



# State of Florida Consolidated Annual Performance & Evaluation Report for Federal Fiscal Year 2012

The required IDIS Financial Summary Report (PR26) is enclosed.

## GENERAL

### **Introduction**

The Annual Action Plan for Federal Fiscal Year 2012 outlined application and administrative requirements of the Florida Small Cities Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) programs. The Plan covered a one-year period from July 1, 2012 to June 30, 2013. This report evaluates that one year period as well as other open grants.

During the 2012 fiscal year, the Small Cities CDBG Program received \$22,887,374 for housing rehabilitation, neighborhood and commercial area improvements, and Economic Development activities. The ESG Program received \$5,351,369 to provide services to homeless persons. The HOPWA Program received \$3,714,625 to help families with housing expenses so they are not displaced due to illness. The HOME Program received \$13,714,277 to make home ownership a reality for many Floridians and to provide rental housing. Each of the four programs covered by the Action Plan were funded by HUD, but were administered by separate state agencies. Therefore, each agency prepared the portion of the Plan that relates to the program it administers. However, agency representatives utilize the same notice, comment period, and public hearing.

The state followed its Citizen Participation Plan during the development of the 2012 Plan. A notice was published in the Florida Administrative Weekly (FAW), now known as Florida Administrative Register (FAR), announcing the public hearing. The notice was also posted to the Department's website and emailed to eligible applicants and interested parties. A public hearing on the draft was held on April 24, 2012, at the Betty Easley Conference Center by the Department of Economic Opportunity. A comment period was provided so interested parties could comment on the proposed Action Plan. The comment period began on April 24, 2012 and ended on May 14, 2012. An additional comment period was held from June 1, 2012 through June 18, 2012.

The focus of Florida's housing and community development goals are:

- creating economic opportunities that create or retain jobs
- building or improving infrastructure and public facilities within local communities
- affordable housing, including addressing the needs of persons with HIV/AIDS and the homeless

Each year, these programs provide housing opportunities by building new, affordable housing for low and moderate income (LMI) residents and rehabilitating deteriorating housing units. Housing assistance is also provided to persons with HIV/AIDS and homeless persons are served by funding to continue services and to build or expand the facilities. The CDBG program also revitalizes communities by providing grants for Economic Development, infrastructure improvements, and house rehabilitation. The CDBG program creates jobs and quality of life improvements primarily for low and moderate income beneficiaries.

### **FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The Florida Small Cities CDBG Program is administered in accordance with Sections 290.0401-290.048, Florida Statutes; Chapter 73C-23, Florida Administrative Code (formerly 9B-43), and 24 CFR 570, Subpart I. These laws and regulations state the objectives of the program and the activities that are eligible for funding. They also provide administrative guidance relating to the application for, and administration of, CDBG projects. Additional statutes, rules and regulations also affect how activities are carried out under the program.

### **Categories of Funding and National Objective**

The CDBG Program is composed of four major components: Commercial Revitalization (CR), Economic Development (ED), Housing Rehabilitation (HR), and Neighborhood Revitalization (NR). Funds were not available for new Planning and Design Specifications grants in FFY 2012; however, construction funding for previously awarded planning grants was made available from deobligated funds. (Deobligated funds are funds left over from grants that close out at amounts lower than the original funding.)

Local governments applying for CDBG funds considered national and state goals and objectives when developing applications for funding. Applications may reflect more than one activity, but each activity must meet at least one of the following three national objectives:

1. benefit low- and moderate-income persons
2. aid in the prevention or elimination of slums or blight
3. address community development needs having a particular urgency, because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available.

At the present time, all CDBG projects are funded under the low and moderate income national objective. This ensures that the needs of low to moderate income neighborhoods are the primary beneficiaries.

Communities are encouraged to submit applications for activities for which no other funds are available and to leverage other funds if possible. Local governments that participate in the Small Cities CDBG Program are also encouraged to attend application and implementation workshops. Staff makes every effort to ensure that local governments have all the information they need to prepare a grant application that meets the required criteria and effectively administer grants. The CDBG 2012 application cycle opened on August 15, 2012, and closed on October 1, 2012. Staff provided ongoing technical assistance during the administration of grants and conducted webinars or workshops on CDBG issues as needed. See Appendix 1 for Notice of Funding Availability.

The Florida Small Cities CDBG Program relies on HUD funds to carry out the activities in the cities and counties it serves. Although no match was required, local governments were encouraged to use funding from other sources (i.e., local general revenue, other federal and state loan and grant funds, and private commitments) to make a greater impact in the community. The competitive scoring process favored applications that make use of other funds.

### **General Questions**

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.

The state's goals and objectives are driven by three outcomes required by HUD: expanding economic opportunities, providing decent housing, and suitable living environments. CDBG funding priorities were based on unmet needs expressed by eligible communities in the priority community needs survey that was completed in conjunction with the development of the 2011-2015 Consolidated Plan.

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The chart below highlights the specific HUD objective and the associated CDBG activities that fulfill those objectives.

Specific Objective	Associated CDBG Activities
Expand Economic Opportunities	Job Creation/Retention, Commercial Revitalization
Decent Housing	Housing Rehabilitation, Temporary Relocation, Sewer Hookups, and Water Hookups
Suitable Living Environment	Neighborhood Centers, Parks and Playgrounds, Parking Facilities, Water/Sewer Facilities, Fire Station, Fire Hydrants, Sidewalks, Street Improvements, Utilities Relocation, Water/Sewer Lines, Flood and Drainage Projects, and Site Development for Public Facilities / Infrastructure

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

For the 2012 FFY, the CDBG program committed 41% of funds to Neighborhood Revitalization, 40% to Economic Development, 16% to Housing Rehabilitation, and 3% to Commercial Revitalization. The chart below is a breakdown of the formula grant funds allocated to grant activities;

<b>Distribution of Federal Fiscal Year 2012 CDBG funds</b>			
<b>2012 Allocation</b>			<b>\$22,887,374</b>
State Administration (unmatched)			\$100,000.00
2% State Administration (matched with GR)			\$457,747.48
2.5% Emergency Set-Aside/used to fund NR projects			\$572,184.35
1% Training/Training Assistance			\$228,873.74
<b>TOTAL PASS THROUGH</b>			<b>\$21,528,568.43</b>
	<b>Proposed</b>	<b>Actual</b>	<b>Awards Made</b>
Neighborhood Revitalization (41%)	\$8,826,713.05	\$9,250,000.00	14
Economic Development (40%) <i>five awards are pending *</i>	\$8,611,427.37	\$5,107,648.83	5
Housing Rehabilitation (16%) <i>two awards are pending *</i>	\$3,444,570.94	\$2,700,000.00	4
Commercial Revitalization (3%)	\$645,857.05	\$645,857.00	1
<b>Total Proposed and Awarded to Date</b>	<b>\$21,528,568.41</b>	<b>\$17,703,505.83*</b>	<b>24</b>

*\*The funds remaining will be allocated to pending Economic Development and Housing Rehabilitation projects. Actual amount listed does not include the pending award amounts. The "timeliness" deadline will be met.*

Since CDBG grants are awarded with a two-year timeframe for project completion, which may be extended further, the Department utilizes closeout data from grants closed during the reporting period to assess annual success in meeting goals and objectives. Integrated Disbursement and Information System (IDIS) reflects the accomplishment and beneficiary data of all closed activities. For a full breakdown of CDBG’s accomplishment of goals based on performance measures please see CDBG’s Appendix 2: Optional Table 3A – Summary of Specific Annual Objectives.

Communities which closed out prior year grants during the reporting period were: Arcadia, Bowling Green, Bradford County, Bristol, Bushnell, Calhoun County (2), Callahan, Callaway, Century, Chiefland, Chipley, Citrus County, Coleman, Cottondale, Eagle Lake, Esto, Fellsmere, Fruitland Park, Glen St. Mary, Greensboro, Greenville, Gretna, Groveland, Hamilton County, Inglis, Jasper (2), Jay, Jefferson, Jennings, LaBelle, Lawtey, Leon County, Lynn Haven, Madison County, Marianna, Micanopy, Newberry, Noma, Okaloosa County, Palatka, Palmetto, Perry, Putnam, Quincy, Sebring, St. Lucie, Sumter County, Taylor County, Walton County, Wausau, Welaka, White Springs, Wildwood, Williston, Zolfo Springs.

Of the grants closed during the 2012 reporting period, the following accomplishments were achieved:

**2012 Accomplishments**

Houses rehabbed for LMI households	166
Households temporarily relocated during rehab	108
Street paving	62,367 linear feet
Water tanks/wells/plants	10
Sewage treatment plants	2
Sewer lift station	3
Water lines	119,813 linear feet
Flood and drainage facilities	57,260 linear feet
Parking lots	4
Jobs created for persons from LMI households	208.4
Neighborhoods addressed	57
Commercial areas revitalized	2
Total CDBG funds expended on activities closed	\$ 33,664,747.78
Low/mod persons served	30,896
Extremely low income served	9,595
Total beneficiaries served	44,216
Elderly served	7,086
Disabled served	8,201

When applications for funds are insufficient to fully utilize all funds allocated to a category, the balance in that category is reallocated to the category receiving the greatest number of applications or to Economic Development activities. Grant category funding levels may also be increased or decreased by reallocated funds.

### Geographical Distribution of Federal Fiscal Year 2012 CDBG Funds

The chart below reflects the local governments that received an award, along with the program type and award amount.

GRANTEE (County)	PROGRAM TYPE	AWARD AMOUNT	AWARD DATE	END DATE	STATUS
Mascotte	Commercial Rev	\$645,857.00	3/20/2013	3/19/2015	Open
<b>Total</b>		<b>\$ 645,857.00</b>			
Suwannee	Economic Dev	\$1,917,648.83	11/7/2012	11/06/2014	Open
St. Johns Co.	Economic Dev	\$750,000.00	5/16/2013	5/15/2015	Open
Center Hill	Economic Dev	\$600,000.00	4/22/2013	4/21/2015	Open
Sebring	Economic Dev	\$750,000.00	4/22/2013	4/21/2015	Open
Fellsmere	Economic Dev	\$1,090,000.00	5/16/2013	5/15/2015	Open
<b>Total</b>		<b>\$ 5,107,648.83</b>			
Century	Housing	\$650,000.00	6/20/2013	6/19/2015	Open
Wakulla Co.	Housing	\$750,000.00	3/01/2013	2/28/2015	Open
Jennings	Housing	\$600,000.00	3/01/2013	2/28/2015	Open
Union Co.	Housing	\$700,000.00	3/26/2013	3/25/2015	Open
<b>Total</b>		<b>\$ 2,700,000.00</b>			
Port St. Joe	Neighborhood Rev	\$650,000.00	3/20/2013	3/19/2015	Open
Campbellton	Neighborhood Rev	\$600,000.00	3/1/2013	2/28/2015	Open
Cross City	Neighborhood Rev	\$650,000.00	3/20/2013	3/19/2015	Open
Branford	Neighborhood Rev	\$600,000.00	3/20/2013	3/19/2015	Open
Interlachen	Neighborhood Rev	\$650,000.00	3/20/2013	3/19/2015	Open
Crystal River	Neighborhood Rev	\$650,000.00	3/26/2013	3/25/2015	Open
Chiefland	Neighborhood Rev	\$650,000.00	3/26/2013	3/25/2015	Open
Coleman	Neighborhood Rev	\$600,000.00	3/26/2013	3/25/2015	Open
Mount Dora	Neighborhood Rev	\$700,000.00	3/1/2013	2/28/2015	Open
Leesburg	Neighborhood Rev	\$750,000.00	5/21/2013	5/20/2015	Open
Lady Lake	Neighborhood Rev	\$750,000.00	3/26/2013	3/25/2015	Open
Arcadia	Neighborhood Rev	\$700,000.00	3/20/2013	3/19/2015	Open
Lake Placid	Neighborhood Rev	\$650,000.00	3/26/2013	3/25/2015	Open
Lake Hamilton	Neighborhood Rev	\$650,000.00	3/26/2013	3/25/2015	Open
<b>Total</b>		<b>\$ 9,250,000.00</b>			
<b>Total Funds Awarded</b>		<b>\$ 17,703,505.83</b>			

- c. If applicable, explain why progress was not made towards meeting the goals and objectives.

The Department's assessment of goals and objectives is based on completing projects that meet the national objective to benefit low and moderate income individuals and households. Based on input from local governments and accomplishments and beneficiaries reported on closeout documents, is Department's conclusion that the Small Cities CDBG was effective in addressing priority needs and goals and objectives. *Please see Appendix 2.*

2. Describe the manner in which the recipient would change its program as a result of its experiences.

The Department is constantly looking for ways to better serve local communities, improve program administration, and streamline reporting. We are in the process of converting our FoxPro grant tracking database to a web-based program that will facilitate administration by the Department and reporting by local governments. The conversion was anticipated to be implemented in the 2012 FFY. Grant payment requests, Minority Business Enterprise (MBE) reports, and Section 3 reports for the upgraded system have already been implemented.

3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to Fair Housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.

*For convenience, a summary of impediments to Fair Housing choice and actions taken to overcome impediments are addressed together.*

An Analysis of the Impediments (AI) to Fair Housing was included in the Consolidated Plan and submitted with the 2011 performance report. Due to shortcomings identified by HUD, the state has determined that a complete rewrite of the AI is the best alternative in responding to deficiencies in the AI. The data in our existing plan is no longer applicable and does not adequately reflect current trends and Florida's economic condition. A thorough and comprehensive rewrite of our AI will result in a document with more meaningful strategies the state can implement to overcome impediments to Fair Housing choice. FHEO told the state verbally via telephone that FHEO would allow the Department to procure a vendor to update our AI, but only after seeking permission from FHEO in writing and receiving FHEO's permission in writing. The state sent FHEO a letter on May 4, 2012, requesting approval to procure the services of a contractor experienced in the development of AIs. To date, we have not received a response from FHEO giving permission to proceed with the procurement for an updated AI. However, the Department intends to procure the services of a knowledgeable consultant to prepare a new AI, as soon as FHEO's authorization is received. The AI will be completed prior to the preparation of the 2014 performance report.

During the 2012 fiscal year, 271 Fair Housing events were conducted by 106 local governments. Of these, 70 were advertised either in a newspaper, on a website, or on a radio station. Fifty-four posters, brochures, and/or notices were posted in public buildings. Ninety-nine Fair Housing meetings were held, and there were 48 other activities conducted (notices on utility bills, coloring books, poster contests, business cards, all referencing Fair Housing information).

The following summarizes the impediments and indicates progress to date.

### **Impediment 1: Discrimination in housing sales and rentals**

#### Progress

The Department works with local governments to prevent discrimination in housing sales and rentals by providing training to local housing industry professionals and citizens. Training materials and technical assistance are provided each year by the Department.

The Small Cities CDBG standard grant agreement requires local government grant recipients to certify that they will comply with Section 504 of the Rehabilitation Act of 1973 and 24 C.F.R. Part 8. In addition, Attachment J, Program Condition 15, in the recipient grant agreement requires public hearings to be held in areas that are accessible to handicapped persons or to make accommodations as necessary to ensure active participation.

In October 2011, the standard agreement was revised to incorporate an Attachment K, Civil Rights Compliance Certification, which must be signed by the Chief Elected Official. Local governments certify that they will ensure Section 504/ADA compliance and demonstrate their commitment by adopting an appropriate resolution or ordinance; designating an employee to serve as a contact person to receive calls and/or complaints related to Section 504/ADA compliance; publishing the contact information at least quarterly; and establishing a system to record the nature of such calls, the actions taken in response to the calls, and the results of actions taken. The agreement also requires that the local government identify a Fair Housing Coordinator and four Fair Housing activities per year.

Performance is monitored by the state based on those requirements as well as application of Fair Housing and related laws and regulations. This includes the review of local government ordinances and resolutions, policies, plans, and other documents relating to Fair Housing and equal opportunity.

Recipients are required to have a citizen complaint process in place to address any discrimination complaints that arise. This requirement is included in the recipient agreement through a reference to the recipient's grant application. The application requires the recipient to certify it has a citizen complaint process in place. If any complaints are filed, the local government is required to follow its Citizen Complaint Procedures to resolve the issue. If the complaint is not resolved, it is forwarded to the state for further action. Should the state receive a Fair Housing complaint, it would work with the Florida Commission on Human Relations, established by the Florida Legislature to address Fair Housing and equal opportunity issues, to ensure that the complaint is properly investigated and resolved.

## **Florida Housing Finance Corporation**

Pursuant to HUD regulation 24 CFR 92.351, the Corporation has adopted affirmative marketing guidelines and enforces the guidelines by requiring the HOME Program Agreement and the Firm Commitment Letter to include the development's affirmative marketing strategies. Prior to the firm commitment issuance, the marketing strategy is carefully analyzed and a market study or feasibility report is required if adequate information is not found in the development's appraisal.

The Corporation's affirmative marketing policy consists of the following elements:

### *Informing the Public, Owners and Potential Tenants:*

Acceptable methods for informing the public, owners, and potential tenants about the applicable Federal Fair Housing Laws and the HOME Program's affirmative marketing policy may include, but are not limited to, providing a copy of this policy in all media releases, using the Equal Housing Opportunity logo and slogan in all media releases, and explaining the policy, in general, to the media, property owners, and tenants involved with the HOME Program.

### *Advertising Vacant Units:*

In order to meet the obligation toward the State's affirmative marketing policy requirements, each property owner is required to have a policy that clearly specifies or suggests affirmative marketing activities such as the use of commercial media to advertise vacant units, local community contacts for potential tenants, or the use of the Equal Housing Opportunity logo or slogan. The policy must clearly define the recordkeeping obligations of the property owners.

### *Requirements of Owners for Outreach Efforts:*

Outreach efforts include procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply (defined in general as those who are not the race/ethnicity of the residents of the neighborhood in which the unit is located). The procedures may include, but are not limited to, the use of community organizations, churches, employment centers, Fair Housing groups, Public Housing Authorities, or housing counseling agencies specifically chosen because they provide services to, or have as members, persons in the group or groups least likely to apply. The owner's affirmative marketing policy is required to clearly specify who is responsible for the various necessary activities.

*Record Keeping:*

The State requires recipients to maintain records that describe efforts taken by recipients and by owners to affirmatively market units. The State will use the records to assess the results of the efforts taken.

*Assessment of Affirmative Marketing Efforts of Owners:*

The State recipient ensures compliance of its affirmative marketing requirements with the owner by use of an agreement (Firm Loan Commitment) that is binding for a specific period of time (Affordability Period) from the date of completion. The State recipient assesses the owner's affirmative marketing plan and the results of the marketing plan. It also determines what corrective actions will be taken when an owner fails to follow these affirmative marketing efforts.

*Additional State Requirements:*

State recipients certify that they have adopted the State HOME Entitlement Areas' (Participating Jurisdictions) affirmative marketing procedures described above through a certification in their local HOME Program Description and/or Consolidated Plan as well as maintain the required records and reports in accordance with 24CFR 92.351.

The State Participating Jurisdiction reviews and approves the affirmative marketing policy initially and monitor each State recipient's performance yearly in order to ensure that the local policy is being carried out and the State recipient is in compliance with 24 CFR 92.351.

State recipients' performance of their affirmative marketing policy requirements are used as a factor in approving future participation in the HOME Program.

**Impediment 2: Lack of existing/available affordable housing stock and the geographic distribution of affordable housing stock**

Progress

1. The CDBG Program promotes affordable housing through rehabilitation and replacement of substandard housing. This effort assists communities in maintaining affordable housing. Also, Florida has an affordable housing program referred to as the State Housing Initiatives Partnership (SHIP) Program. To qualify for SHIP funds, local governments must review land development regulations and adopt housing incentives within a year of approval. Each local government must, at a minimum, adopt an expedited review process and a regulatory costing provision. A local government must specify the estimated costs any new regulation or ordinance will add to the cost of housing. All local

governments eligible to participate in SHIP have elected to do so. Through this process, many jurisdictions have revised their local comprehensive plan to reform land development regulations which promote affordable housing.

2. Since the 2004 hurricane season, the State has received more than \$400 million in CDBG Disaster Recovery Funds. Although not required to be reported in the CAPER, it is reported in the Disaster Recovery Grant Reporting system (DRGR), and the state has chosen to direct much of this funding for restoration of affordable housing for low and moderate income persons. Disaster funds were allocated to areas that received the most storm damage, taking into consideration damage to affordable housing. Sixteen (16) public housing authorities received grants to harden housing units with storm-resistant doors and windows. Both single and multi-family housing were addressed. This effort assisted in maintaining rental housing for low income households.
3. Florida Housing Finance Corporation administers federal and state housing programs that encourage local government support of proposed housing by providing points in the application for local funding contributions. The Corporation's rental programs are designed to ensure that resources are spread across the state in order to provide affordable housing in areas where such housing did not exist in the past. The HOME program encourages public, private and nonprofit partnerships, and strengthens the abilities of the state as well as municipalities and community housing development organizations to design and implement innovative strategies for achieving adequate supplies of affordable housing throughout the State of Florida.

