HND. HND reviews all invoices and authorizes reimbursement upon satisfactory completion of work.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1) Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$200,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>\$200,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Polk County HND does not supply other forms of investment.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for home buyer activities as required in 92.254, is as follows:

Polk County Housing and Neighborhood Development Office will use the following form for recapture:

The following is the Recapture Provision for the Polk County HOME Funds:

Polk County will use HOME funds to provide rehabilitation, reconstruction, or new construction of eligible affordable housing units. Each household must meet the period of affordability as outlined in the County Rehabilitation/Reconstruction/New Construction Homeowner Assistance Agreement. The assistance will be secured with a mortgage and note. If the property ceases to be the principal place of occupancy or the title changes hands, the full amount of the HOME assistance will be recaptured. The homeowner must occupy the home as their principal residence during the affordability period to comply with the terms of the loan. Failure to comply with the provisions constitutes a default and may result in repayment of the loan. The minimum affordability periods for the Polk County

HOME program are as follows:

Homeownership Assistance HOME Amount Per Unit Minimum Period of Affordability

Under \$ 15,000 - 5 years

\$15,000 to \$40,000 - 10 years

Over \$ 40,000 - 15 years

If the net proceeds from a voluntary (sale) or involuntary (foreclosure) sale are insufficient to repay the amount of the HOME assistance, the County shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sales price minus superior Loan repayment and any closing costs incurred by the home buyer.

3. Repayment is required. Net proceeds are defined as the sales price minus superior Loan repayment and any closing costs incurred by the home buyer.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

The following is the Recapture Provision for the Polk County HOME Funds:

Polk County will use HOME funds to provide rehabilitation, reconstruction, or new construction of eligible affordable housing units. Each household must meet the period of affordability as outlined in the County Rehabilitation/Reconstruction/New Construction Homeowner Assistance Agreement. The assistance will be secured with a mortgage and note. If the property ceases to be the principal place of occupancy or the title changes hands, the full amount of the HOME assistance will be recaptured. The homeowner must occupy the home as their principal residence during the affordability period to comply with the terms of the loan. Failure to comply with the provisions constitutes a default and may result in repayment of the loan. The minimum affordability periods for the Polk County HOM program are as follows:

Homeownership Assistance HOME Amount Per Unit Minimum Period of Affordability

Under \$ 15,000 - 5 years

\$15,000 to \$40,000 - 10 years

Over \$ 40,000 - 15 years

If the net proceeds from a voluntary (sale) or involuntary (foreclosure) sale are insufficient to repay the amount of the HOME assistance, the County shall recapture the balance due on the loan or 100% of net proceeds from the sale, whichever is less. If there are no net proceeds from the sale, no repayment is required. Net proceeds are defined as the sales price minus superior Loan repayment and any closing costs incurred by the home buyer.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:  
There are no plans to use HOME funds to refinance existing debt.
5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii))
6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).
7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

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

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

See Attachment

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system. The Homeless Coalition of Polk County is the lead agency of the Continuum of Care funding that addresses the needs of the homeless and at-risk, many of which fall within the special needs groups and need supportive housing services. The Homeless Coalition of Polk County (HCPC) has applied for and received funding from the McKinney-Vento Homeless Assistance Act Continuum of Care program for the last several years. HCPC also was awarded funding through the Supportive Housing Program (SHP).
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations). The Emergency Solutions Grant funds are sub awarded to local nonprofit and faith-based organizations each year using an application process. Subrecipients are selected to meet the goals and objectives outlined in the Consolidated Plan to address homelessness in Polk County. Funds are advertised as available at the beginning of the year. Nonprofits are notified by email and an announcement is put up on the web page.
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

This requirement is met through the Homeless Coalition of Polk County staff and Board members.

## 5. Describe performance standards for evaluating ESG

**Compliance monitoring** of Subrecipients including Emergency Solutions Grant (ESG) recipients will be conducted by HND and other county agencies such as internal auditors and external auditors carrying out the single point audit program. They provide an assessment of performance and regulatory and financial contract compliance, along with technical assistance in program administration and service delivery. HND will work with Subrecipients not only to identify program deficiencies but at the same time to identify remedies. A risk factor is assigned to each project, and monitoring visits are conducted at least once a year or more during the contract, depending upon the degree of risk assigned. During these visits, staff will review program records to ensure that all necessary documentation is on file. HND monitoring staff will discuss how the project is proceeding with managers and personnel and resolve any issues that may arise. After the visit, they will provide a monitoring report with findings, concerns, and suggested changes to resolve the findings and concerns. The monitoring aims to ensure activities are implemented in a manner that complies with federal regulations and ensures the anticipated outcomes are achieved.

### **ESG Funding 2024-2025**

Homeless Coalition of Polk County – ESG HMIS Services - \$35,000 - Emergency Solutions Grants funds will be used for HMIS services. Funds will be used for equipment and staffing for the provision of required HMIS participant tracking and reports for the ESG program.

**The Salvation Army, \$65,000, 150, families, 600, individuals-** The requested funds will be used for **Emergency Shelter services** to cover a portion of salary costs for Shelter Resident Monitors, shelter supplies, and shelter utilities (**\$10,000-Shelter Operations**). Requested funds will be used for Homeless Prevention assistance: Short term and Median term Rental Assistance and Housing stability case management salary.

**Talbot House Ministries, \$65,000 -** Talbot House Ministries will provide low-barrier emergency shelter for adults serving homelessness (1,600 nonduplicated clients) and rapid rehousing services for at least eight (8) clients over the term of this grant period. ESG funding for the Emergency Shelter will be used to provide utilities to support the program. The average (Shelter Operations) utility costs of the Emergency Shelter range from \$12,000- \$15,000 per month.

**Women’s Resource Center, \$65,000, -** Utilizing ESG grant funding, WRC proposes to serve 10 individuals or families who are currently living in Polk County and facing homelessness by helping with rent, utility assistance, and case management.

**Positively U., Inc. \$35,000, -** ESG funds will be used to provide comprehensive services for at least 20 people experiencing homelessness (including at least 10 people living with HIV) and those who are unstably housed. Funds will support the salaries of program staff to provide specific activities including but not limited to Housing Case Management, income verification, housing navigation, housing search/placement, short-term rental assistance processing.

**St. Vincent De Paul Cares** – The Funding for SVdP CARES ESG Rapid Rehousing Polk Program will provide permanent housing for up to 10 households in our community who are currently experiencing homelessness during an especially difficult economic time, where many struggle to attain and maintain housing and other basic needs. Individuals and families served by this project will be referred through the local Coordinated Entry System (CES) managed by HCPC.

###