### **Impediment 3: Lack of public education and awareness regarding rights and responsibilities under federal, state, and local Fair Housing laws**

#### Progress

All state-administered HUD programs require compliance with Fair Housing and the prominent display of information to the public. The CDBG Program has worked with the Florida Commission on Human Relations (FCHR) to provide public education and awareness training on Fair Housing. A FCHR representative participated in the CDBG implementation workshop, held in April of this year. Typically, CDBG provides training on civil rights compliance and ordinances, implementing Fair Housing activities, and civil rights monitoring and reporting. CDBG has also created a Fair Housing webpage with links to Federal and State regulations, public awareness materials and planning guides (<http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-for-recipients#FHCR>). CDBG encourages subgrantees to target resources to promote Fair Housing awareness in underserved communities. In 2009, the state prepared a DVD called "Fair Housing: It's the Law" for use as a public service announcement (PSA) for radio and television. The PSA

was prepared in English, Spanish, and Creole. Many local governments still use this PSA.

The CDBG Program requires that local governments conduct at least one Fair Housing activity each quarter and awards extra points on an application for such events. Grantees are required to publish a public notice in the local newspaper and post a copy of this notice at the municipal hall (or county administration building) stating the name of their Fair Housing and Section 504 officers and the availability of Fair Housing counseling services. A copy of a suggested notice is posted on the Department's CDBG website for downloading. Local governments are required to appoint a Fair Housing coordinator – it is required in their contract and checked at time of monitoring.

Florida Housing Finance Corporation requires HOME recipients to provide an affirmative housing marketing plan. The plan consists of informing the public, owners and potential tenants about Fair Housing Laws.

#### **Impediment 4: Lack of dedicated Fair Housing funding and resources**

##### Progress

The CDBG Program provides technical assistance and training materials to local governments, and monitors activities to ensure that recipient local governments undertake Fair Housing efforts. The program utilizes HUD technical assistance funds. The Florida Legislature provides dedicated funding for the Commission on Human Relations for work that is described elsewhere in this section.

#### **Impediment 5: Lack of adequate and effective local Fair Housing ordinances and enforcement mechanisms**

##### Progress

As stated under Impediment 1, local governments are required to have Fair Housing and equal opportunity plans, as well as a local ordinance or resolution, in order to be eligible to apply for HUD funds administered by the state. Through Attachment K, the CDBG contract with subgrantees was modified to strengthen compliance. The state takes action to investigate complaints reported, which includes having FCHR or a local Fair Housing agency conduct an independent investigation of discrimination complaints. The CDBG Program monitored Fair Housing during the reporting period and was prepared to withhold payments or withdraw funding to any subgrantee that violated the civil rights clauses in their contract.

Florida Housing Finance Corporation monitors the affirmative housing marketing plan and requires the plan to be renewed every five years.

#### **Impediment 6: Sudden and significant influx of foreign speaking populations in areas of the state which have not experienced this previously**

### Progress

Florida has not experienced a recent sudden and significant influx of foreign speaking populations in any area of the state. To assist residents with limited English proficiency, the state produced a public service announcement in English, Spanish and Creole. The PSA was provided to all local governments at no charge. Also, the Florida Commission on Human Relations offered Fair Housing and equal opportunity materials in several languages.

Florida Housing Finance Corporation has a First Time Homebuyer Wizard, a computer application designed to give potential homebuyers information on whether they would qualify for FHFC assistance, on the homepage of its website that links to the translated Spanish wizard site.

(<http://apps.floridahousing.org/StandAlone/FTHBWizard/THBWizardForm2.aspx?LANG=SP>)

Flyers for the First Time Homebuyer and Community Heroes programs are available in Spanish, too.

### **Impediment 7: Unintentional effects of local land use regulations/public policies and/or the results of implementing antiquated land use regulations**

#### Progress

The CDBG Program continues to coordinate with the Office of Comprehensive Planning to encourage that local comprehensive plans include policies to remove barriers limiting affordable housing.

### **Impediment 8: Lack of a visible, clearly defined state public policy regarding Fair Housing and Fair Housing choice in Florida**

#### Progress

The state does not lack a visible, clearly defined state public Fair Housing policy or Fair Housing choice. Chapter 760 of the Florida Statutes sets out the state's policy on Fair Housing. The state has raised the visibility of federal and state policy regarding Fair Housing and Fair Housing choice by incorporating requirements in program rules and applications for funding. These efforts have been described above.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

*The HOPWA program addresses underserved needs, through fostering and maintaining affordable housing options, and enhancing coordination between the public and private housing and social services agencies.*

Eligibility requirements are established by Chapter 64D-4, Florida Administrative Code, to improve the management of HIV/AIDS patient care programs statewide. The programs include: HOPWA, the AIDS Drug Assistance Program, the AIDS Insurance Continuation Program, the Part B Consortia Patient Care Programs and other state

patient care programs administered by the Bureau of HIV/AIDS. All of these programs are intended for low-income persons with HIV disease. The state HOPWA program's current income requirements of 80% of the median income remained unchanged, except in a very few counties in which 80% of the median income for the area was more than 400% of the Federal Poverty Level. To address specific program income requirements for HOPWA, language was included in the eligibility procedures manual to read "80% of the median income or 400% of the Federal Poverty Level, whichever is less." The standardized eligibility requirements are within HUD regulations that allow the state program to be more restrictive, not more lenient.

State HOPWA Program Guidelines were used to ensure uniformity and consistency statewide to all of Florida's project sponsors. The standardization of HOPWA policies and procedures will improve service delivery, provide for fair and equitable access to services, and alleviate problems of inconsistency associated with local program guidelines. With the Department of Health's prior approval, project sponsors may outline program requirements that are more restrictive at the local level than the state guidelines.

The HOPWA advisory workgroup convened periodically to address local needs and work to improve Florida's HOPWA program. An Action Plan was used to ensure a step-by-step process to achieve objectives of the workgroup. Telephone conferences and site meetings were also held.

FloridaHousingSearch.org was used as a statewide resource to find available and affordable rental housing.

## 5. Leveraging Resources.

### a. Identify progress in obtaining "other" public and private resources to address needs.

Although the Small Cities CDBG Program does not require matching funds, leverage was encouraged by awarding additional points on the competitive application. During the 2012 reporting period closeout documents, \$29,205,232.34 in other funds were leveraged by the Small Cities CDBG Program. Most of the funding came from private businesses which benefited from Economic Development grants.

### b. How Federal resources from HUD leveraged other public and private resources.

- Please see the response in paragraph a. above.
- The majority of the funds leveraged were for Economic Development projects that created jobs. Participating parties committed funds to build the facilities they needed to locate or expand their businesses.
- Local funds, as well as loan and grant funds from other government agencies, were often committed to infrastructure projects so that the community would experience greater benefit as a whole.

- c. How matching requirements were satisfied.

The State of Florida budgets general revenue to match administrative dollars. For the 2012 reporting period, \$457,747.48 in general revenue was used to match that same amount in HUD funds.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Aside from a competitive application and documentation supporting the application, staff performed site visits and reviewed a variety of documents (i.e., audit, local comprehensive plan elements, housing assistance plans, survey or census data) to ensure that proposed projects were eligible and not in conflict with other federal, state and local initiatives. An application and grant implementation workshop was held for the purpose of providing training related federal, state and local rules and regulations. An application submitted for CDBG funding had to include information to demonstrate the proposed project was consistent with the local comprehensive plan. The rules and regulations were a part of the official contract between the state and the subgrantee. The contract allowed the state to take action, including termination, if a local government failed to comply with rules and regulations.

Department staff monitor on-site at least twice during the time the grant is open. Checklists were used to ensure that each grant was reviewed in the same manner. In addition, Small Cities CDBG grantees were required to submit a Quarterly Status Report that reflected progress made to date, including accomplishments and beneficiaries by race and ethnicity, and the Fair Housing events conducted.

Also, the State's Auditor General audited the HUD funded programs to ensure compliance with federal and state laws, rules and regulations.

## **Citizen Participation**

1. Provide a summary of citizen comments.

The public hearing for the CAPER was noticed on August 9, 2013, in the Florida Administrative Register. A public hearing was held on September 24, 2013, at the Southwood Complex in Tallahassee. The public comment period on the CAPER ran from September 9 - September 24, 2013.

No comments were received.

2. In addition, the performance report provided to citizens identified the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee was required to identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions were encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement could also be satisfied by specifying the census tracts where expenditures were concentrated.

The Notice of Funding Availability (NOFA) for the 2012 FFY funds was published in the Florida Administrative Weekly, now known as Florida Administrative Register, on June 8, 2012. The application cycle for all categories of funding began on August 15, 2012, and ended on October 1, 2012. A copy of the NOFA can be found in Appendix 1.

Since the Florida Small Cities CDBG Program is a competitive grant program serving about 275 local governments, not all communities receive a grant each year. However, the Department does make available to the public the list of eligible communities, the amount of funding and application materials. All records of the CDBG Program were available to the public for the reporting period.

Please note that the location of the funding provided to each community was identified in Section 1B of this report.

## **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.
  - In 2011, the Florida Legislature abolished the Department of Community Affairs (DCA) and created a new agency, the Department of Economic Opportunity, to address job creation and business development in the state. Several programs from DCA, including the Florida Small Cities CDBG Program, the Community Services Block Grant Program and the Growth Management program were combined with the Agency for Workforce Innovation, the Office of Tourism Trade and Economic Development and others to form the new agency.
  - The Consolidated Plan workgroup, which consists of representatives from several state agencies, also met at least three times a year to discuss issues of mutual concern. Local governments and the public were encouraged to participate.

## Monitoring

1. Describe how and the frequency with which you monitored your activities.

The Small Cities CDBG staff completed a *New Subgrant Risk Assessment Checklist* for each new subgrant agreement that was awarded. In completing the checklist, the grant manager reviewed information from the subgrant application, pre-award site visit, and the recipient's grant history. The checklist helped the grant manager determine how many site visits each subgrant needed during the planned two-year period based on potential risk. If a recipient was determined to be a high risk, the grant manager prepared a plan for monitoring the subgrant through a combination of on-site visits and phone calls and e-mails to the recipient and the administrative consultant, if applicable, to check on the progress of the subgrant activities.

At least two on-site monitoring visits were conducted for each subgrant agreement. Projects that were determined to be a "High Risk" normally received a minimum of three on-site visits. The first on-site monitoring visit was made when approximately 25% of the funds had been expended. A second on-site visit was conducted when construction was 75-80% complete. A monitoring report was prepared following each on-site visit. If any findings or concerns were included in the report, the grant manager followed up with the recipient until they were cleared. A subgrant could not be closed until all findings and concerns were cleared.

The grant manager conducted additional on-site monitoring visits as needed. Subgrant recipients that were experiencing difficulties were monitored as often as necessary to ensure compliance with federal and state laws, rules and regulations. These visits included any necessary technical assistance to help the subgrantee build administrative capacity.

2. Describe the results of your monitoring including any improvements.

Monitoring indicated that subgrantees were carrying out their projects in compliance with federal and state laws, rules and regulations. During this reporting period, a total of 96 monitoring visits were made associated with 79 grants. Although there were some findings, all were corrected within a reasonable period of time.

3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.

Communities report to the Department that they would not be able to make the improvements that are funded without the HUD funding availability. The accomplishments and beneficiaries reported elsewhere in this document also confirm that infrastructure problems are resolved, commercial areas are improved, jobs are created and deteriorating, affordable housing is renovated with HUD funds.

- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

Please note the response above in Section 1.a.

Although the amount of funding was inadequate to meet all needs, communities built on funding received over a period of time to make a significant impact. Water and sewer improvements, for example, were made in phases. Once one grant was closed, the community could apply for another grant to continue the work. The same was true for declining neighborhoods with significant housing rehabilitation needs. Jobs created over a course of time reduced unemployment. Over the past six years, more than 1,900 jobs have been created.

- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.

All Small Cities CDBG awards were funded under the low/mod national objective, and awards were made based on local government and citizen priorities. The entire focus of the program, as represented by the state administrative rule and application, was to meet the needs of low and moderate income persons. A community wide needs score was applied to each application for funding. This score took into consideration the number of low/mod persons, number of persons at or below the poverty level, and the number of substandard housing units.

The Department's efforts at providing decent housing, a suitable living environment, and expanded economic opportunities for principally low and moderate-income persons were ample: this past FY, CDBG rehabilitated 166 homes, served 57 neighborhoods with various infrastructure improvements, revitalized 2 commercial areas, and created 286 jobs in 7 different communities.

- d. Indicate any activities falling behind schedule.

Three Economic Development grants were unable to create the jobs required to satisfy the terms of the award. These grants have been left open for an extended length of time to allow the communities to recruit businesses that will meet the contractual agreement. The Department is working with the communities to close out these grants, which will be reflected in the 2013 CAPER.

GRANTEE	CONTRACT NUMBER	AWARD AMOUNT	START DATE	END DATE
Clewiston	07DB-3R-09-36-02-E 11	\$700,000.00	5/18/2007	3/30/2014
Graceville	09DB-T3-02-41-02-E 14	\$650,000.00	1/20/2009	7/19/2013
Washington County	09DB-T3-02-77-01-E 11	\$750,000.00	1/22/2009	7/21/2013

- e. Describe how activities and strategies made an impact on identified needs.

Water and sewer hookups eliminated the need for residents to rely on wells with poor water quality and failing septic systems. Rehabilitation of housing included making them more energy efficient and improved housing conditions for very low income households.

Insufficient funds made it impossible to meet every need of eligible communities.

- f. Identify indicators that would best describe the results.

- Units achieved
- Households served
- Jobs created
- Jobs created that offer benefits
- The percentage of low/mod benefit
- Reduced unemployment rate

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

Insufficient funds made it impossible to meet every need of eligible communities.

- h. Identify whether major goals are on target and discuss reasons for those that are not on target.

The Department was successful in meeting its goals and objectives.

Specific CDBG Objective		Year	Performance Indicators	Expected Number	Actual Number
DH3.1	Temporary Relocation	2012	HH	45	108
DH3.1	Sewer Hookups	2012	HU	90	256
DH3.1	Water Hookups	2012	HU	90	16
DH3.1	Housing Rehab	2012	HU	60	166
SL1.1	Neighborhood Center	2012	BU	1	1
L1.1	Parks and Playgrounds	2012	Site	1	5
SL1.1	Parking Facilities	2012	Spaces	20	4 Lots
SL1.1	Water/Sewer Facilities	2012	Plant	1	2
SL1.1	Fire Hydrants	2012	FH	10	8
SL1.1	Sidewalks	2012	Linear Feet	5,000	6,815
SL1.1	Street Improvements	2012	Linear Feet	20,000	62,367
SL3.1	Utilities Relocation	2012	Linear Feet	2,500	1,400
SL3.1	Water/Sewer Lines	2012	Linear Feet	20,000	119,813
SL3.1	Flood and Drainage Projects	2012	Unit	2	6
SL3.1	Site Development for Public Facilities/ Infrastructure	2012	Site	2	3
EO1.1	Job Creation/Retention	2012	Job	150	286.6

Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

As indicated elsewhere in this report, the Department facilitated web-based reporting to increase efficiency at both the local and state level.

## **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

The CDBG, ESG, HOPWA, and HOME programs all follow the lead-based paint rules and regulations that apply to the funds they administer. From time-to-time, these agencies participate in lead-based paint workshops offered by HUD and other organizations. However, the programs rely on the Florida Department of Health for information and training relating to lead-based paint. The Department of Health maintains a website with information relating to lead-based paint issues. The website includes educational materials, maps showing areas within the state where lead-based paint may be present, reports on activities and other information.

When housing units (or other buildings) were rehabilitated with HUD funds, including CDBG funding, federal guidelines regarding the safe removal of lead based paint, as well as asbestos, were carefully followed. Certified experts conducted “testing” and “abatement” as necessary. Contractors performing renovation, repair and painting projects that disturbed lead-based paint in homes, child care facilities, and schools built before 1978 were certified and must follow specific work practices to prevent lead contamination. Rehabilitated units must be brought up to the minimum building code, and local building code inspectors had to sign off on all work when completed.

The CDBG Program implemented these rules in the housing rehabilitation process. CDBG workshops covered lead based paint requirements and technical assistance was provided upon request.

## **HOUSING**

### **Housing Needs**

Describe Actions taken during the last year to foster and maintain affordable housing.

By bringing housing up to the minimum building code and Section 8 quality standards, it can be maintained for a longer period of time in a community. Without this rehabilitation, units decline to a point where they must be demolished. Then, if there are no funds available, they cannot be replaced.

The Small Cities, CDBG Disaster Recovery, and Neighborhood Stabilization Program funds addressed affordable housing through the replacement or rehabilitation of substandard, storm damaged, or foreclosed housing. Each grant required that a set

percentage of the funding address housing revitalization or rehabilitation for LMI households.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

The Small Cities CDBG program anticipated that 60 houses would be rehabilitated during this program year – the program rehabilitated 166\* households.

Local Government	Total Households Proposed/ Actual	Low-Income Households Proposed/ Actual	Extremely Low-Income Households Proposed/ Actual	Total Elderly Individuals	Total Disabled Individuals	Number of Home Owner
Inglis	9/10	9/10	2/5	7	5	10
Callaway	10/13	10/13	2/11	6	6	13
Jennings	10/10	10/10	2/2	6	4	10
Hamilton	10/12	10/12	2/4	4	1	12
Century	9/11	9/11	2/4	11	11	11
Arcadia	10/10	10/10	3/6	6	5	10
Micanopy	8/7	8/7	2/5	2	3	8
Esto	8/9	8/9	2/5	7	4	9
Lynn Haven	10/13	10/13	2/6	7	6	13
St. Lucie Co.	16/24	5/13	11/11	6	4	24
Jefferson	10/12	10/12	2/9	7	5	12
Quincy	1/2	1/2	1/1	0	0	2
Taylor Co.	10/13	10/13	2/6	8	11	13
Bradford Co.	8/3	8/3	0/1	3	0	3
Putnam	10/12	10/12	2/8	8	2	12
Leon Co.	6/4	6/4	0/2	3	1	4

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

All housing rehabilitation funded by the CDBG Program addressed affordable housing. For the past eight years, the CDBG Program has primarily used non-recurring funds (Disaster Recovery and Neighborhood Stabilization) to address rental housing. Since this report does not cover those programs, we have not included units addressed by affordable rental housing. That information can be found in DRGR. HOME Program information is being reported separately in another section of this CAPER.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

All funds were targeted to rehabilitate substandard or “worst-case” housing needs. Local governments were required to have a Housing Assistance Plan. These plans gave priority to the elderly and to persons with disabilities. When units were addressed that have a disabled person in the household, modifications were made to assist a disabled person through the inclusion of various improvements such as ramps, wider doors and doorways, lowered cabinets, and bathroom handrails. Grant managers monitor to ensure compliance with these requirements and the issues were addressed in workshops.

## **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

The Small Cities CDBG Program did not fund public housing. No applications for such funding were received from eligible local governments.

Both the Disaster Recovery and Neighborhood Stabilization Programs involved public housing authorities in the administration of housing programs at the local level. Information relating to funding for public housing was reported in the Disaster Recovery Grant Reporting System, which also included the NSP program. This information is not included in this report since the CAPER does not cover non-recurring CDBG funds.

## **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

As described in several places in this report, making housing units sustainable through the rehabilitation process maintains affordable housing. Further, replacement of housing units that cannot be rehabilitated, maintains the stock of affordable housing.

1. The CDBG Program promoted affordable housing through rehabilitation and replacement of substandard housing. This effort assisted communities in maintaining affordable housing. Also, Florida has an affordable housing program referred to as the State Housing Initiatives Partnership (SHIP) Program. To qualify for SHIP funds, local governments had to review land development regulations and adopt housing incentives within a year of approval. Each local government was required, at a minimum, adopt an expedited review process and a regulatory costing provision. A local government had to specify the estimated costs any new regulation or ordinance would add to the cost of housing. All local governments eligible to participate in SHIP elected to do so. Through this process, many jurisdictions revised their local comprehensive plans and land development regulations to promote affordable housing.

2. Since the 2004 hurricane season, the State has received more than \$400 million in CDBG Disaster Recovery Funds. Although not required to be reported in the CAPER, as it is reported in DRGR system, the state chose to direct much of this funding for the restoration of affordable housing for low and moderate income persons. Disaster funds were allocated to areas that received the most storm damage, taking into consideration damage to affordable housing. Sixteen (16) public housing authorities received grants to harden housing units with storm-resistant doors and windows. Both single and multi-family housing were addressed. This effort assisted in maintaining rental housing for low income households.
3. Florida Housing Finance Corporation administers federal and state housing programs that encourage local government support of proposed housing by providing points in the application for local funding contributions. The Corporation's rental programs were designed to ensure that resources were spread across the state in order to provide affordable housing in areas where such housing did not exist in the past. The HOME program encouraged public, private and nonprofit partnerships, and strengthened the abilities of the state as well as municipalities and community housing development organizations to design and implement innovative strategies for achieving adequate supplies of affordable housing throughout the State of Florida.

## COMMUNITY DEVELOPMENT

### Community Development

#### Assessment of Relationship of CDBG Funds to Goals and Objectives.

- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

In 2011, a priority community development needs survey was conducted in conjunction with the Consolidated Plan. Based on the responses to the survey, CDBG has chosen to fund the following community development needs. The chart below shows the projects, the funding needed by the communities to undertake these projects, the number of anticipated projects that CDBG may fund from 2011-2015, and the projects that were closed out in 2012.

<b>Priority CDBG Community Development Needs</b>				
<b>Community Development Needs</b>	<b>Need Priority</b>	<b>Funding Needed</b>	<b>Anticipated Number of Projects to Be Funded 2011-15</b>	<b>Projects Completed in 2012 and CDBG Dollars Spent</b>
<b>Public Facilities</b>				
Senior Centers	Low	\$11,425,000		
Youth Centers	Low	\$7,300,000		
<b>Community Centers/Neighborhood Facilities</b>	<b>Moderate</b>	<b>\$14,550,000</b>	<b>3</b>	<b>1-\$155,200</b>
Child Care Centers	Low	\$1,450,000		
Adult Day Care Centers	Low	\$2,200,000		
<b>Parks and/or Recreation Facilities</b>	<b>Moderate</b>	<b>\$28,550,000</b>	<b>5</b>	<b>5 - \$242,000</b>
LMI Health Facilities (Medical and Nonmedical) <sup>1</sup>	Low	\$63,000,000		
Parking Facilities/Lots	Low	\$7,285,000		1 - \$324,400
Homeless Facilities/Shelters	Low	\$5,740,000		
<b>Other Public Facilities (Police and Fire Stations, Jail, Emergency Shelters, Treatment Plant, City Halls<sup>2</sup>)</b>	<b>Moderate</b>	<b>\$50,600,000</b>	<b>5</b>	
<b>Infrastructure Improvements</b>				
<b>Solid Waste Disposal Improvements</b>	<b>Moderate</b>	<b>\$50,900,000</b>		
<b>Flood &amp; Drainage Improvements/Stormwater</b>	<b>High</b>	<b>\$54,550,000</b>	<b>10</b>	<b>6 - \$3,641,551.46</b>
Removal of Architectural Barriers	Low	\$1,550,000		1 - \$2,000
<b>Street Improvements/Road Paving</b>	<b>High</b>	<b>\$126,325,000</b>	<b>20</b>	<b>6 - \$2,184,421.81</b>
<b>Sidewalk Improvements<sup>3</sup></b>	<b>Moderate</b>	<b>\$23,550,000</b>		<b>4 - \$1,150,963.20</b>
<b>Sewer Line Improvements</b>	<b>High</b>	<b>\$59,978,000</b>	<b>20</b>	<b>11 - \$5,930,297</b>
<b>Sewage Treatment Plant<sup>4</sup></b>	<b>Moderate</b>	<b>\$62,560,000</b>	<b>7</b>	<b>2 - \$268,184</b>
<b>Sewer/Water Hookups</b>	<b>High</b>	<b>\$15,050,000</b>	<b>5</b>	<b>7 - \$827,285.38</b>
<b>Water Line Improvements</b>	<b>High</b>	<b>\$43,234,500</b>	<b>20</b>	<b>8 - \$5,699,554</b>
<b>Water Tank/Treatment/Wells</b>	<b>High</b>	<b>\$21,700,000</b>	<b>10</b>	<b>8 - \$3,144,813.67</b>
<b>Fire Hydrants/Protection<sup>5</sup></b>	<b>Moderate</b>	<b>\$8,900,000</b>		
<b>Economic Development</b>				
<b>Commercial-Industrial Rehabilitation</b>	<b>High</b>	<b>\$23,375,000</b>	<b>15</b>	
<b>Commercial-Industrial Infrastructure</b>	<b>Moderate</b>	<b>\$17,885,000</b>	<b>25</b>	<b>7 - \$3,962,206.34</b>
<b>Other Commercial-Industrial Improvements</b>	<b>Moderate</b>	<b>\$4,350,000</b>		
<b>Job Creation<sup>6</sup></b>	<b>High</b>	<b>\$12,150,000</b>		
<b>Planning/Technical Assistance</b>				
<b>Engineering for Sewer/Water Projects</b>	<b>High</b>	<b>\$15,875,800</b>	<b>6</b>	
<b>Engineering for Sidewalk, Street, and Drainage Projects</b>	<b>High</b>	<b>\$9,885,000</b>	<b>4</b>	
<b>Technical Assistance</b>	<b>Moderate</b>	<b>\$2,940,000</b>		
<b>Total Funding Need/Estimated Projects to be Funded</b>		<b>\$746,858,300</b>	<b>155</b>	

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

Through the rehabilitation of 166 houses, the Small Cities CDBG program provided affordable housing to LMI households. Accomplished with forgivable loans, the replacement or rehabilitation of substandard housing provides access to decent living conditions. The chart is broken down by total households that were proposed in the applications and the actual number of households rehabilitated.

Local Government	Total Households Proposed/ Actual	Low-Income Households Proposed/ Actual	Extremely Low-Income Households Proposed/ Actual	Total Elderly Individuals	Total Disabled Individuals	Number of Home Owner
Inglis	9/10	9/10	2/5	7	5	10
Callaway	10/13	10/13	2/11	6	6	13
Jennings	10/10	10/10	2/2	6	4	10
Hamilton	10/12	10/12	2/4	4	1	12
Century	9/11	9/11	2/4	11	11	11
Arcadia	10/10	10/10	3/6	6	5	10
Micanopy	8/7	8/7	2/5	2	3	8
Esto	8/9	8/9	2/5	7	4	9
Lynn Haven	10/13	10/13	2/6	7	6	13
St. Lucie Co.	16/24	5/13	11/11	6	4	24
Jefferson	10/12	10/12	2/9	7	5	12
Quincy	1/2	1/2	1/1	0	0	2
Taylor Co.	10/13	10/13	2/6	8	11	13
Bradford Co.	8/3	8/3	0/1	3	0	3
Putnam	10/12	10/12	2/8	8	2	12
Leon Co.	6/4	6/4	0/2	3	1	4

- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

During the 2012 fiscal year, when all closed-out grants were accounted for, CDBG had benefitted a total of 44,216 persons. Of that total, 30,896 were low/mod persons, and 9,595 persons were extremely low income.

## 2. Changes in Program Objectives.

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

The goals and objectives identified by HUD as national objectives related to low and moderate income individuals are the state objectives. With the technical assistance provided by the HUD field office, the state has been able to administer an effective program that addresses basic infrastructure, housing needs, and job creation. No changes to the objectives are under consideration at this time.

3. Assessment of Efforts in Carrying Out Planned Actions.

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.

The Consolidated Plan provided information in a Special Needs Matrix on a number of state administered programs that receive state general revenue funds, as well as federal funding. Each agency pursues its own funding and allocates it according to its agency's priorities. The programs provide services that are specifically available to low income persons, the elderly, disabled, unemployed, the homeless, and those that have special housing or health care needs. The CDBG program fits into this framework by addressing housing and community development needs for low and moderate income individuals.

- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.

The Department reviews requests for certifications of consistency with the Consolidated Plan expeditiously and provides the requesting organization with their certification. The Department has no knowledge of an applicant's capacity or past history. Certifications are based solely on information presented. This allows the Department to provide certifications of consistency with the Consolidated Plan in a fair and impartial manner.

The HOME, HOPWA and ESG programs have kept their application for funding consistent with the Consolidated Plan and HUD regulations. Applications for these funds meet the goals and objectives of the HUD programs by making affordable housing available throughout the state and serving the homeless and persons with HIV/AIDS.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

The State of Florida has not knowingly undertaken any actions or willful inactions that hindered the implementation of the Consolidated Plan.

4. For Funds Not Used for National Objectives.

- a. Indicate how use of CDBG funds did not meet national objectives.

All activities funded by CDBG met the HUD national objective of serving low and moderate income persons.

- b. Indicate how did not comply with overall benefit certification.

Because all projects were funded under the low/mod national objective, the state complied with the overall benefit certification requirement.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property.

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.

The CDBG Program provides all local governments with detailed information on the Uniform Relocation Act (URA), how to carry out the processes that are covered by the Act and examples of documents that are needed when acquiring property or relocating a household. CDBG staff provides annual training on acquisition and relocation during its application and implementation workshops for local government representatives and consultants.

Publications related to the URA are available on the Department's website. The Department has copied the HUD publication *When a Public Agency Acquires Your Property* (HUD-1041-CPD) to the website and uses it as the program acquisition policy. If a different policy is adopted by a local government, it must be consistent with the Uniform Relocation Act.

Most of the acquisitions that occur under the Florida Small Cities CDBG Program are for permanent easements for infrastructure improvements that do not displace individuals or businesses. The only displacements that take place in Florida are temporary displacements of families whose homes are being rehabilitated with CDBG funds. They are temporarily moved for safety purposes while their homes are undergoing major improvements or being replaced.

On February 28, 2012, the CDBG staff participated in a two-hour webinar on the Uniform Relocation Act conducted by Jade Santoro of HUD. The office has also identified one staff member to be the subject matter specialist on URA issues. This employee works with fellow staff members, consultants and local government representatives to identify and resolve URA issues.

- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.

The Department requires all applicants for CDBG funds to evaluate the proposed activities to assess their potential to cause temporary or permanent displacement or other hardships to LMI persons. The recipient is required to describe in the application for funding actions that will be taken to mitigate any adverse effects resulting from CDBG-funded activities that cause displacement. Displaced persons may be eligible for two types of relocation payments: moving costs and replacement housing payments.

If an activity requires acquisition or relocation, the grant manager discusses the issues during the site visit prior to awarding the grant and again when the contract is executed. The grant manager provides technical assistance as the activity is carried out to ensure that the Uniform Act is followed. The grant manager monitors activities using standardized checklists to ensure that all actions taken are in line with the Uniform Act.

- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

CDBG relocation activities require that the recipient develop, adopt, and provide to persons being displaced, a written statement of the policy standards it will use for providing relocation assistance. The flexibility of the rule allows the recipient to provide assistance at higher levels if it elects to do so. A Relocation Policy must ensure fair, consistent, and equitable treatment of persons displaced as a result of CDBG-funded activities, regardless of race, color, religion, national origin, sex, age, handicap status, or source of income.

- 6. Low/Mod Job Activities – for Economic Development activities undertaken where jobs were made available but not taken by low- or moderate-income persons.

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.

Contract provisions require that first consideration for jobs be given to low/mod persons. On-site monitoring ensures that this provision has been implemented.

- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.

<b>Jobs Created Through Economic Development Grants</b>				
<b>Local Government/Business</b>	<b>Number of Employees</b>	<b>FTE</b>	<b>LMI</b>	<b>%</b>
<b>Citrus / Wal-Mart</b>				
Sales	68			
<b>Total:</b>	<b>68</b>	<b>68</b>	<b>44</b>	<b>64%</b>
<b>City of Cottondale / Love's Inc.</b>				
Officials and Managers	2			
Sales	5			
Technicians	5			
Service Worker (unskilled)	17			
<b>Total:</b>	<b>29</b>	<b>29</b>	<b>19</b>	<b>65%</b>
<b>City of Gretna / Creek Entertainment</b>				
Officials and Managers	11			
Office and Clerical	3			

Craft Worker (skilled)	59			
Operative (semi-skilled)	27			
Service Worker (unskilled)	16			
<u>Laborers</u>	1			
<b>Total:</b>	<b>93</b>	<b>93</b>	<b>58</b>	<b>62%</b>
<b>City of Jasper / Love's Travel Stops and Country Store</b>				
Officials and Managers	3			
Office and Clerical	3			
Technicians	5			
Service Worker (unskilled)	21			
Laborers	1			
<b>Total:</b>	<b>33</b>	<b>33</b>	<b>29</b>	<b>87%</b>
<b>Town of Jay / Long Term Care of Jay, LLC</b>				
Officials and Managers	1			
Professional	1			
Service Worker (unskilled)	11			
<b>Total:</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>76%</b>
<b>City of LaBelle / Waltek and Walrok</b>				
Laborers	46			
<b>Total:</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>100%</b>
<b>Walton County / Florida Transformers, Inc.</b>				
Craft Worker (skilled)	4.6			
<b>Total:</b>	<b>4.6</b>	<b>4.6</b>	<b>2.4</b>	<b>52%</b>

- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

The Participating Party is required to ensure that all jobs created for low and moderate income individuals require no than a high school education or equivalent. Any skills or training above this level must be provided by the participating party at no cost to the worker.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit.
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

No CDBG activities were funded under the low/mod limited clientele national objective.

8. Program income received.

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, Economic Development, or other type of revolving fund.

The state does not utilize revolving funds. Program income is used to fund additional applications.

- b. Detail the amount repaid on each float-funded activity.

The Department does not utilize float-funding.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, Economic Development, or other.

The Department did not receive any loan repayments for this reporting period.

- d. Detail the amount of income received from the sale of property by parcel.

The only time the state realizes income from the sale of property is when a housing unit is rehabilitated and then sold for a profit prior to the end date of the deferred loan payment. As noted in c. above, a house that was rehabilitated with CDBG funds was sold prior to the expiration of the deferral period. The funds were returned to the Department and will be used to fund Economic Development grants.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a. The activity name and number as shown in IDIS;
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was/were reported;
- c. The amount returned to line-of-credit or program account; and
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

None/Not applicable.

10. Loans and other receivables.

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

None/Not applicable.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

None/Not applicable.

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

None/Not applicable.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

None/Not applicable.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

None/Not applicable.

11. Lump sum agreements.

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

None/Not applicable.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year.

- a. Identify the type of program and number of projects/units completed for each program.

Housing Rehabilitation; 166 units rehabilitated.

- b. Provide the total CDBG funds involved in the program.

\$9,091,159.12

- c. Detail other public and private funds involved in the project.

\$542,976.90 in State Housing Initiative Partnership (SHIP) funds – no private funds were involved in these housing projects.

<b>Local Government</b>	<b>CDBG Funding</b>	<b>SHIP Funds</b>
City of Arcadia	\$657,347.85	\$75,000.00
Bradford County	\$83,774.16	\$92,976.90
Hamilton County	\$698,321.26	\$125,000.00
Jefferson County	\$671,089.29	\$125,000.00
Taylor County	\$710,820.14	\$125,000.00
<b>Totals</b>	<b>\$2,821,352.70</b>	<b>\$542,976.90</b>

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies.

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

The state does not have a HUD-approved Neighborhood Revitalization Strategy.

**Antipoverty Strategy**

- 1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Although each of the programs covered by the Consolidated Plan plays a role in providing assistance to persons living below the poverty level, no program actually reduces the number of persons, except for the CDBG program, which may do so through job creation for low and moderate income individuals.

**NON-HOMELESS SPECIAL NEEDS**

**Non-homeless Special Needs**

- 1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

**This is identified in the HOPWA section of the CAPER.**

## **APPENDIX 1**

### **Notice of Funding Availability Department of Economic Opportunity Florida Small Cities CDBG Program**

The Department of Economic Opportunity (DEO) announces funding availability under the Florida Small Cities Community Development Block Grant (CDBG) Program. The Department will make Federal Fiscal Year (FFY) 2012 funding available for the Neighborhood Revitalization (\$8.82 million), Housing Rehabilitation (\$3.44 million) and Commercial Revitalization (\$0.64 million) program categories. In order to be eligible to apply in these categories, applicants cannot have an open grant in any of the three program areas or an open Planning and Design Specifications grant.

The Department also has approximately \$8.6 million available in the Economic Development program area for job creation/retention activities. In the event that funds in this category remain available after the application deadline, applications in the Economic Development category will be reviewed, and eligible applications will be awarded subgrants on a first-come, first-served basis. A total of \$21.5 million in FFY 2012 funding will be available to eligible applicants in the four program areas.

In addition, approximately \$0.57 million is designated as Emergency Set-Aside funding for state-declared emergencies. These funds will be available for emergencies that occur between April 1, 2012 and March 31, 2013. Any funds in the set-aside for which a notice of intent to submit an emergency application has not been received by March 31, 2013, will be reallocated in accordance with Section 290.044(4), Florida Statutes.

Eligible local governments must meet specific population requirements and cannot be participants in a CDBG Urban Entitlement Program. The population requirements are: cities with not more than 50,000 residents and counties with not more than 200,000 residents. The application process is conducted in accordance with Sections 290.0401 – 290.048, Florida Statutes, and Chapter 73C-23, Florida Administrative Code.

The Federal Fiscal Year 2012 application cycle for all of the above-mentioned categories of funding will begin (“open”) on August 15, 2012 and end (“close”) at 5:00 p.m. (EDT) on October 1, 2012 (“the deadline date”). Applications must be submitted on the forms that are available on the Department’s website and must be received by 5:00 p.m.

(EDT) on October 1, 2012. Mailing address: Florida Small Cities CDBG Program, Department of Economic Opportunity, 107 East Madison Street, MSC #400, Tallahassee, Florida 32399-6508. Hand-delivered applications must be received by 5:00 p.m. (EDT),

October 1, 2012 at the Small Cities CDBG Program office, Room 243, Collins Building, 107 West Gaines Street, Tallahassee, FL. An electronic copy of the application in Microsoft Word or Adobe PDF format (on a CD) can be submitted as the second copy of the application, as long as one complete hard copy with original signatures is submitted.

If you have questions, please contact the Small Cities CDBG Grants Management Staff or Roger Doherty, Planning Manager, (850)717-8417, by email: [roger.doherty@deo.myflorida.com](mailto:roger.doherty@deo.myflorida.com).

**APPENDIX 2**

**RELATED PERFORMANCE CHARTS**

<b>Optional Table 3A Summary of Specific Annual Objectives</b>							
<b>Specific Objective</b>	<b>Source of Funds</b>	<b>Year</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Percent Achieved</b>	
<b>Sustainability of Decent Housing (DH-3)</b>							
<b>DH3.1</b>	Temporary Relocation	CDBG	2011	HH	50	79	%
			2012	HH	45	108	%
			2013	HH	45		%
			2014	HH	45		%
			2015	HH	45		%
			<i>MULTI-YEAR GOAL</i>				
<b>Sustainability of Decent Housing (DH-3)</b>							
<b>DH3.1</b>	Sewer Hookups	CDBG	2011	HU	100	32	%
			2012	HU	90	256	%
			2013	HU	90		%
			2014	HU	90		%
			2015	HU	90		%
			<i>MULTI-YEAR GOAL</i>				
<b>Sustainability of Decent Housing (DH-3)</b>							
<b>DH3.1</b>	Water Hookups	CDBG	2011	HU	100	0	%
			2012	HU	90	16	%
			2013	HU	90		%
			2014	HU	90		%
			2015	HU	90		%
			<i>MULTI-YEAR GOAL</i>				
<b>Sustainability of Decent Housing (DH-3)</b>							
<b>DH3.1</b>	Housing Rehab	CDBG	2011	HU	60	126	%
			2012	HU	60	166	%
			2013	HU	50		%
			2014	HU	50		%
			2015	HU	50		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Neighborhood Center	CDBG	2011	BU	1	0	%
			2012	BU	1	1	%
			2013	BU	1		%
			2014	BU	1		%
			2015	BU	1		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>L1.1</b>	Parks and Playgrounds	CDBG	2011	Site	1	1	%
			2012	Site	1	5	%
			2013	Site	1		%
			2014	Site	1		%
			2015	Site	1		%

			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Parking Facilities	CDBG	2011	Spaces/Lots	20	0	%
			2012	Spaces/Lots	20	4 lots	%
			2013	Spaces/Lots	20		%
			2014	Spaces/Lots	20		%
			2015	Spaces/Lots	20		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Water/Sewer Facilities	CDBG	2011	Plant	1	13	%
			2012	Plant	1	2	%
			2013	Plant	1		%
			2014	Plant	1		%
			2015	Plant	1		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Fire Station	CDBG	2011	Station	1	1	%
			2012	Station	1	0	%
			2013	Station	1		%
			2014	Station	1		%
			2015	Station	1		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Fire Hydrants	CDBG	2011	FH	10	23	%
			2012	FH	10	8	%
			2013	FH	10		%
			2014	FH	10		%
			2015	FH	10		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Sidewalks	CDBG	2011	Linear Feet	5000	14,065	%
			2012	Linear Feet	5000	6,815	%
			2013	Linear Feet	5000		%
			2014	Linear Feet	5000		%
			2015	Linear Feet	5000		%
			<i>MULTI-YEAR GOAL</i>				
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL1.1</b>	Street Improvements	CDBG	2011	Linear Feet	20000	27,335	%
			2012	Linear Feet	20000	62,367	%
			2013	Linear Feet	20000		%
			2014	Linear Feet	20000		%
			2015	Linear Feet	20000		%
			<i>MULTI-YEAR GOAL</i>				

Sustainability of Suitable Living Environment (SL-3)							
SL3.1	Utilities Relocation	CDBG	2011	Linear Feet	2500	700	%
			2012	Linear Feet	2500	1,400	%
			2013	Linear Feet	2500		%
			2014	Linear Feet	2500		%
			2015	Linear Feet	2500		%
			<i>MULTI-YEAR GOAL</i>				
Sustainability of Suitable Living Environment (SL-3)							
SL3.1	Water/Sewer Lines	CDBG	2011	Linear Feet	20000	66,441	%
			2012	Linear Feet	20000	119,813	%
			2013	Linear Feet	20000		%
			2014	Linear Feet	20000		%
			2015	Linear Feet	20000		%
			<i>MULTI-YEAR GOAL</i>				

Sustainability of Suitable Living Environment (SL-3)							
SL3.1	Flood and Drainage Projects	CDBG	2011	Unit	3	5	%
			2012	Unit	3	6	%
			2013	Unit	3		%
			2014	Unit	3		%
			2015	Unit	3		%
			<i>MULTI-YEAR GOAL</i>				
Sustainability of Suitable Living Environment (SL-3)							
SL3.1	Site Development for Public Facilities/ Infrastructure	CDBG	2011	Site	2	3	%
			2012	Site	2	3	%
			2013	Site	2		%
			2014	Site	2		%
			2015	Site	2		%
			<i>MULTI-YEAR GOAL</i>				
Availability/Accessibility of Economic Opportunity (EO-1)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Achieved
EO1.1	Job Creation/Retention	CDBG	2011	Job	150	186.68	%
			2012	Job	150	286.6	%
			2013	Job	175		%
			2014	Job	200		%
			2015	Job	225		%
			<i>MULTI-YEAR GOAL</i>				
Affordability of Economic Opportunity (EO-2)							
EO3.1	Commercial Rehab	CDBG	2011	BU	2	3	%
			2012	BU	2	2	%
			2013	BU	2		%
			2014	BU	2		%
			2015	BU	2		%

			<i>MULTI-YEAR GOAL</i>				%
<b>Neighborhood Revitalization (NR-1)</b>							
<b>NR1.1</b>	The Florida Small Cities CDBG Program does not administer a Neighborhood Revitalization Strategy.		2011				%
			2012				%
			2013				%
			2014				%
			2015				%
			<i>MULTI-YEAR GOAL</i>				

<b>Sustainability of Decent Housing (DH-3)</b>							
<b>Availability/Accessibility of Decent Housing (DH-1)</b>							
<b>Specific Objective</b>		<b>Source of Funds</b>	<b>Year</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Actual Number</b>	<b>Percent Achieved</b>
<b>DH1.1</b>	TBRA – displaced families as a result of a natural disaster	HOME	2011	Family Units	0		%
			2012	Family Units	0		%
			2013	Family Units	0		%
			2014	Family Units	0		%
			2015	Family Units	0		%
			<i>MULTI-YEAR GOAL</i>				
<b>Affordability of Decent Housing (DH-2)</b>							
<b>DH2.1</b>	Providing decent housing	HOME	2011	Rental Units	130	1112	855 %
			2012	Rental Units	70		%
			2013	Rental Units	70		%
			2014	Rental Units	100		%
			2015	Rental Units	80		%
			<i>MULTI-YEAR GOAL</i>			450	
<b>Affordability of Decent Housing (DH-2)</b>							
<b>DH2.1</b>	Providing decent housing	HOME	2011	Homeownership Units	150	156	104%
			2012	Units	200		%
			2013	Homeownership Units	200		%
			2014	Units	250		%
			2015	Homeownership Units	300		%
			<i>MULTI-YEAR GOAL</i>			1100	

**2012 OUTCOME PERFORMANCE MEASUREMENTS**  
**Table 2C**

**Summary of Specific Housing/Community Development Objectives**

#	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Housing</b>					
	Temporary Relocation	CDBG	Households	45	108	DH-3
	Sewer Hookups	CDBG	Households	90	256	DH-3
	Water Hookups	CDBG	Housing Units	90	16	DH-3
	Housing Rehab	CDBG	Housing Units	60	166	DH-3
	<b>Community Development</b>					
	Water/Sewer Facilities	CDBG	Plant/Tanks	1	2	SL-1
	Water/Sewer Lines	CDBG	Linear Feet	20,000	119,813	SL-3
	Fire Hydrants	CDBG	Hydrants	10	8	SL-1
	Sidewalks	CDBG	Linear Feet	5,000	6,815	SL-1
	Street Improvements	CDBG	Linear Feet	20,000	62,367	SL-1
	Utilities Relocation	CDBG	Linear Feet	2,500	1,400	SL-3
	Flood and Drainage	CDBG	Linear Feet	20,000	57,260	SL-3
	Job Creation/Retention	CDBG	Job	150	186.68	EO-1
	Commercial Rehab	CDBG	Building Unit	2	2	EO-2
	Parking	CDBG	Spaces/Lot	20/1	4 lots	SL-1
	<b>Public Facilities</b>					
	Neighborhood Center	CDBG	Building	1	1	SL-1
	Parks and Playgrounds	CDBG	Site	1	5	SL-1

\*Projects funded from state-administered CDBG funds are not completed within the same year that the award is made. Therefore, the actual number completed cannot be reported until the projects are finished and the grant is closed.

**\*Outcome/Objective Codes**

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

**Priority Housing Activities/Investment Plan Table**  
(Table 2A)

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<b>CDBG</b>						
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
Rehabilitation of existing rental or owner occupied units	270/126	60/126	60/166	50/	50/	50/
<b>HOME</b>						
Acquisition of existing rental units*	350/103 4	130/103 4	70/	70/	100/	80/
Production of new rental units		0/78				
Rehabilitation of existing rental units*						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance		150/156				
* The Acquisition and Rehabilitation units are the same activity – one development using funds for both Acquisition and Rehabilitation						
<b>HOPWA</b>						
Rental assistance						
Short term rent/mortgage utility payments						
Facility based housing development						
Facility based housing operations						
Supportive services						
<b>Other</b>						

**Priority Community Development Activities**  
(Table 2B)

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
Acquisition of Real Property						
Disposition						
Clearance and Demolition						
Clearance of Contaminated Sites						
Code Enforcement						
Public Facility (General)						
Senior Centers						
Handicapped Centers						
Homeless Facilities						
Youth Centers						
Neighborhood Facilities	3/0	1/0	0/0	1/	0/	1/
Child Care Centers						
Health Facilities						
Mental Health Facilities						
Parks and/or Rec Facilities	5/1	1/1	1/5	1/	1/	1/
Parking Facilities	5/5	1/1	1/4	1/	1/	1/
Tree Planting						
Fire stations/Equip./Hydrants	FS 5/1 FH 50/23	FS 1/1 FH 10/23	FS 1/ FH 10/8	FS 1/ FH 10/	FS 1/ FH 10/	FS 1/ FH 10/
Abused/Neglected Children Fac						
Asbestos Removal						
Non-Residential Historic Pres.						
Other Public Facility Needs						
Infrastructure (General)						
Water/Sewer Improvements	52/14	10/14	11/13	10/	11/	10/
Street Improvements	20/10	4/10	4/6	4/	4/	4/
Sidewalks	10/4	2/4	2/4	2/	2/	2/
Solid Waste Disposal Impr.						
Flood Drainage Improvements	10/5	2/5	2/6	2/	2/	2/
Other Infrastructure						
Public Services (General)						
Senior Services						
Handicapped Services						
Legal Services						
Youth Services						
Child Care Services						
Transportation Services						
Substance Abuse Services						
Employment/Training Services						
Health Services						
Lead Hazard Screening						
Crime Awareness						
Fair Housing Activities						
Tenant Landlord Counseling						
Other Services						
Economic Development (Gen)						
C/I Land Acq/Disposition						

C/I Infrastructure Devel.	25/7	5/7	5/	5/	5/	5/
C/I Building Acq/Const/Rehab	15/5	3/5	3/	3/	3/	3/
Other C/I						
ED Assistance to For-Profit						
ED Technical Assistance						
Micro-enterprise Assistance						
Other						

This table reflects needs in terms of projects and not actual “units” (such as linear feet) needed.

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# **Housing Opportunities for Persons with AIDS (HOPWA) Program**

## **Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outcomes**

**“2013 HOPWA CAPER – State of Florida”  
(Federal Fiscal Year 2013)  
(State Fiscal Year 2013-2014)**

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. The public reporting burden for the collection of information is estimated to average 42 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

**Overview.** The Consolidated Annual Performance and Evaluation Report (CAPER) provide annual performance reporting on client outputs and outc that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER, in conjunction with the Integrated Disbursement Information System (IDIS), fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER, and complete annual performance information for all activities undertaken during each program year in the IDIS, demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER and IDIS data to obtain essential information on grant activities, project sponsors, Subrecipient organizations, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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- b. Annual Performance under the Action Plan
- c. Barriers or Trends Overview
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### **PART 2: Sources of Leveraging and Program Income**

1. Sources of Leveraging
2. Program Income and Resident Rent Payments

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### **PART 5: Worksheet - Determining Housing Stability Outcomes**

### **PART 6: Annual Certification of Continued Use for HOPWA Facility-Based Stewardship Units (Only)**

### **PART 7: Summary Overview of Grant Activities**

- A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

**Continued Use Periods.** Grantees that received HOPWA funding for new construction, acquisition, or substantial rehabilitations are required to operate their facilities for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Certification of

Continued Project Operation throughout the required use periods. This certification is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

In connection with the development of the Department's standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor/subrecipient records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, and Housing Status or Destination at the end of the operating year. Other suggested but optional elements are: Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Date of Contact, Date of Engagement, Financial Assistance, Housing Relocation & Stabilization Services, Employment, Education, General Health Status, , Pregnancy Status, Reasons for Leaving, Veteran's Information, and Children's Education. Other HOPWA projects sponsors may also benefit from collecting these data elements.

**Final Assembly of Report.** After the entire report is assembled, please number each page sequentially.

**Filing Requirements.** Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee's State or Local HUD Field Office, and to the HOPWA Program Office: at [HOPWA@hud.gov](mailto:HOPWA@hud.gov). Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7212, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C. .

**Record Keeping.** Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

#### **Definitions**

**Adjustment for Duplication:** Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client

household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	1
2a.	<b>Permanent Housing Facilities:</b> Received Operating Subsidies/Leased units	
2b.	<b>Transitional/Short-term Facilities:</b> Received Operating Subsidies	
3a.	<b>Permanent Housing Facilities:</b> Capital Development Projects placed in service during the operating year	
3b.	<b>Transitional/Short-term Facilities:</b> Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	<b>Adjustment for duplication (subtract)</b>	1
6.	<b>TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)</b>	1

**Administrative Costs:** Costs for general management, oversight, coordination, evaluation, and reporting. By statute,

grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

**Beneficiary(ies):** All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

**Central Contractor Registration (CCR):** The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (**grantees**) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all **grantees** and sub-grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number.

**Chronically Homeless Person:** An individual or family who : (i) is homeless

and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

**Disabling Condition:** Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a

disabling condition.

**Facility-Based Housing Assistance:** All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

**Faith-Based Organization:** Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Grassroots Organization:** An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."

**HOPWA Eligible Individual:** The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

**HOPWA Housing Information Services:**

Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability. .

**HOPWA Housing Subsidy Assistance**

**Total:** The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

**Household:** A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

**Housing Stability:** The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

**In-kind Leveraged Resources:** These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use

of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

**Leveraged Funds:** The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

**Live-In Aide:** A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See *the Code of Federal Regulations Title 24, Part 5.403 and the HOPWA Grantee Oversight Resource Guide* for additional reference.

**Master Leasing:** Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency

facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

**Operating Costs:** Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

**Outcome:** The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

**Output:** The number of units of housing or households that receive HOPWA assistance during the operating year.

**Permanent Housing Placement:** A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

**Program Income:** Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration requirements on program income for state and local governments at 24 CFR 85.25, or for non-profits at 24 CFR 84.24.

**Project-Based Rental Assistance (PBRA):** A rental subsidy program that is

tied to specific facilities or units owned or controlled by a project sponsor or Subrecipient. Assistance is tied directly to the properties and is not portable or transferable.

**Project Sponsor Organizations:** Any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a project sponsor as follows:

HUD Funding Grantee Project Sponsor

**Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

**Stewardship Units:** Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

**Subrecipient Organization:** Any organization that receives funds from a project sponsor to provide eligible housing and other support services and/or administrative services as defined

in 24 CFR 574.300. If a subrecipient organization provides housing and/or other supportive services directly to clients, the subrecipient organization must provide performance data on household served and funds expended. Funding flows to subrecipients as follows:

HUD Funding Grantee Project Sponsor  
Subrecipient

**Tenant-Based Rental Assistance (TBRA):** TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy

amount is determined in part based on household income and rental costs associated with the tenant's lease.

**Transgender:** Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

**Veteran:** A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

**Transgender:** Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

# Housing Opportunities for Person with AIDS (HOPWA) Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outputs and Outcomes

OMB Number 2506-0133 (Expiration Date: 10/31/2014)

## Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by CFR 574.3. In Chart 3, indicate each subrecipient organization with a contract/agreement of \$25,000 or greater that assists grantees or project sponsors carrying out their administrative or evaluation activities. In Chart 4, indicate each subrecipient organization with a contract/agreement to provide HOPWA-funded services to client households. These elements address requirements in the Federal Funding and Accountability and Transparency Act of 2006 (Public Law 109-282).

*Note: Please see the definition section for distinctions between project sponsor and subrecipient.*

*Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.*

### 1. Grantee Information

<b>HUD Grant Number</b>  FLH09F999, FLH10F999		<b>Operating Year for this report</b> From 07/01/2013 To 06/30/2014		
<b>Grantee Name</b> Florida Department of Health				
<b>Business Address</b>		4052 Bald Cypress Way, BIN A-09		
<b>City, County, State, Zip</b>		Tallahassee	Leon	FL 32399-1715
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		59-3502843		
<b>DUN &amp; Bradstreet Number (DUNS):</b>		364215061	<b>Central Contractor Registration (CCR):</b> Is the grantee's CCR status currently active? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide CCR Number:	
<b>*Congressional District of Grantee's Business Address</b>		2nd		
<b>*Congressional District of Primary Service Area(s)</b>		NA		
<b>*City(ies) and County(ies) of Primary Service Area(s)</b>		Cities: NA		Counties: NA
<b>Organization's Website Address</b>  www.floridahealth.gov		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee service Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.		

**\* Service delivery area information only needed for program activities being directly carried out by the grantee.**

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Lutheran Services Florida, Inc., Northwest		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Michele Bradley, Program Manager		
<b>Email Address</b>		mbradley@lsfnet.org		
<b>Business Address</b>		7008 North Palafox Street		
<b>City, County, State, Zip,</b>		Pensacola	Escambia	FL 32503
<b>Phone Number (with area code)</b>		850.497.7157		<b>Fax Number (with area code)</b> 850.497.7342
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		59-2198911		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		NA		
<b>Congressional District of Business of Project Sponsor's Business Address</b>		District 1		
<b>Congressional District(s) of Primary Service Area(s)</b>		District 1		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Pensacola, DeFuniak Springs, Destin, Ft. Walton Beach, Gulf Breeze, Milton, Jay, Century, Navarre		Escambia, Okaloosa, Santa Rosa, Walton
<b>Total HOPWA contract amount for this Organization</b>		\$420,126.00		
<b>Organization's Website Address</b> <a href="http://www.lsfnet.org">http://www.lsfnet.org</a>		<b>Does your organization maintain a waiting list?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization. <input checked="" type="checkbox"/> Yes</i> <i>Please check if yes and a grassroots organization. <input type="checkbox"/></i>		<b>If yes, explain in the narrative section how this list is administered.</b>		

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> BASIC NWFL, Inc.		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Valerie Mincey, President/CEO		
<b>Email Address</b>		Valerie.mincey@basicnwfl.com		
<b>Business Address</b>		432 Magnolia Avenue		
<b>City, County, State, Zip,</b>		Panama City	Bay	FL 32401
<b>Phone Number (with area code)</b>		850.785.1088 x121		<b>Fax Number (with area code)</b> 850.785.8111
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		59-2994863		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		82-7326620		
<b>Congressional District of Business Location of Sponsor</b>		District 2		
<b>Congressional District(s) of Primary Service Area(s)</b>		District 2		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Panama City, Marianna, Port St. Joe, Bonifay, Chipley, Graceville, Blountstown		Bay, Calhoun, Gulf, Holmes, Jackson, Washington
<b>Total HOPWA contract amount for this Organization</b>		\$166,009.00		
<b>Organization's Website Address</b> <a href="http://www.basicnwfl.com">www.basicnwfl.com</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization. <input type="checkbox"/></i> <i>Please check if yes and a grassroots organization. <input checked="" type="checkbox"/></i>		<b>If yes, explain in the narrative section how this list is administered.</b>		

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Big Bend Cares, Inc.		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Melissa Walton, Director of Client Services		
<b>Email Address</b>		MWalton@bigbendcares.org		
<b>Business Address</b>		2201 South Monroe Street		
<b>City, County, State, Zip,</b>		Tallahassee	Leon	FL 32301
<b>Phone Number (with area code)</b>		850.656.2437 x233		<b>Fax Number (with area code)</b> 850.942.6402
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		59-2816580		

<b>DUN &amp; Bradstreet Number (DUNs):</b>	87-769-0859	
<b>Congressional District of Business Location of Sponsor</b>	2nd	
<b>Congressional District(s) of Primary Service Area(s)</b>	2nd	
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Tallahassee, Woodville, Sopchoppy, Eastpointe, Apalachicola, Crawfordville, Madison, Perry, Quincy, Gretna, Havana, Midway, Bristol, Chattahoochee, Monticello, Lloyd, Carrabelle	Leon, Franklin, Gadsden, Jefferson, Madison, Taylor Liberty, Wakulla
<b>Total HOPWA contract amount for this Organization</b>	\$229,500.00	
<b>Organization's Website Address</b> <a href="http://www.bigbendcares.org">www.bigbendcares.org</a>	<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input checked="" type="checkbox"/>	<b>If yes, explain in the narrative section how this list is administered.</b>	

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> WellFlorida Council, Inc.	<b>Parent Company Name, if applicable</b> North Central Florida Health Planning Council, Inc.		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Karen Klubertanz, HIV/AIDS Program Director		
<b>Email Address</b>	<a href="mailto:kklubertanz@wellflorida.org">kklubertanz@wellflorida.org</a>		
<b>Business Address</b>	1785 NW 80 Boulevard		
<b>City, County, State, Zip,</b>	Gainesville	Alachua	FL 32606
<b>Phone Number (with area code)</b>	352.313.6500, ext 124	<b>Fax Number (with area code)</b> 352.313.6515	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	23-7083163		
<b>DUN &amp; Bradstreet Number (DUNs):</b>	05-826-7162		
<b>Congressional District of Business Location of Sponsor</b>	3		
<b>Congressional District(s) of Primary Service Area(s)</b>	2,3,4,5,6,7,8		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Gainesville, Starke, Lecanto, Lake City, Cross City, Trenton, Jasper, Mayo, Tavares, Bronson, Ocala, Palatka, Bushnell, Live Oak, Lake Butler	Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, Union	
<b>Total HOPWA contract amount for this Organization</b>	\$581,953.00		
<b>Organization's Website Address</b> <a href="http://www.wellflorida.org">www.wellflorida.org</a>	<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input checked="" type="checkbox"/>	<b>If yes, explain in the narrative section how this list is administered.</b>
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#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipient who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

<b>Subrecipient Name</b>	Catholic Charities Bureau of Gainesville			<b>Parent Company Name, if applicable</b>	N/A
<b>Name and Title of Contact at Subrecipient</b>	Susan Frizzell, HOPWA Coordinator				
<b>Email Address</b>	ncfhpc@yahoo.com				
<b>Business Address</b>	1701 N W 9 Street				
<b>City, State, Zip, County</b>	Gainesville	Alachua	FL	32609	
<b>Phone Number (with area code)</b>	352.372.1422			<b>Fax Number (include area code)</b>	
				352.371.3157	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-1785681				
<b>DUN &amp; Bradstreet Number (DUNs):</b>	065887390				
<b>North American Industry Classification System (NAICS) Code</b>	624190				
<b>Congressional District of Location</b>	3				
<b>Congressional District of Primary Service Area</b>	2,3,4,5,6,7,8				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Gainesville, Starke, Lecanto, Lake City, Cross City, Trenton, Jasper, Mayo, Tavares, Bronson, Ocala, Palatka, Bushnell, Live Oak, Lake Butler			Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, Union	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$216,487.00				

#### 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Hillsborough County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Vivian Aquino-Ramirez		
<b>Email Address</b>		Vivian_aquino@doh.state.fl.us		
<b>Business Address</b>		1105 E. Kennedy Blvd., Suite 312		
<b>City, County, State, Zip,</b>		Tampa	Hillsborough	FL 33602
<b>Phone Number (with area code)</b>		813.272.8015 extension 6502		<b>Fax Number (with area code)</b> 813.276.2839
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		NA		
<b>DUN &amp; Bradstreet Number (DUNs):</b>		NA		
<b>Congressional District of Business Location of Sponsor</b>		9, 11, 12		
<b>Congressional District(s) of Primary Service Area(s)</b>		12, 13		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Bayshore Gardens, Braden Castle, Bradenton, Cortez, Ellenton, Ilexhurst, Manatee, Memphis, Holmes, Palmetto, Somoset, Whitfield, Whitney Beach.		Manatee
<b>Total HOPWA contract amount for this Organization</b>		\$200,000.00		
<b>Organization's Website Address</b>  <a href="http://www.hillsboroughcounty.org">www.hillsboroughcounty.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> NA <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/> NA		<b>If yes, explain in the narrative section how this list is administered.</b>		

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

<b>Subrecipient Name</b>	Manatee County Rural Health Services			<b>Parent Company Name, if applicable</b>	N/A
<b>Name and Title of Contact at Subrecipient</b>	Linda Snyder, Director Specialized Programs and Contracts				
<b>Email Address</b>	lsnyder@mcrhs.org				
<b>Business Address</b>	12271 US Highway 301 North				
<b>City, State, Zip, County</b>	Parrish	Manatee	FL	34219	
<b>Phone Number (with area code)</b>	828.247.6678			<b>Fax Number (include area code)</b>	
				941.776.4010	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-1773262				
<b>DUN &amp; Bradstreet Number (DUNs):</b>	N/A				
<b>North American Industry Classification System (NAICS) Code</b>	N/A				
<b>Congressional District of Location</b>	13 2703 19 <sup>th</sup> Street Court E. Suite 2				
<b>Congressional District of Primary Service Area</b>	13				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Bradenton, Palmetto, Anna Maria, Bradenton Beach, Myakka City			Manatee	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$39,804.00				

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Polk County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Terry Boysel, Health Center Administrator			
<b>Email Address</b>	terry_boysel@doh.state.fl.us			
<b>Business Address</b>	1255 Brice Blouvard			
<b>City, County, State, Zip,</b>	Bartow	Polk	FL	33884
<b>Phone Number (with area code)</b>	863.519.8233		<b>Fax Number (with area code)</b> 863.519.8304	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-350-02843			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	364-215061			
<b>Congressional District of Business Location of Sponsor</b>	15th			
<b>Congressional District(s) of Primary Service Area(s)</b>	15 <sup>th</sup> and 17 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Lakeland, Winter Haven, Davenport, Wauchula, Bowling Green		Hardee and Highlands	
<b>Total HOPWA contract amount for this Organization</b>	\$272,994.00			
<b>Organization's Website Address</b> <a href="http://www.MyPolkHealth.org">www.MyPolkHealth.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please check if yes and a faith-based organization. <input type="checkbox"/>  Please check if yes and a grassroots organization. <input type="checkbox"/>		<b>If yes, explain in the narrative section how this list is administered.</b>		

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> United Way of Brevard County, Inc.		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Terry Taylor, Grant/Contract Coordinator			
<b>Email Address</b>	ttaylor@uwbrevard.org			
<b>Business Address</b>	937 Dixon Boulevard			
<b>City, County, State, Zip,</b>	Cocoa	Brevard	FL	32922
<b>Phone Number (with area code)</b>	321.631.2740		<b>Fax Number (with area code)</b> 321.631.2007	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-0836384			
<b>DUN &amp; Bradstreet Number (DUNs):</b>	168435030			
<b>Congressional District of Business Location of Sponsor</b>	15th			
<b>Congressional District(s) of Primary Service Area(s)</b>	15 <sup>th</sup> and 24 <sup>th</sup>			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Cocoa, Titusville, Mims, Port St. John, Rockledge, Merritt Island, Cocoa Beach, Cape Canaveral, Melbourne, Micco, Palm Bay		Brevard	
<b>Total HOPWA contract amount for this Organization</b>	\$473,099.00			
<b>Organization's Website Address</b> <a href="http://www.uwbrevard.org">www.uwbrevard.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/>  <i>Please check if yes and a grassroots organization.</i> <input checked="" type="checkbox"/>		<b>If yes, explain in the narrative section how this list is administered.</b>		

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

<b>Subrecipient Name</b>	Brevard County Health Department			<b>Parent Company Name, if applicable</b> Florida Department of Health	
<b>Name and Title of Contact at Subrecipient</b>	Deborah Caddle, Sr. Human Services Counselor Supervisor				
<b>Email Address</b>	<a href="mailto:Deborah.Caddle@doh.state.fl.us">Deborah.Caddle@doh.state.fl.us</a>				
<b>Business Address</b>	255 Judge Fran Jamieson Way				
<b>City, State, Zip, County</b>	Viera	Brevard	FL	32940	
<b>Phone Number (with area code)</b>	321.690.6495			<b>Fax Number (include area code)</b> 321.690.3286	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3502843				
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061				
<b>North American Industry Classification System (NAICS) Code</b>	N/A				
<b>Congressional District of Location</b>	15th				
<b>Congressional District of Primary Service Area</b>	15 <sup>th</sup> and 24 <sup>th</sup>				
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Melbourne,, Cocoa, Rockledge, Palm Bay, Merritt Island, Mims, Cocoa Beach			Brevard	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$84,302.00				

<b>Subrecipient Name</b>	Project Response, Inc.			<b>Parent Company Name, if applicable</b> N/A	
<b>Name and Title of Contact at Subrecipient</b>	Christine Hackford, Director of Operations				
<b>Email Address</b>	<a href="mailto:chackford@projectresponse.org">chackford@projectresponse.org</a>				
<b>Business Address</b>	745 S. Apollo Boulevard				

<b>City, State, Zip, County</b>	Melbourne	Brevard	FL	32901
<b>Phone Number (with area code)</b>	321.724.1177			<b>Fax Number (include area code)</b> 321.724.2255
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3036563			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	N/A			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of Location</b>	15th			
<b>Congressional District of Primary Service Area</b>	15 <sup>th</sup> and 24th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Melbourne,, Cocoa, Palm Bay, Merritt Island, Titusville, Cape Canaveral			Brevard
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$127,905.00			

<b>Subrecipient Name</b>	Comprehensive Health Care			<b>Parent Company Name, if applicable</b> N/A
<b>Name and Title of Contact at Subrecipient</b>	Bill Goode, Administrator			
<b>Email Address</b>	<a href="mailto:Bgoode@chcfl.net">Bgoode@chcfl.net</a>			
<b>Business Address</b>	1495 N. Harbor City Blvd.			
<b>City, State, Zip, County</b>	Melbourne	Brevard	FL	32935
<b>Phone Number (with area code)</b>	321.259.8928			<b>Fax Number (include area code)</b> 321.259.6060
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3062093			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	N/A			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of Location</b>	15th			
<b>Congressional District of Primary Service Area</b>	15 <sup>th</sup> and 24th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Melbourne,, Cocoa, Palm Bay			Brevard
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$227,775.00			

## 2. Project Sponsor Information

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in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> The Health Planning Council of Southwest Florida, Inc.		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>		Peggy Brown, Director		
<b>Email Address</b>		peggybrown@hpcswf.com		
<b>Business Address</b>		8961 Daniels Center Drive, Suite 401		
<b>City, County, State, Zip,</b>		Fort Myers	Lee	FL 33912
<b>Phone Number (with area code)</b>		239.433.6700, ext. 223		<b>Fax Number (with area code)</b> 239.433.6705
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>		59-2269305		
<b>DUN &amp; Bradstreet Number (DUNS):</b>		931898514		
<b>Congressional District of Business Location of Sponsor</b>		14		
<b>Congressional District(s) of Primary Service Area(s)</b>		13,14,16, Parts of 23, & 25		
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Fort Myers, Cape Coral, Naples, Immokalee, Everglades City, Charlotte, Punta Gorda, Arcadia, Labelle, Clewiston, Moore Haven, Sarasota		Lee, Charlotte, Collier, Desoto, Hendry, Glades, Sarasota
<b>Total HOPWA contract amount for this Organization</b>		\$1,041,604.00		
<b>Organization's Website Address</b> <a href="http://www.hpcswf.com">www.hpcswf.com</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>If yes, explain in the narrative section how this list is administered.</b>		

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

<b>Subrecipient Name</b>	Lee County Human Services, Inc.	<b>Parent Company Name, if applicable</b>		
		N/A		
<b>Name and Title of Contact at Subrecipient</b>	Kim Hustad, Program Manager			
<b>Email Address</b>	<a href="mailto:khusdad@leegov.com">khusdad@leegov.com</a>			
<b>Business Address</b>	2440 Thompson Street			
<b>City, State, Zip, County</b>	Fort Myers	Lee	FL	33901
<b>Phone Number (with area code)</b>	239.533.7916		<b>Fax Number (include area code)</b>	
			239.533.7976	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-6000702			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	013461611			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of Location</b>	14th			
<b>Congressional District of Primary Service Area</b>	14th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Fort Myers, Cape Coral, Lehigh Acres		Lee	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$103,000.00			

<b>Subrecipient Name</b>	Collier County Health Department	<b>Parent Company Name, if applicable</b>		
		Florida Department of Health		
<b>Name and Title of Contact at Subrecipient</b>	Susan Craig, Program Manager			
<b>Email Address</b>	<a href="mailto:Susan_Craig@doh.state.fl.us">Susan_Craig@doh.state.fl.us</a>			
<b>Business Address</b>	3301 Tamiami Trail East, Building H			
<b>City, State, Zip, County</b>	Naples	Collie r	FL	34112
<b>Phone Number (with area code)</b>	239.252.2683		<b>Fax Number (include area code)</b>	
			239.252.6016	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3502843			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061			
<b>North American Industry Classification System (NAICS) Code</b>	228992312			

<b>Congressional District of Location</b>	25th		
<b>Congressional District of Primary Service Area</b>	25th		
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Naples, Immokalee	Collier	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$37,000.00		

<b>Subrecipient Name</b>	Desoto County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health	
<b>Name and Title of Contact at Subrecipient</b>	Mary Kay Burns, Administrator			
<b>Email Address</b>	<a href="mailto:Marykay_burns@doh.state.fl.us">Marykay_burns@doh.state.fl.us</a>			
<b>Business Address</b>	34 S. Baldwin Avenue			
<b>City, State, Zip, County</b>	Arcadia	Desoto	FL	34266
<b>Phone Number (with area code)</b>	863.993.4601		<b>Fax Number (include area code)</b> 863.993.4601	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3502843			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061			
<b>North American Industry Classification System (NAICS) Code</b>	228992312			
<b>Congressional District of Location</b>	13th			
<b>Congressional District of Primary Service Area</b>	13th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Arcadia		Desoto	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$38,000.00			

<b>Subrecipient Name</b>	Hendry Glades County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health	
<b>Name and Title of Contact at Subrecipient</b>	Robert Bobo, Program Manager			
<b>Email Address</b>	<a href="mailto:robert_bobo@doh.state.fl.us">robert_bobo@doh.state.fl.us</a>			
<b>Business Address</b>	1140 Pratt Boulevard			
<b>City, State, Zip, County</b>	Labelle	Hendry	FL	33935
<b>Phone Number (with area code)</b>	863.674.4041		<b>Fax Number (include area code)</b> 863.674.4076	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3502843			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061			

<b>North American Industry Classification System (NAICS) Code</b>	228992312		
<b>Congressional District of Location</b>	16		
<b>Congressional District of Primary Service Area</b>	16		
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Labelle, Clewiston, Moore Haven, Buckhead Ridge, Muse, Lakeport	Hendry, Glades	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$42,000.00		

<b>Subrecipient Name</b>	Charlotte County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health	
<b>Name and Title of Contact at Subrecipient</b>	Mary Kay Burns, Acting Administrator			
<b>Email Address</b>	<a href="mailto:MaryKay_Burns@doh.state.fl.us">MaryKay_Burns@doh.state.fl.us</a>			
<b>Business Address</b>	514 E. Grace Street			
<b>City, State, Zip, County</b>	Punta Gorda	Charlotte	FL	33950
<b>Phone Number (with area code)</b>	941.639.1181		<b>Fax Number (include area code)</b> 941.639.4632	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3502843			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061			
<b>North American Industry Classification System (NAICS) Code</b>	228992312			
<b>Congressional District of Location</b>	16th			
<b>Congressional District of Primary Service Area</b>	16th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Punta Gorda, Port Charlotte, Englewood, North Port		Charlotte	
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$39,125			

<b>Subrecipient Name</b>	Sarasota County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health	
<b>Name and Title of Contact at Subrecipient</b>	Lynthia T. Oratokhai			
<b>Email Address</b>	<a href="mailto:Lynthia_Oratokhai@doh.state.fl.us">Lynthia_Oratokhai@doh.state.fl.us</a>			
<b>Business Address</b>	2200 Ringling Blvd.			
<b>City, State, Zip, County</b>	Sarasota	Sarasota	FL	34237
<b>Phone Number (with area code)</b>	941.861.2970		<b>Fax Number (include area code)</b> 941.861.2869	
<b>Employer Identification Number (EIN) or</b>	59-3502843			

<b>Tax Identification Number (TIN)</b>		
<b>DUN &amp; Bradstreet Number (DUNS):</b>	364-215061	
<b>North American Industry Classification System (NAICS) Code</b>	228992312	
<b>Congressional District of Location</b>	13th	
<b>Congressional District of Primary Service Area</b>	13th	
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Sarasota, Venice, North Port, Englewood	Sarasota, Charlotte , Manatee
<b>Total HOPWA Contract Amount of this Organization for the operating year</b>	\$21,000.00	

<b>Subrecipient Name</b>	Community AIDS Network		<b>Parent Company Name, if applicable</b>	
			N/A	
<b>Name and Title of Contact at Subrecipient</b>	Michael Cuffage, President & CEO			
<b>Email Address</b>	<a href="mailto:mike@cccsrq.org">mike@cccsrq.org</a>			
<b>Business Address</b>	1231 N. Tuttle Avenue			
<b>City, State, Zip, County</b>	Sarasota	Sarasota	FL	34327
<b>Phone Number (with area code)</b>	941.366.0461		<b>Fax Number (include area code)</b>	
			941.951.1795	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	65-0278528			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	966571366			
<b>North American Industry Classification System (NAICS) Code</b>	624190			
<b>Congressional District of Location</b>	13th			
<b>Congressional District of Primary Service Area</b>	13th			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Sarasota		Sarasota	
<b>Total HOPWA Contract Amount</b>	\$43,000.00			

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Monroe County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Jillian Lorenz			
<b>Email Address</b>	<u><a href="mailto:jillian_lorenz@doh.state.fl.us">jillian_lorenz@doh.state.fl.us</a></u>			
<b>Business Address</b>	1100 Simonton Street – Office 29			
<b>City, County, State, Zip,</b>	Key West	Monroe	FL	33040
<b>Phone Number (with area code)</b>	305.809.5616		<b>Fax Number (with area code)</b> 305.809.5629	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>				
<b>DUN &amp; Bradstreet Number (DUNs):</b>				
<b>Congressional District of Business Location of Sponsor</b>	18th			
<b>Congressional District(s) of Primary Service Area(s)</b>	18 <sup>th</sup> District of Florida Monroe County			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Key West, Marathon, Key Largo		Monroe	
<b>Total HOPWA contract amount for this Organization</b>	\$520,788.00			
<b>Organization's Website Address</b> <a href="http://www.doh.state.fl.us/chdMonroe/index.html">http://www.doh.state.fl.us/chdMonroe/index.html</a>	<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If yes, explain in the narrative section how this list is administered.</b>			
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/> <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>				

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#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

Subrecipient Name <b>AIDS Help, Inc.</b>		Parent Company Name, if applicable			
Name and Title of Contact at contractor/Sub-contractor Agency		Scott Pridgen, Executive Director			
Email Address		scott.p@aidshelp.cc			
Business Address		1434 Kennedy Drive			
City, County, State, Zip,		Key West	Monroe	Florida	33040
Phone Number (with area code)		(305) 293-4800		Fax Number (with area code) (305) 296-6337	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		59-2678740			
DUN & Bradstreet Number (DUNS)		60-234-8690			
Congressional District of Sponsor's Business Address		18th District			
Congressional District(s) of Primary Service Area		18th District of Florida Monroe County			
City(ies) and County(ies) of Primary Service Area		Cities: Key West, Florida Keys		Counties: Monroe	
Total HOPWA contract amount for this Organization for the operating year		\$363,249.00			
Organization's Website Address www.aidshelp.cc			Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			A.H. of Monroe County, Inc. maintains a waitlist for Housing Assistance. There is no wait/waitlist for Supportive Services provided by A.H. of Monroe County, Inc.		
Please check if yes and a faith-based organization <input type="checkbox"/>					
Please check if yes and a grassroots organization <input type="checkbox"/>					

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.

**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> Health Planning Council of Northeast Florida, Inc.		<b>Parent Company Name, if applicable</b> N/A		
<b>Name and Title of Contact at Project Sponsor Agency</b>	Dr. Dawn Emerick, Executive Director			
<b>Email Address</b>	Dawn Emerick@hpcnef.org			
<b>Business Address</b>	644 Cesery Boulevard, suite 210			
<b>City, County, State, Zip,</b>	Jacksonville	Duval	FL	32211
<b>Phone Number (with area code)</b>	904.723.2162, ext. 110		<b>Fax Number (with area code)</b> 904.723.2170	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-2274759			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	78-702-8745			
<b>Congressional District of Business Location of Sponsor</b>	7, 24			
<b>Congressional District(s) of Primary Service Area(s)</b>	24			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>	Daytona Beach, Port Orange, DeLeon Springs, Edgewater, New Smyrna Beach, Ormand Beach, Pierson, DeBary, Seville, Deltona, DeLand, Lake Helen, Oak Hill, Orange City, Bunnell, Flagler Beach, Palm Coast and Osteen		Volusia and Flagler	
<b>Total HOPWA contract amount for this Organization</b>	\$311,584.00			
<b>Organization's Website Address</b> <a href="http://www.hpcnef.org">www.hpcnef.org</a>		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/>  <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>If yes, explain in the narrative section how this list is administered.</b>		

## 2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households. These elements address requirements in the Federal Financial Accountability and Transparency Act of 2006 (Public Law 109-282).

**Note:** Please see the definitions for distinctions between project sponsor and subrecipient.  
**Note:** If any information does not apply to your organization, please enter N/A.

<b>Project Sponsor Agency Name</b> St. Lucie County Health Department		<b>Parent Company Name, if applicable</b> Florida Department of Health			
<b>Name and Title of Contact at Project Sponsor Agency</b>		Patricia Weiner, Contract Manager			
<b>Email Address</b>		patricia_weiner@doh.state.fl.us			
<b>Business Address</b>		5150 NW Milner Drive			
<b>City, County, State, Zip,</b>		Port St. Lucie, FL	St. Lucie	FL	34983
<b>Phone Number (with area code)</b>		772.462.3849		<b>Fax Number (with area code)</b> 772.873.4941	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>					
<b>DUN &amp; Bradstreet Number (DUNs):</b>					
<b>Congressional District of Business Location of Sponsor</b>		16th			
<b>Congressional District(s) of Primary Service Area(s)</b>		16th			
<b>City(ies) and County(ies) of Primary Service Area(s)</b>		Stuart, Indiantown, Port St. Lucie, Ft. Pierce, Vero Beach, Sebastian, Roseland, Gifford		St. Lucie, Indian River, Martin, Okeechobee	
<b>Total HOPWA contract amount for this Organization</b>		\$682,296.00			
<b>Organization's Website Address</b>  http://doh.state.fl.us/chdStLucie/index.htm		<b>Does your organization maintain a waiting list?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>Is the sponsor a nonprofit organization?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Please check if yes and a faith-based organization.</i> <input type="checkbox"/>  <i>Please check if yes and a grassroots organization.</i> <input type="checkbox"/>		<b>If yes, explain in the narrative section how this list is administered.</b>			

#### 4. Program Subrecipient Information

Complete the following information for each subrecipient organization providing HOPWA-funded services to client households. These organizations would hold a contract/agreement with a project sponsor(s) to provide these services. For example, a subrecipient organization may receive funds from a project sponsor to provide nutritional services for clients residing within a HOPWA facility-based housing program. Please note that subrecipients who work directly with client households must provide performance data for the grantee to include in Parts 2-7 of the CAPER.

**Note:** Please see the definition of a subrecipient for more information.

**Note:** Types of contracts/agreements may include: grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance; and contracts, subcontracts, purchase orders, task orders, and delivery orders.

**Note:** If any information is not applicable to the organization, please report N/A in the appropriate box. Do not leave boxes blank.

<b>Subrecipient Name</b>	Project Response			<b>Parent Company Name, if applicable</b> N/A
<b>Name and Title of Contact at Subrecipient</b>	Roberto Ortiz, Executive Director			
<b>Email Address</b>	<a href="mailto:robertoortiz@projectresponse.org">robertoortiz@projectresponse.org</a>			
<b>Business Address</b>	745 S. Apollo			
<b>City, State, Zip, County</b>	Melbourne	Brevard	FL	32906
<b>Phone Number (with area code)</b>	321.724.1177		<b>Fax Number (include area code)</b> 321.724.2255	
<b>Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>	59-3036563			
<b>DUN &amp; Bradstreet Number (DUNS):</b>	N/A			
<b>North American Industry Classification System (NAICS) Code</b>	N/A			
<b>Congressional District of Location</b>	15th			
<b>Congressional District of Primary Service Area</b>	15 <sup>th</sup> , 16 <sup>th</sup>			
<b>City (ies) and County (ies) of Primary Service Area(s)</b>	Stuart, Indiantown, Port St. Lucie, Ft. Pierce, Vero Beach, Sebastian, Roseland, Gifford		St. Lucie, Indian River, Martin, Okeechobee	
<b>Total HOPWA Contract Amount</b>	\$403,880.00			

## 5. Grantee Narrative and Performance Assessment

### **a. Grantee and Community Overview**

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. **Note:** *Text fields are expandable.*

The Florida Department of Health (DOH) administers the state Housing Opportunities for Persons With AIDS (HOPWA) program. The Bureau of HIV/AIDS and Hepatitis, Patient Care Resources Section is the designated office within the department, which has the lead responsibility for management of the program. The department contracts with local community organizations as project sponsors, to provide HOPWA services in 10 Ryan White Part B consortium geographical areas throughout the state. These areas receive state HOPWA funds at the local level for services in 51 of Florida's 67 counties. There are over 19,930 persons living with HIV/AIDS in the state program's jurisdiction. The areas are mainly rural with a high concentration of low-income individuals (minimum wage or Social Security Disability Income), the majority of which rent housing and are at risk of becoming homeless. The remaining 16 counties not included in the state program service-area qualify as eligible metropolitan statistical areas (EMSAs) and receive funding directly from HUD. There are currently 11 federally established EMSA jurisdictions in Florida.

The goals of Florida's housing program are to prevent the condition of homelessness from occurring to individuals or families with HIV disease; or if already homeless, to transition the individuals or families back into stable housing as soon as possible; and to create a strategy for long-term housing stability for persons living with HIV/AIDS. The program places emphasis on the connection between housing assistance and appropriate supportive services that are available through the HOPWA program and other funding sources, such as Ryan White and state general revenue. Therefore, supportive services that contribute to stable housing are readily available to HOPWA clients.

Florida's Ryan White Part B HIV/AIDS state and local planning bodies are responsible for providing recommendations to the department relating to HOPWA eligibility requirements, as well as other requirements, which may be more restrictive than those outlined in the federal regulations and state guidelines. Since the Department of Health, as the state HOPWA grantee, is ultimately responsible and accountable to HUD for the state program activities, the department reviews the recommendations within the parameters of the state and federal requirements before implementation.

The state program's annual area funding allocation is based on the cumulative number of reported living HIV/AIDS cases in the 10 geographical areas through December 31 of the calendar year, each area's proportionate share of the cumulative number of living HIV/AIDS cases, utilization rates, and available funds. A minimum of 97 % of the total state HOPWA grant award was allocated statewide to 12 project sponsors to carry out eligible program services and activities. These project sponsors are local community organizations as well as county health departments. In order to ensure that the state pays a fair and reasonable price for the services to be provided, and to enhance quality, availability, and collaboration within the state housing program, the Department drafted a Request for Proposal consisting of a four-year contract cycle.

For the first HOPWA fiscal year (2012-2013), contracts were only for a 9-month period starting on October 1, 2012; for the remaining three years, contracts will be for the full 12 months. State certified contract managers manage these contracts at the local level. Program funds were distributed geographically

according to the state action plan to provide for short-term emergency housing including rent, mortgage and utility assistance and other select short-term housing services allowed by federal regulations for eligible individuals and families living with HIV/AIDS. In addition, the state program offered assistance with security deposits, utility hookup and processing costs, supportive services such as case management, counseling to help develop a housing service plan, support to enable access to care and treatment, as well as assistance in completing public housing applications and referrals to other needed services. Resource identification activities allowed providers to establish, coordinate, and develop housing assistance resources for eligible persons.

Actions taken during the year to address the special needs of persons, who are not homeless, but require supportive services were done in conjunction with the Florida Supportive Housing Coalition (FSHC). The department continues a shared commitment with FSHC, focusing on the strategic plan, which is periodically updated to address the special needs of persons who require supportive housing services for stability. In addition to eligibility and case management staff assessing supportive services needs and ensuring that these services are provided through Ryan White and state general revenue programs, the state continued to collaborate with the coalition to expand supportive housing for persons with special needs. Major federal and state funding streams were identified by the coalition to be used to provide community, tenancy, and employment supports for clients. This information is provided to local staff and partners to address the needs of persons who are not homeless, but require supportive housing, as well as assisting persons who are homeless.

Other accomplishments during the reporting period are:

The Florida Department of Health Pre-Release Planning Program funds Department of Correction's planners to assist men and women returning to their communities after incarceration. The funding level for this program is \$450,000 per year to maintain staff and program services. An estimated 32,484 inmates were released from Florida's prisons during calendar year 2013. During the reporting period, 786 HIV positive persons received Pre-Release Planning Program services. Housing for this population continues to be a challenge for local providers. Of Florida's 67 counties, Broward, Duval, Hillsborough, Miami-Dade, Orange and Pinellas Counties received about one-half of the former inmates released by the Department of Corrections. There are five Pre-Release Planners, including two Community Linkage Coordinators (CLCs), placed in different regions of the state in order to provide one-on-one planning with inmates who have an imminent release date. The CLCs link clients in Broward, Miami-Dade, and Orange counties. The CLCs offer post-release services (e.g. continued linkage to housing and transportation needs) that support continuity of care.

The Corrections Infections Workgroup continues to focus on program development, education and advocacy on issues related to HIV/AIDS, Hepatitis, Sexually Transmitted Diseases (STD), and Tuberculosis (TB) in correctional settings. This workgroup provides an opportunity for the Department of Juvenile Justice, the Department of Children and Families' Substance Abuse and Mental Health Program Office, the Department of Health (DOH) HIV/AIDS and Hepatitis Sections, the Correctional Medical Authority, the Department of Corrections and other partners to discuss changes in their programs and how to collaborate on behalf of their common clients who are incarcerated and soon to be released.

The Florida Supportive Housing Coalition (FLSHC) continues its commitment to create long-term housing solutions in Florida for people with special needs. The annual strategic planning meeting was held and priorities for the upcoming year were established. The coalition will continue to focus on fund raising, advocacy for the homeless, supportive housing for persons with special needs and relevant legislation. The department sponsored the *2013 Southeast Institute on Homelessness and Supportive Housing* conference presented by the Florida Coalition for the Homeless and the Florida Supportive Housing Coalition held in

St. Pete Beach, Florida, September 30-October 2, 2013. The conference theme was *Moving Forward, Moving Home*. The institute was very successful with over 450 attendees including consumers, advocates, and government officials. The numerous sessions and workshops allowed national and state speakers the opportunity to share their knowledge and experience addressing housing issues, community resources and services, best practices, advocacy, awareness and programs for special needs populations. The sessions and workshops were well attended; allowing for the expansion of knowledge and capacity of stakeholders to improve the quality of life of homeless, at risk individuals and, vulnerable populations, including those living with HIV/AIDS and their families throughout the Southeastern United States.

Florida Housing Search.org is used as a statewide resource to find available and affordable rental housing.

Direct any comments or questions regarding the program to Mr. Craig Reynolds, State HOPWA Program Coordinator, Ms. Cheryl Urbas, State Housing Coordinator, and Ms. Sharon Anderson, Reporting Program Analyst.

## **b. Annual Performance under the Action Plan**

Provide a narrative addressing each of the following four items:

**1. Outputs Reported.** Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your program year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

Accomplishments and distribution of funds during the program year are as follows: The State HOPWA program provided services to 2,281 households during the program year and spent \$7,042,506 (includes leveraged funds); 746 of the households were served in the prior year, and 545 of those were served in the prior two years. Of the 2,281 individuals assisted, 1,559 received assistance with TBRA, STRMU, Transitional Housing and, Permanent Housing Placement services. In addition to these 1,559, another 1,016 individuals resided in the household. The 1,559 households in private housing received \$1,997,252 in TBRA and STRMU assistance. The state plan is to continue the increase in the percentage of individuals in stable housing by identifying resources to supplement HOPWA client incomes and provide non-HOPWA supportive services.

During the reporting period, approximately 57% of funds expended were used for short-term housing activities, consistent with the state Action Plan. The Plan estimated that 2,313 households would be served through the HOPWA program with priority given to persons with low-family incomes. The actual number of households totaled 2,281 or 99% of the Plan. This number represents a decrease from last year's 3,301 households that received HOPWA housing assistance. This decrease is due to technical assistance provided to project sponsors on adhering to federal HOPWA program requirements as well as allowing more clients to be served through more fiscal accountability.

**2. Outcomes Assessed.** Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being

taken to achieve goals in next operating year. If your program exceeded program targets, please describe

Data collected during the program year reflects that of the 2,275 clients served, 348 are in permanent, stable housing and 1,058 are temporarily stable with a reduced risk of homelessness because of HOPWA housing assistance. Note that of the total clients assisted, 23 chronically homeless are currently in a more stable housing arrangement. This number is up from the 20 identified in the previous program year. The state's assessment of client stability outcomes resulting from short-term emergency housing assistance is that over 63% of households served are in a stable or temporarily stable housing arrangement. About 2% of clients are in unstable housing arrangements. The overall outcomes for this program year reflect that over half of eligible clients/households are able to establish and better maintain suitable stable housing; improved accessibility to health care and other support services; and reduced risk of homelessness among individuals and families living with HIV/AIDS.

**3. Coordination.** Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

Coordination with other housing and supportive services agencies was vital in achieving the state program goal to prevent homelessness and provide clients with a stable living situation. Project sponsors remain committed to the goal of fostering housing stability for members of the affected community by maintaining a relationship with the local Housing Care Continuum and the Homeless Coalition. Project sponsors also attend and contribute to Homeless and Hunger Networking meetings as well as participate in the development of the Comprehensive Homeless Assistance Plan for the state of Florida and the Tallahassee area Consolidated Plan.

Leveraged funds were primarily used for additional housing activities, including permanent housing placement, case management, and other supportive services to address the emergency and long-term housing needs of persons living with HIV/AIDS in the service area. In addition to funds leveraged from Ryan White and state general revenue, Part 2 of this report reflects other specific resources used during the program year..

**4. Technical Assistance.** Describe any program technical assistance needs and how they would benefit program beneficiaries.

The state will continue to take advantage of training opportunities and technical assistance available through HUD Webinars, live meetings and calls. The state program would benefit from the direct delivery of in-house IDIS training for key staff involved in IDIS activities. The state will maintain open communication with our Jacksonville HUD office community planning and development representative who provide on-going program support and technical assistance. The state would benefit from the completion of technical assistance that began during the program year, but was abruptly halted due to a contractual issue.

### **c. Barriers and Trends Overview**

Provide narrative addressing items 1 through 3. Explain how barriers and trends affected your program's ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

<input checked="" type="checkbox"/> HOPWA/HUD Regulations	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Housing Availability	<input type="checkbox"/> Rent Determination and Fair Market Rents
<input checked="" type="checkbox"/> Discrimination/Confidentiality	<input type="checkbox"/> Multiple Diagnoses	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Technical Assistance or Training
<input checked="" type="checkbox"/> Supportive Services	<input checked="" type="checkbox"/> Credit History	<input checked="" type="checkbox"/> Rental History	<input checked="" type="checkbox"/> Criminal Justice History
<input checked="" type="checkbox"/> Housing Affordability	<input checked="" type="checkbox"/> Geography/Rural Access	<input type="checkbox"/> Other, please explain further	

Barriers:

- Housing affordability and availability remain major obstacles in many areas of the state. There is a continuous immigration of students, faculty and professionals, from throughout the state, the nation and the world, which impacts housing demand, keeps property values high, and often unaffordable for HOPWA eligible households. Citing the Center for Housing Policy annual report, *Housing Landscape 2014*, Florida is one of several states with the greatest decrease in affordable housing. Further, the share of working households with a severe housing cost burden is 30% in Florida. The median gross rent in Florida is \$954, while the US median is \$884, thus affecting a household's ability to find affordable housing.
- Property owners typically perform credit and background checks, thus preventing some clients from obtaining permanent affordable housing, especially when the client has a lack of and/or poor credit history. The cost of living in some areas of the state affects clients' housing stability. Many clients' primary source of income is Social Security or Social Security Disability that does not cover the average costs of maintaining stable housing. The number of housing emergencies that ultimately put clients at risk of homelessness is related to income and service needs.
- A lack of available, affordable housing and low-income housing providers are barriers to housing stability for persons with low income in the state. Safe, affordable housing is inadequate while the number of households needing housing support continues to increase. Statewide, Public Housing Authorities are experiencing a 5 year+ waitlist, which affects the movement of people to long-term, stable housing. While the state's foreclosure rate has decreased slightly, investment properties that were previously low rental properties have created a substantial decrease in available rental property in some areas.
- Many clients have had eviction filings or no rental history, living with relatives, verbal lease agreement or other arrangements and public housing authorities require rental history to obtain housing in most areas.

- Fair market rents in some areas are not consistent with the actual amount charged for rent. Property taxes in the state have increased over the last few years and the increase has contributed to high rents.

- Support for re-entry of formerly incarcerated persons into the community is improving, but remains inadequate. Formerly incarcerated persons with HIV/AIDS often encounter the twin-barriers of employment and access to rental housing due to limitations imposed by having a criminal background. Section 8 and public housing eligibility requirements are restrictive and unavailable to those with a criminal history. Additionally, the State of Florida has specific regulations related to registered sexual offenders therefore, the state program has incorporated language in our contracts with providers prohibiting the use of funds to house registered sex offenders.
- Many non-profit and faith-based organizations such as United Way, Salvation Army, etc., that previously addressed housing emergencies experienced a decrease of funding which had an impact on housing support services. These agencies have revised their focus to rebuild communities and assist persons impacted by natural disasters.

The state's response: In addition to collaborating with other specialty programs to increase resources, the state continued cooperative efforts in working with agencies providing community, tenancy, and employment supports. The state provided training specific to STRMU activities which resulted in an enhanced understanding of the intent of short-term housing activities. The state continued to provide resources through available federal and state funding to address housing needs of people with HIV/AIDS who are leaving jails and prisons. Through focused efforts provided by HOPWA housing coordinators, 97 individuals obtained an income-producing job during this reporting period. State partners continue to approach land/property owners and developers to consider building affordable rental housing units to increase the low-income housing inventory in Florida. A new statewide resource to find and qualify clients for affordable available rental housing, previously mentioned, is being used. The area providing tenant-based rental assistance continues to be a successful addition to the housing continuum. The state is collaborating with Collaborative Solutions in the development of State HOPWA Policies and Procedures to allow for the potential expansion of TBRA statewide.

The state's recommendations: All case management providers will continue to increase their knowledge of the resources that are available for housing and support services through federal, state, and local programs. Therefore, staff competence regarding community, housing, and employment, as well as other social, health and economic services, are enhanced by training, technical assistance and monitoring. The state will work toward improving staff knowledge and competence in housing-related issues such as housing affordability strategies, resources, fair housing practices, and tenant-landlord issues. The state continues its efforts to enhance and expand capacity of housing resources; ensure community-wide strategies and partnerships to include closer collaboration with Continuums of Care and Public Housing Authorities to provide affordable housing that is accessible to persons living with HIV/AIDS, and to promote client independence. The state continues to seek leveraged resources that will significantly expand programs that work. The state will continue to encourage housing providers to pursue all housing grant funding opportunities, encourage appropriate modifications of housing programs to address housing instability, as it remains a significant barrier to employment and health care. The state will develop a comprehensive statewide needs assessment to include consumers, advocates, providers, and DOH/HOPWA staff, once the technical assistance through Collaborative Solutions is reinstated.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

Trends facing communities that may affect the way in which the needs of persons living with HIV/AIDS are being address include:

- A serious decrease in safe and affordable housing due in part to the slow recovery of the economy has created the new face of homeless households. The average cost of safe and decent rental property in some areas far exceed fair market rents.
- All though the housing market has experienced a slight improvement, Florida’s housing programs continue to be impacted by a reduction in building new structures and the resale and renting of current structures.
- Households considered stable a few years ago continue to experience instability as a result of changes in cost of living and unemployment.

In addition to housing costs, unemployment rates and significant housing cost burdens, other trends facing communities in the state include:

- Awareness of HIV+ status and resulting need for housing services
- Mortgage foreclosure due to unemployment or the exhaustion of unemployment benefits
- Population increasing statewide with a significant increase noted in central and south Florida
- Maintenance of property insurance is difficult in some parts of the state
- Rental housing is out of reach for low-income, minimum wage earners

The state will continue to focus on key areas of inter-agency coordination and improving access to needed services through available resources and the strengthening of state and local partnerships.

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public.

The State HOPWA program performs an annual monitoring of each contracted project sponsor. The results are available to the public through a public records request.

**End of Narrative**

**d. Unmet Housing Needs: An Assessment of Unmet Housing Needs**

In Chart 1, provide an assessment of the number of HOPWA-eligible households that require HOPWA housing subsidy assistance but are not currently served by any HOPWA-funded housing subsidy assistance in this service area.

In Row 1, report the total unmet need of the geographical service area, as reported in *Unmet Needs for Persons with HIV/AIDS*, Chart 1B of the Consolidated or Annual Plan(s), or as reported under HOPWA worksheet in the Needs Workbook of the Consolidated Planning Management Process (CPMP) tool.

***Note:** Report most current data available, through Consolidated or Annual Plan(s), and account for local housing issues, or changes in HIV/AIDS cases, by using combination of one or more of the sources in Chart 2.*

If data is collected on the type of housing that is needed in Rows a. through c., enter the number of HOPWA-eligible households by type of housing subsidy assistance needed. For an approximate breakdown of overall unmet need by type of housing subsidy assistance refer to the Consolidated or Annual Plan (s), CPMP tool or local distribution of funds. Do not include clients who are already receiving HOPWA-funded housing subsidy assistance.

Refer to Chart 2, and check all sources consulted to calculate unmet need. Reference any data from neighboring states or municipalities Consolidated Plan or other planning efforts that informed the assessment of Unmet Need in your service area.

***Note:** In order to ensure that the unmet need assessment for the region is comprehensive, HOPWA formula grantees should include those unmet needs assessed by HOPWA competitive grantees operating within the service area.*

**NOTE: We are a formula grantee.**

**1. Planning Estimate of Area’s Unmet Needs for HOPWA-Eligible Households**

1. Total number of households that have unmet housing subsidy assistance need.	0
2. From the total reported in Row 1, identify the number of households with unmet housing needs by type of housing subsidy assistance:	
a. Tenant-Based Rental Assistance (TBRA)	0
b. Short-Term Rent, Mortgage and Utility payments (STRMU)	0
• Assistance with rental costs	0
• Assistance with mortgage payments	0
• Assistance with utility costs.	0
c. Housing Facilities, such as community residences, SRO dwellings, other housing facilities	0

***2. Recommended Data Sources for Assessing Unmet Need (check all sources used)***

= Data as reported in the area Consolidated Plan, e.g. Table 1B, CPMP charts, and related narratives
= Data established by area HIV/AIDS housing planning and coordination efforts, e.g. Continuum of Care
= Data from client information provided in Homeless Management Information Systems (HMIS)
= Data from project sponsors or housing providers, including waiting lists for assistance or other assessments on need including those completed by HOPWA competitive grantees operating in the region.
= Data from prisons or jails on persons being discharged with HIV/AIDS, if mandatory testing is conducted
= Data from local Ryan White Planning Councils or reported in CARE Act Data Reports, e.g. number of clients with permanent housing
= Data collected for HIV/AIDS surveillance reporting or other health assessments, e.g. local health department or CDC surveillance data

**End of PART 1**

**PART 2: Sources of Leveraging and Program Income**

**1. Sources of Leveraging**

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

**Note:** Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column A.

**A. Source of Leveraging Chart**

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
<b>Public Funding</b>			
Ryan White-Housing Assistance	\$375,625	RW Housing, CM, Rx, Health Ins.	<input checked="" type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program	\$419,215	Subsidized Rents	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~PAC Medicaid	\$494,997	CM Services	<input type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
OP ~AICP	\$339,553	HIP Co pays	<input type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
OP ~ Monroe County Health Svcs	\$26,413	Life skills	<input type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
Low Income Housing Tax Credit	42,216	Subsidized rents	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Emergency Solutions Grants	10,420	Utility & Rent	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ HOME	1,650	Subsidized Rent	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ FEMA	5,005	Utilities & Food	<input checked="" type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
OP ~ Local Housing Authorities	153,747	Housing Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ Making Home Affordable	1,400	Housing Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Other Public: Area Churches	7,441	Utility Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Other Public: Bay County Council on Aging	500	Utility Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support

OP ~ Catholic Charities St. Barnabas	500	Utility Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ Section 8	303,595	Housing Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ Fl Elderly/Disabled	2,204	Rent	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~Social Service Agencies	9,018	Rent & Utility	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ Primary Care Program	18,512	Rent	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
OP ~ Food Stamps & WIC	1,055	Food	<input type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
Other Public: Panama City Rescue Mission	2,000	Utility Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
<b>Private Funding</b>			
In-kind Resources	13,575	Family/Support	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Grants/Foundation ~ Broadway Cares	7,500	Housing Assistance & CM	<input checked="" type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
Grants/Foundation ~ Gamma Mu	381	Food	<input type="checkbox"/> HSA <input checked="" type="checkbox"/> Other Support
Other Private ~ Special Events	51,059	Housing Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Other Private ~ Donations	450,386	Housing Assistance	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Other Private ~ Religious Groups	4,200	Utility	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
<b>Other Funding</b>			
Project Sponsor/Project Sponsor/Subrecipient (Agency) Cash	4,282	NA	<input checked="" type="checkbox"/> HSA <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	779,095		
<b>TOTAL (Sum of all Rows)</b>	<b>\$3,525,543</b>		

## 2. Program Income and Resident Rent Payments

In Section 2, Chart A., report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

*Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).*

### A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	\$2,332
2.	Resident Rent Payments made directly to HOPWA Program	\$0.00
3.	<b>Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)</b>	<b>\$2,332</b>

### B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on HSA Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

Program Income and Resident Rent Payment Expended on HOPWA programs		Total Amount of Program Income Expended (for this operating year)
1.	Program Income and Resident Rent Payment Expended on HSA costs	\$2,332
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	\$0.00
3.	<b>Total Program Income Expended (Sum of Rows 1 and 2)</b>	<b>\$2,332</b>

## End of PART 2

<b>PART 3: Accomplishment Data Planned Goal and Actual Outputs</b>
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In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

*Note: The total households assisted with HOPWA funds and reported in PART 3 of the CAPER should be the same as reported in the annual year-end IDIS data, and goals reported should be consistent with the Annual Plan information. Any discrepancies or deviations should be explained in the narrative section of PART 1.*

### 1. HOPWA Performance Planned Goal and Actual Outputs

	[1] Output: Households				[2] Output: Funding	
	HOPWA Assistance		Leveraged Households		HOPWA Funds	
	a.	b.	c.	d.	e.	f.
	Goal	Actual	Goal	Actual	HOP WA Budget	HOP WA Actual
<b>HOPWA Performance Planned Goal and Actual</b>						
<b>HOPWA HSA</b>	<b>[1] Output: Households</b>				<b>[2] Output: Funding</b>	
1. Tenant-Based Rental Assistance	48	54	100	0	407,161	304,371
2a. <b>Permanent Housing Facilities: NA</b> Received Operating Subsidies/Leased units (Households Served)	0	0	0		0	0
2b. <b>Transitional/Short-term Facilities:</b> Received Operating Subsidies/Leased units (Households Served) (Households Served)	57	70	2	0	99,467	83,180
3a. <b>Permanent Housing Facilities: NA</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
3b. <b>Transitional/Short-term Facilities: NA</b> Capital Development Projects placed in service during the operating year (Households Served)	0	0	0	0	0	0
4. Short-Term Rent, Mortgage and Utility Assistance	1486	1370	0	0	2,484,678	1,405,650
5. Permanent Housing Placement Services	91	222	0	0	285,435	204,051
6. Adjustments for duplication (subtract)	0	-157	0	0		
7. <b>Total HOPWA HSA</b> <b>(Columns a. - d. equal the sum of Rows 1-5 minus Row 6;</b> <b>Columns e. and f. equal the sum of Rows 1-5)</b>	1682	1559	102	0	3,276,741	1,997,252
<b>Housing Development (Construction and Stewardship of facility based housing)</b>	<b>[1] Output: Housing Units</b>				<b>[2] Output: Funding</b>	
8. Facility-based units; Capital Development Projects not yet opened (Housing Units) NA	0	0	0	0	0	0

9.	Stewardship Units subject to 3 or 10 year use agreements NA	0	0				
10.	<b>Total Housing Developed (Sum of Rows 7 &amp; 9)</b>	0	0	0	0	0	0
	<b>Supportive Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
11	Supportive Services provided by project sponsors/subrecipient a. that also delivered HOPWA HSA	1500	2281			1,159,553	956,162
11	Supportive Services provided by project sponsors/subrecipient b. that only provided supportive services.	0	0			0	0
12.	Adjustment for duplication (subtract)	0	0			0	0
13.	<b>Total Supportive Services (Columns a. - d. equal the sum of Rows 11 a. &amp; b. minus Row 12; Columns e. and f. equal the sum of Rows 11a. &amp; 11b.)</b>	1500	2281			1,159,553	956,162
	<b>Housing Information Services</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
14.	Housing Information Services	0	0			0	0
15.	<b>Total Housing Information Services</b>	0	0			0	0

	<b>Grant Administration and Other Activities</b>	<b>[1] Output Households</b>				<b>[2] Output: Funding</b>	
16.	Resource Identification to establish, coordinate and develop housing assistance resources					134,994	89,780
17.	Technical Assistance (if approved in grant agreement)					0	0
18.	Grantee Administration (maximum 3% of total HOPWA grant)					147,000	146,999
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					305,116	326,770
20.	<b>Total Grant Administration and Other Activities (Sum of Rows 17 - 20)</b>					587,110	563,549
	<b>Total Expended</b>					<b>[2] Outputs: HOPWA Funds Expended</b>	
						<b>Budget</b>	<b>Actual</b>
21.	<b>Total Expenditures for program year (Sum of Rows 7, 10, 13, 15, and 20)</b>					5,023,404	3,516,963

## 2. Listing of Supportive Services

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

**Data check:** Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of Households	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management	2397	956,162
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		

7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)		
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation		
14.	Other Activity (if approved in grant agreement). <b>Specify:</b>	0	0
15.	<b>Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)</b>	2397	
16.	<b>Adjustment for Duplication (subtract)</b>	-116	
17.	<b>TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)</b>	2281	956,162

### 3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary

In Row a., enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b., enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c., enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d., enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e., enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f., enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g., report the amount of STRMU funds expended to support direct program costs such as program operation staff.

**Data Check:** The total households reported as served with STRMU in Row a., column [1] and the total amount of HOPWA funds reported as expended in Row a., column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b. and f., respectively.

**Data Check:** The total number of households reported in Column [1], Rows b., c., d., e., and f. equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b., c., d., e., f., and g. equal the total amount of STRMU expenditures reported in Column [2], Row a.

HSA Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance	1370	1,405,650
b.	<u>Of the total STRMU reported on Row a</u> , total who received assistance with <u>mortgage costs ONLY</u> .	59	82,918
c.	<u>Of the total STRMU reported on Row a</u> , total who received assistance with <u>mortgage and utility</u> costs.	100	137,517
d.	<u>Of the total STRMU reported on Row a</u> , total who received assistance with <u>rental costs ONLY</u> .	501	483,888
e.	<u>Of the total STRMU reported on Row a</u> , total who received assistance <u>with rental and utility costs</u> .	350	516,488
f.	<u>Of the total STRMU reported on Row a</u> , total who received assistance with <u>utility costs ONLY</u> .	360	184,839
g.	Direct program delivery costs (e.g., program operations staff time)		NA

### End of PART 3

#### Part 4: Summary of Performance Outcomes

In Column [1], report the total number of eligible households that received HOPWA HSA, by type.

In Column [2], enter the number of households that continued to access each type of HSA into next operating year. In Column [3], report the housing status of all households that exited the program.

**Data Check:** The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].

**Note:** Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

**Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)**

**A. Permanent HSA**

	<b>[1] Output: Total Number of Households Served</b>	<b>[2] Assessment: Number of Households that Continued Receiving HOPWA HSA into the Next Operating Year</b>	<b>[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting</b>		<b>[4] HOPWA Client Outcomes</b>
<b>Tenant-Based Rental Assistance</b>	54	34	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	0	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	2	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	10	
			5 Other Subsidy	8	
			6 Institution	0	<i>Unstable Arrangements</i>
			7 Jail/Prison	0	
			8 Disconnected/Unknown	0	
			9 Death	0	<i>Life Event</i>
<b>Permanent Supportive Housing Facilities/ Units</b>	NA	NA	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	0	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
			3 Private Housing	0	<i>Stable/Permanent Housing (PH)</i>
			4 Other HOPWA	0	
			5 Other Subsidy	0	
			6 Institution	0	<i>Unstable Arrangements</i>
			7 Jail/Prison	0	
			8 Disconnected/Unknown	0	
			9 Death	0	<i>Life Event</i>

**B. Transitional Housing Assistance**

	<b>[1] Output: Total Number of Households Served</b>	<b>[2] Assessment: Number of Households that Continued Receiving HOPWA HSA into the Next Operating Year</b>	<b>[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting</b>		<b>[4] HOPWA Client Outcomes</b>
<b>Transitional/ Short-Term Housing Facilities/</b>	70	10	1 Emergency Shelter/Streets	0	<i>Unstable Arrangements</i>
			2 Temporary Housing	21	<i>Temporarily Stable with Reduced Risk of Homelessness</i>

<b>Units</b>		3 Private Housing	28	<i>Stable/Permanent Housing (PH)</i>
		4 Other HOPWA	4	
		5 Other Subsidy	3	
		6 Institution	0	
		7 Jail/Prison	3	<i>Unstable Arrangements</i>
		8 Disconnected/unknown	1	
		9 Death	0	<i>Life Event</i>
B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months		4		

**Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term HSA)**

Report the total number of households that received STRMU assistance in Column [1]. In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor or subrecipient’s best assessment for stability at the end of the operating year. Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a., report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b., report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

**Data Check:** The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

**Data Check:** The sum of Column [2] should equal the number of households reported in Column [1].

**Assessment of Households that Received STRMU Assistance**

[1] Output: Total number of households	[2] Assessment of Housing Status		[3] HOPWA Client Outcomes
1370	<b>Maintain Private Housing without subsidy</b> <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	220	<i>Stable/Permanent Housing (PH)</i>
	<b>Other Private Housing without subsidy</b> <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	8	
	Other HOPWA HSA	41	
	Other Housing Subsidy (PH)	0	
	<b>Institution</b> <i>(e.g. residential and long-term care)</i>	0	

	Likely that additional STRMU is needed to maintain current housing arrangements	994	<i>Temporarily Stable, with Reduced Risk of Homelessness</i>
	<b>Transitional Facilities/Short-term</b> (e.g. temporary or transitional arrangement)	22	
	<b>Temporary/Non-Permanent Housing arrangement</b> (e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)	21	
	Emergency Shelter/street	5	<i>Unstable Arrangements</i>
	Jail/Prison	9	
	Disconnected	35	
	Death	15	<i>Life Event</i>
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).			746
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).			545

### Section 3. HOPWA Outcomes on Access to Care and Support

#### 1a. Total Number of Households

*Line [1]: For project sponsors/subrecipients that provided HOPWA HSA during the operating year identify in the appropriate row the number of households that received HOPWA HSA (TBRA, STRMU, Facility-Based, Permanent Housing Placement Services, and Master Leasing) and HOPWA funded case management services. Use Row c. to adjust for duplication among the service categories and Row d. to provide an unduplicated household total.*

*Line [2]: For project sponsors/subrecipients that did NOT provide HOPWA HSA identify in the appropriate row the number of households that received HOPWA funded case management services.*

**Note:** *These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b. below.*

<b>Total Number of Households</b>	
<b>1. For Project Sponsors/Subrecipients that provided HOPWA HSA:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> services:	
a. HSA (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	1716
b. Case Management	2397
c. Adjustment for duplication (subtraction)	-1716
<b>d. Total Households Served by Project Sponsors/Subrecipients with HSA (Sum of Rows a.b. minus Row c.)</b>	<b>2397</b>
<b>2. For Project Sponsors/Subrecipients did NOT provide HOPWA HSA:</b> Identify the total number of households that received the following <u>HOPWA-funded</u> service:	
a. HOPWA Case Management	0

<b>b. Total Households Served by Project Sponsors/Subrecipients without HSA</b>	0
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**1b. Status of Households Accessing Care and Support**

Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA HSA as identified in Chart 1a., Row 1d. above, report the number of households that demonstrated access or maintained connections to care and support within the program year.

Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA HSA as reported in Chart 1a., Row 2b., report the number of households that demonstrated improved access or maintained connections to care and support within the program year.

**Note:** For information on types and sources of income and medical insurance/assistance, refer to Charts below.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA HSA, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA HSA, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	2397	0	Support for Stable Housing
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client’s individual service plan (may include leveraged services such as Ryan White Medical Case Management)	2397	0	Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client’s individual service plan	2397	0	Access to Health Care
4. Accessed and maintained medical insurance/assistance	2397	0	Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	2397	0	Sources of Income

**Chart 1b., Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• MEDICAID Health Insurance Program, or use local program name</li> <li>• MEDICARE Health Insurance Program, or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Veterans Affairs Medical Services</li> <li>• AIDS Drug Assistance Program (ADAP)</li> <li>• State Children’s Health Insurance Program (SCHIP), or use local program name</li> </ul>	<ul style="list-style-type: none"> <li>• Ryan White-funded Medical or Dental Assistance</li> </ul>
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**Chart 1b., Row 5: Sources of Income include, but are not limited to the following (Reference only)**

<ul style="list-style-type: none"> <li>• Earned Income</li> <li>• Veteran’s Pension</li> <li>• Unemployment Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Child Support</li> <li>• Social Security Disability Income (SSDI)</li> </ul>	<ul style="list-style-type: none"> <li>• General Assistance (GA), or use local program name</li> <li>• Private Disability Insurance</li> </ul>
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<ul style="list-style-type: none"> <li>• Pension from Former Job</li> <li>• Supplemental Security Income (SSI)</li> </ul>	<ul style="list-style-type: none"> <li>• Alimony or other Spousal Support</li> <li>• Veteran’s Disability Payment</li> <li>• Retirement Income from Social Security</li> <li>• Worker’s Compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary Assistance for Needy Families (TANF)</li> <li>• Other Income Sources</li> </ul>
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**1c. Households that Obtained Employment**

*Column [1]: Of the households identified as receiving services from project sponsors/subrecipients that provided HOPWA HSA as identified in Chart 1a., Row 1d. above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.*

*Column [2]: Of the households identified as receiving services from project sponsors/subrecipients that did NOT provide HOPWA HSA as reported in Chart 1a., Row 2b., report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.*

**Note:** This includes jobs created by this project sponsor/subrecipients or obtained outside this agency.

**Note:** Do not include jobs that resulted from leveraged job training, employment assistance, education, or case management/counseling services.

Categories of Services Accessed	[1] For project sponsors/subrecipients that provided HOPWA HSA, identify the households who demonstrated the following:	[2] For project sponsors/subrecipients that did NOT provide HOPWA HSA, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	45	52

**End of PART 4**

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**PART 5: Worksheet - Determining Housing Stability Outcomes (optional)**

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

<b>Permanent Housing Subsidy Assistance</b>	<b>Stable Housing</b> (# of households remaining in program plus 3+4+5+6)	<b>Temporary Housing</b> (2)	<b>Unstable Arrangements</b> (1+7+8)	<b>Life Event</b> (9)
Tenant-Based Rental Assistance (TBRA)	34	0	20	0
Permanent Facility-based Housing Assistance/Units	0	0	0	0
Transitional/Short-Term Facility-based Housing Assistance/Units	45	21	4	0
<b>Total Permanent HOPWA HSA</b>	79	21	24	0
<b>Reduced Risk of Homelessness: Short-Term Assistance</b>				
	<b>Stable/Permanent Housing</b>	<b>Temporarily Stable, with Reduced Risk of Homelessness</b>	<b>Unstable Arrangements</b>	<b>Life Events</b>
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)	269	1037	49	15
<b>Total HOPWA Housing Subsidy Assistance</b>	<b>348</b>	<b>1058</b>	<b>73</b>	<b>15</b>

**Background on HOPWA Housing Stability Codes**

**Stable Permanent Housing/Ongoing Participation**

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded HSA (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

**Temporary Housing**

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

**Unstable Arrangements**

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail /prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

### **Life Event**

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

**Tenant-based Rental Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Permanent Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Transitional/Short-Term Facility-Based Housing Assistance:** Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

**Tenure Assessment.** A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

**STRMU Assistance:** Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional

Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

**End of PART 5**

Not Applicable

**PART 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)**

The Annual Certification of Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

**Note:** See definition of Stewardship Units. **NONE**

**1. General information**

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr  <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6;  <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10;
Grantee Name	Date Facility Began Operations (mm/dd/yy)

**2. Number of Units and Non-HOPWA Expenditures**

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

**3. Details of Project Site**

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
<b>If the site is not confidential:</b> Please provide the contact information, phone, email address/location, if business address is different from facility address	

I certify that the facility that received assistance for acquisition, rehabilitation, or new construction from the Housing Opportunities for Persons with AIDS Program has operated as a facility to assist HOPWA-eligible persons from the date shown above. I also certify that the grant is still serving the planned number of HOPWA-eligible households at this facility through leveraged resources and all other requirements of the grant agreement are being satisfied.

<i>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.</i>	
<b>Name &amp; Title of Authorized Official of the organization that continues to operate the facility:</b>	<b>Signature &amp; Date (mm/dd/yy)</b>
<b>Name &amp; Title of Contact at Grantee Agency</b> <i>(person who can answer questions about the report and program)</i>	<b>Contact Phone (with area code)</b>

**End of PART 6**

**Part 7: Summary Overview of Grant Activities**  
**A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA HSA (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)**

*Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA HSA as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).*

**Section 1. HOPWA-Eligible Individuals who Received HOPWA HSA**

**a. Total HOPWA Eligible Individuals Living with HIV/AIDS**

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA HSA during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

<b>Individuals Served with HSA</b>	<b>Total</b>
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA HSA.	1559

**Chart b. Prior Living Situation**

In Chart b., report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA HSA from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA HSA recipients during the operating year.

**Data Check:** *The total number of eligible individuals served in Row 18 equals the total number of individuals served through HSA reported in Chart a. above.*

Category		Total HOPWA Eligible Individuals Receiving HSA
1.	Continuing to receive HOPWA support from the prior operating year	758
<b>New Individuals who received HOPWA HSA support during Operating Year</b>		
2.	Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	24
3.	Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	4
4.	Transitional housing for homeless persons	25
5.	<b>Total number of new Eligible Individuals who received HOPWA HSA with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)</b>	<b>53</b>
6.	Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	4
7.	Psychiatric hospital or other psychiatric facility	0
8.	Substance abuse treatment facility or detox center	1
9.	Hospital (non-psychiatric facility)	4
10.	Foster care home or foster care group home	0
11.	Jail, prison or juvenile detention facility	6
12.	Rented room, apartment, or house	545
13.	House you own	80
14.	Staying or living in someone else's (family and friends) room, apartment, or house	94
15.	Hotel or motel paid for without emergency shelter voucher	9
16.	Other	5
17.	Don't Know or Refused	0
18.	<b>TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)</b>	<b>1559</b>

### c. Homeless Individual Summary

In Chart c., indicate the number of eligible individuals reported in Chart b., Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c. do not need to equal the total in Chart b., Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
HOPWA eligible individuals served with HOPWA HSA	5	23

### Section 2. Beneficiaries

In Chart a., report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA HSA (as reported in Part 7A, Section 1, Chart a.), and all associated members of their household who benefitted from receiving HOPWA HSA (resided with HOPWA eligible individuals).

**Note:** See definition of *HOPWA Eligible Individual*

**Note:** See definition of *Transgender*.

**Note:** See definition of *Beneficiaries*.

**Data Check:** The sum of each of the Charts b. & c. on the following two pages equals the total number of beneficiaries served with HOPWA HSA as determined in Chart a., Row 4 below.

**a. Total Number of Beneficiaries Served with HOPWA HSA**

Individuals and Families Served with HOPWA HSA	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA HSA (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a.)	1559
2. Number of ALL other persons <b>diagnosed</b> as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA HSA	79
3. Number of ALL other persons <b>NOT diagnosed</b> as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	937
<b>4. TOTAL number of ALL beneficiaries served with HSA (Sum of Rows 1,2, &amp; 3)</b>	<b>2575</b>

**b. Age and Gender**

In Chart b., indicate the Age and Gender of all beneficiaries as reported in Chart a. directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a., Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a., Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E. equals the total number of beneficiaries reported in Part 7, Section 2, Chart a., Row 4.

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18	3	2	0	0	5
2.	18 to 30 years	73	61	1	0	135
3.	31 to 50 years	416	437	1	0	854
4.	51 years and Older	357	207	1	0	565
5.	<b>Subtotal (Sum of Rows 1-4)</b>	<b>849</b>	<b>707</b>	<b>3</b>	<b>0</b>	<b>1559</b>
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	284	259	0	0	543
7.	18 to 30 years	81	74	0	0	155

8.	31 to 50 years	99	76	0	0	175
9.	51 years and Older	75	68	0	0	143
10.	<b>Subtotal (Sum of Rows 6-9)</b>	539	477	0	0	1016
<b>Total Beneficiaries (Chart a, Row 4)</b>						
11.	<b>TOTAL (Sum of Rows 5 &amp; 10)</b>	1388	1184	3	0	2575

### c. Race and Ethnicity\*

In Chart c., indicate the Race and Ethnicity of all beneficiaries receiving HOPWA HSA as reported in Section 2, Chart a., Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA HSA in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA HSA in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a., Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a., Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a., Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native	0	0	7	0
2.	Asian	0	0	0	0
3.	Black/African American	833	5	652	2
4.	Native Hawaiian/Other Pacific Islander	5	4	0	0
5.	White	675	106	316	93
6.	American Indian/Alaskan Native & White	1	0	0	0
7.	Asian & White	1	0	0	0
8.	Black/African American & White	4	0	11	0
9.	American Indian/Alaskan Native & Black/African American	0	0	0	0
10.	Other Multi-Racial	40	6	30	0
11.	<b>Column Totals (Sum of Rows 1-10)</b>	1559	121	1016	98

**Data Check:** Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a., Row 4.

\*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

### Section 3. Households Household Area Median Income

Report the area median income(s) for all households served with HOPWA HSA.

**Data Check:** The total number of households served with HOPWA HSA should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA HSA).

**Note:** Refer to [http://www.huduser.org/portal/datasets/il/il2010/select\\_Geography\\_mfi.odn](http://www.huduser.org/portal/datasets/il/il2010/select_Geography_mfi.odn) for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA HSA
1.	0-30% of area median income (extremely low)	977
2.	31-50% of area median income (very low)	397
3.	51-80% of area median income (low)	185
4.	<b>Total (Sum of Rows 1-3)</b>	<b>1559</b>

## Part 7: Summary Overview of Grant Activities

### B. Facility-Based Housing Assistance

Complete one Part 7B for each facility developed or supported through HOPWA funds.

**Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds.** If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor or subrecipient should complete Part 6: Annual Certification of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a., Project Site Information, and 2b., Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

#### 1. Project Sponsor/Subrecipient Agency Name (Required)

#### 2. Capital Development

##### 2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)

**Note:** If units are scattered-sites, reports on them as a group and under type of Facility write "Scattered Sites."

Type of Development this operating year		HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
<input type="checkbox"/> New construction	\$	\$	<b>Type of Facility [Check <u>only one</u> box.]</b> <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility	
<input type="checkbox"/> Rehabilitation	\$	\$		
<input type="checkbox"/> Acquisition	\$	\$		
<input type="checkbox"/> Operating	\$	\$		
a.	Purchase/lease of property:		Date (mm/dd/yy):	
b.	Rehabilitation/Construction Dates:		Date started:	Date Completed:
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied	
d.	Date supportive services began:		Date started: <input type="checkbox"/> Not yet providing services	
e.	Number of units in the facility:		HOPWA-funded units = Total Units =	
f.	Is a waiting list maintained for the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>	
g.	What is the address of the facility (if different from business address)?			
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public	

**2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)**

For units entered above in 2a., please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired <u>with or without</u> rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

**3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor or Subrecipient**

Charts 3a, 3b, and 4 are required for each facility. In Charts 3a. and 3b., indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

*Note: The number units may not equal the total number of households served.*

**Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.**

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units: BASIC NWFL, INC.**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/ 0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility <b>Specify: El Panama Hotel</b>	11				

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <b>Specify: Transitional Housing</b>	11	\$8,847
e.	<b>Adjustment to eliminate duplication (subtract)</b>		

f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	11	\$8,847
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**3a. Check one only**

- Permanent Supportive Housing Facility/Units  
 Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

**United Way of Brevard, Inc.**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility <b>Specify:</b> Various: Courtyard by Marriot, Sea Dell Motel, Rodeway Inn, LaQuinta Inn, Springhills Suite, Continental Hotel	22				

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <b>Specify:</b> Transitional Housing	22	\$16,733
e.	<b>Adjustment to eliminate duplication (subtract)</b>		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	22	\$16,733

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

**Health Council of Southwest Florida**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility <b>Specify:</b> Various Providers: Econo Lodge, Value Place, Candlewood Suites, Days Inn, Hi-way Motel, Economy Inn	19				

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <b>Specify:</b> Transitional Housing	19	\$33,209
e.	<b>Adjustment to eliminate duplication (subtract)</b>		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	19	\$33,209

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

**St. Lucie County Health Dept.**

Type of housing facility operated by the project sponsor/subrecipient		Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility <u>Specify:</u> Bowe's Retirement Home	14				

**4. Households and Housing Expenditures**

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <u>Specify:</u> Transitional Housing	14	\$18,712
e.	<b>Adjustment to eliminate duplication (subtract)</b>		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	14	\$18,712

**3a. Check one only**

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

**3b. Type of Facility**

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

**Name of Project Sponsor/Agency Operating the Facility/Leased Units:**

**Monroe County Health Department**

Type of housing facility operated by the project sponsor/subrecipient	Total Number of <u>Units</u> in use during the Operating Year Categorized by the Number of Bedrooms per Units
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		SRO/Studio/ 0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a.	Single room occupancy dwelling						
b.	Community residence						
c.	Project-based rental assistance units or leased units						
d.	Other housing facility <b>Specify:</b> Holiday Inn, Hotel Indigo, Spring Hill Suites, Comfort Inn	4					

#### 4. Households and Housing Expenditures

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor/subrecipient on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing		Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor/subrecipient
a.	Leasing Costs		
b.	Operating Costs		
c.	Project-Based Rental Assistance (PBRA) or other leased units		
d.	Other Activity (if approved in grant agreement) <b>Specify:</b> Transitional Housing	4	\$5,679
e.	<b>Adjustment to eliminate duplication (subtract)</b>		
f.	<b>TOTAL Facility-Based Housing Assistance (Sum Rows a. through d. minus Row e.)</b>	4	\$5,679

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**HOME Investment Partnerships Program (HOME)**  
**(ADMINISTERED BY THE FLORIDA HOUSING FINANCE CORPORATION)**

The HOME Investment Partnerships Program (HOME) was enacted in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act to provide states, local governments, and designated participating jurisdictions, with the opportunity to administer and distribute federal funds to expand the supply of decent, safe and affordable housing for very low and low income Americans. In 1992, the Florida Housing Finance Corporation (FHFC) was designated by the state to administer Florida's HOME Program.

The State HOME program has traditionally been administered through two programs: a rental development program, and the Homeownership Programs. The HOME Rental program offers low-interest rate subordinate construction loans to eligible housing providers for the acquisition, rehabilitation or new construction of multifamily housing. The Homeownership programs' funds from HOME are available in the form of a non-amortizing, zero percent interest rate, second mortgage loan to be used in conjunction with the primary mortgage received through Florida Housing's Single Family Mortgage Revenue Bond program or as awarded under the Homeownership Loan Program or the Homeownership Pool Program.

In 2005, the Homeownership Loan Program, Florida Housing's single family construction and down payment assistance program was redesigned resulting in the Homeownership Pool Program, a down payment assistance program governed by Rule Chapter 67-57 F.A.C. The Homeownership Pool Program is a noncompetitive and on-going program, where Developers, by way of an online system, have the ability to reserve funds for eligible homebuyers to provide purchase assistance on a first-come, first-served basis. Eligible homebuyers receive a zero percent, deferred second mortgage loan for up to 25 percent of the purchase price of the home, capped at \$70,000. Eligible homebuyers with disabilities and eligible homebuyers at 50 percent AMI or below may receive up to 35 percent of the purchase price of the home, with a maximum of \$80,000. Additional HOME funds were used in conjunction with our Single-Family Bonds program as Down Payment Assistance on newly constructed homes only.

HOME Rental loan recipients are selected as a result of a state-wide, competitive application process. Florida Housing holds one cycle annually. Eligible housing providers (non-profits, for-profit developers, local governments, public housing authorities and Community Housing Development Organizations (CHDOs) are encouraged to make application. Preference is given to developments in a non-entitlement area and 100% non-profit Developer. The three primary criteria applicants must demonstrate are: (1) ability to proceed; (2) experience of the housing provider/developer; and, (3) must be a legally formed entity.

Rule Chapter 67-48, F.A.C. for HOME Rental developments provide the following: (1) the guidelines and procedures for the acceptance, scoring and ranking of applications; (2) guidelines for credit underwriting; (3) terms and conditions for loans; and, (4) program requirements.

Applicants may request up to 100 percent of total development costs in HOME Rental dollars. However, the request may not exceed FHFC's established maximum subsidy limits based on the number of bedrooms per unit, which is less than the subsidy limits established by HUD. If selected in the competitive application process, for-profit applicants receive a 1.5 percent interest rate loan and non-profits receive a 0 percent interest rate loan. For HOME Rental developments, the term of the loan is 15 years for rehabilitation and 20 years for new construction, unless the credit underwriter recommends that the HOME Rental loan is co-terminus with the first mortgage.

In an effort to address the needs of rural counties, Florida Housing did not require specific targeting but allowed HOME Rental developers to propose the type of housing needed for their specific areas.

This report reflects the allocation of the 2012-2013 HOME funds for use with HOME Rental and the Homeownership Programs. It also contains demographic data regarding the populations served during the reporting year.

**Allocation of Funds**

The 2012-2013 HUD Allocation amount was \$13,714,277. After ten percent (10%) \$1,371,427 was allocated to administrative costs, the remaining \$12,342,849 was used for HOME Rental and Homeownership Programs.

**Sources:**

Funds Available for Commitment (6/30/12)	\$ 7,164,795
2012 HOME Allocation (7/1/12)	\$ 13,714,277
2012 Program Income Received	\$ 7,447,942
2012-2013 Development Deobligations	\$ <u>0</u>
<b>Total Sources</b>	<b>\$28,327,014</b>

**Uses:**

Administrative Costs Draws	\$ 1,265,230
HOME Rental	\$ 9,150,000
HOP	\$ 5,171,000
TBRA	\$ <u>9,500,000</u>
<b>Total Uses</b>	<b>\$ 25,086,230</b>

**HOME Rental funding**

The following are Developments that received a firm commitment for HOME Rental funding in the reporting year.

## 2011 Universal Cycle

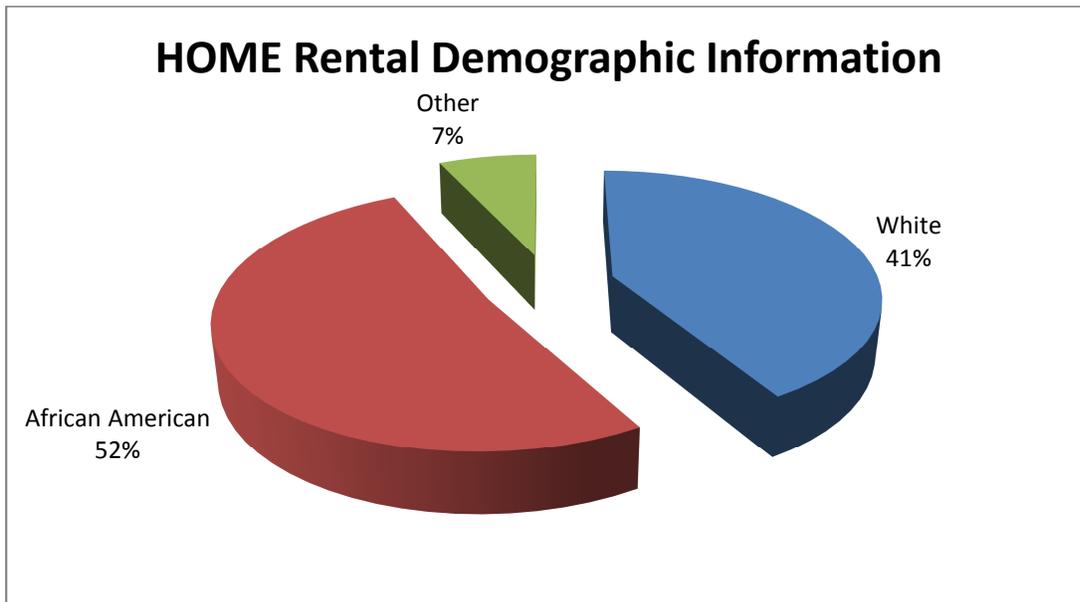
Development	County	HOME Units	Set-Aside %/AMI	Amount
Amistad	Miami-Dade	89	20% @ 50% 80% @ 60%	\$ 4,450,000
St. Martin's Place	Miami-Dade	94	20% @ 50% 80% @ 60%	\$ 4,700,000
<b>TOTAL</b>		<b>183</b>		<b>9,150,000</b>

### Tenant Based Rental Assistance

In the 2012-2013 Tenant Based Rental Assistance was committed in the amount of \$9,500,000 in HOME funds.

### 2012-2013 - Demographic Breakdown of Persons Served by the HOME Rental Program

A total of 19,803 people disclosed their race. Of those people, 10,208 (52%) were African American, 8,212 (41%) were White, and 1,383 (7%) were of other races. Hispanic ethnicity was disclosed for 8,655 people. Ages were disclosed for 30,946 people and of these 3,406 (11%) were age 62 and older.



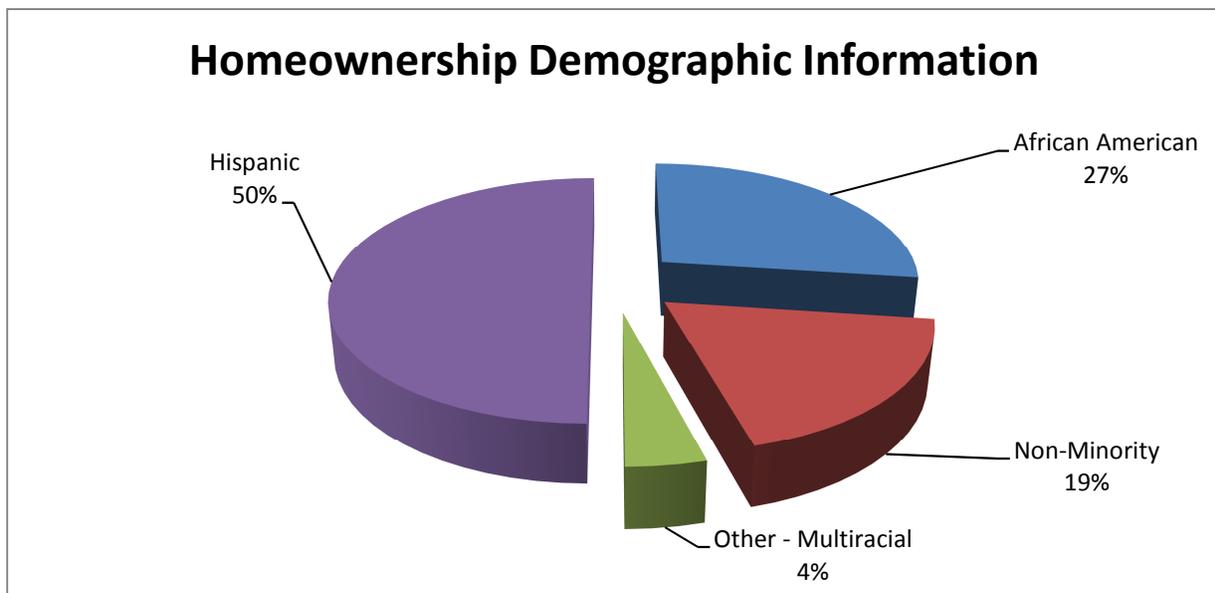
## **Homeownership Funding**

In the 2012-2013 funding year, the Homeownership Pool (HOP) Program was allocated 5,171,000 for Self Help. \$1,513,050.00 was disbursed in the 2012-2013 funding year.

**Total Homeownership HOME Funds Disbursed: \$ 1,513,050**

## **2012-2013 Demographic Breakdown of Persons Served by the Homeownership Programs**

In the 2012 program year, the Homeownership Programs, consisting of Down Payment Assistance the HOP program resulted in the assistance of 48 families.



Of the 48 families HOP Program during the 2012 reporting year 13 families / 27.1% were African Americans, 24 / 50.0% were Hispanics, 9 / 18.8% were Non-Minorities, and 2 / 4.21% were Other – Multi Racial.

## **Minority Outreach**

Florida Housing promotes minority services/consultants by awarding outside servicing/consulting work to Minority Business Enterprise or Women Business Enterprise firm(s) in keeping with the Governor’s One Florida Initiative. Whenever feasible, Florida Housing awards contracts to minority firms.

The funded developments provide a report reflecting the number of minority contractors participating in each development. This report will be submitted to HUD under a separate cover by December 31, 2013, per the reporting instructions.

### **Section 3**

Pursuant to HUD regulations 24 CFP Part 135, the Corporation will carry out activities and procedures to ensure that employment and other economic opportunities generated by HOME funds to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Recipients will be encouraged to make efforts to reach section 3 residents and business concerns through employment, training opportunities, and contracting. The Section 3 Summary Report (Form-HUD 60002) will be submitted to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office per reporting the instructions.

#### **Private Sector Participation**

Florida Housing diligently tries to involve private and public participation with all of its programs. Market studies are analyzed, rule development workshops are conducted, and rule hearings are held before the rule and application are adopted for implementation. Before each workshop or rule hearing, Florida Housing publishes their dates on the Florida Housing web site, and also publishes the notice in the Florida Administrative Register. The public workshops and hearings provide both Florida Housing and the public a chance to express their ideas and opinions on targeting, funding and the basic overall needs for affordable housing in Florida. Florida Housing staff then combines the public comments and suggestions, the analysis of prior funding cycles, and the information from the market studies to determine special targeting of funds and changes that should be implemented in the rule and application.

Florida Housing encourages private and public sector education. Several Florida Housing staff members are invited on a regular basis to participate in public speaking events involving the HOME program.

#### **Community Housing Development Organizations (CHDOs)**

Each year during the competitive application process for multifamily developments, Florida Housing holds an application workshop and hearing where the public is informed of the set-aside requirements of HOME funds for developments owned, developed, or sponsored by CHDOs. The organizations providing evidence that meets CHDO criteria and achieves threshold in the application are given priority funding up to the amount of funds available under the CHDO set-aside. At the application workshop, the public is provided with information regarding requirements for applying under the CHDO set-aside. Additionally, a CHDO checklist is available detailing items that must be submitted to Florida Housing in order to designate an organization as a CHDO. Florida Housing has been successful in attracting CHDOs to make application to the single family and multifamily programs. In previous years, Florida Housing has had to increase our CHDO allocation well above the minimum of fifteen percent (15%) to fund the CHDO Applicants qualified for

funds. Due to our past funding years Florida Housing has met this requirement and continues to meet this requirement.

## **FAIR HOUSING AND EQUAL OPPORTUNITY**

### **Geographic Distribution of Funds**

Financing of Multifamily Housing Properties with HOME Funds in Low Income Housing Tax Credit in the 2011 Universal Cycle Application, HOME Rental committed to providing HOME set aside 183 homeless units in Miami-Dade County.

### **Program Delivery**

The HOME program funding is delivered and target as described in the opening paragraphs of this report.

### **Lead Based Paint**

Most of the activities that Florida Housing undertakes are new construction and therefore lead based paint is not an issue.

### **Barriers to Affordable Housing**

The housing market crisis in Florida has impacted jobs and revenues to the point that unemployment and limited state/local funding is now exacerbating problems in the housing market, bringing the state's economy close to a standstill. While sales supply data are not available for every real estate market in Florida, Florida Housing obtained information on 16 markets around the state to evaluate the level of supply in single family homes for sale in these markets. All markets evaluated show an oversupply in every price range of single family homes through the end of 2009 or early 2010. However, in most of the evaluated markets where sales prices were disaggregated, the highest oversupply was in homes priced above \$250,000. Most of the markets show a slight over supply (~7-10 months) in homes priced under \$140,000, Florida Housing considers to represent the housing stock that is affordable to households with incomes at or below median income. For many years, Florida's key job sectors have been construction (i.e., growth), international ties and a strong service sector, in particular jobs serving tourism and retirees. Service sector and construction jobs are particularly hard hit right now, and this has further impacted the housing market. Access to credit is so limited that many stable families cannot purchase homes available as a result of foreclosures. Florida Housing is concerned that investors are buying the best of the available foreclosed and delinquent stock around the state, further limiting opportunities for neighborhood stabilization.

## **Affirmative Marketing**

Pursuant to HUD regulation 24 CFR 92.351, the Corporation has adopted affirmative marketing guidelines and enforces the guidelines by requiring the HOME Program Agreement and the Firm Commitment Letter to include the development's affirmative marketing strategies. Prior to the firm commitment issuance, the marketing strategy is carefully analyzed and a market study or feasibility report is required if adequate information is not found in the development's appraisal.

The Corporation's affirmative marketing policy consists of the following elements:

### *Informing the Public, Owners and Potential Tenants:*

Acceptable methods for informing the public, owners, and potential tenants about the applicable Federal Fair Housing Laws and the HOME Program's affirmative marketing policy may include, but are not limited to, providing a copy of this policy in all media releases, using the Equal Housing Opportunity logo and slogan in all media releases, and explaining the policy, in general, to the media, property owners, and tenants involved with the HOME Program.

### *Advertising Vacant Units:*

In order to meet the obligation toward the State's affirmative marketing policy requirements, each property owner should have a policy that clearly specifies or suggests affirmative marketing activities such as the use of commercial media to advertise vacant units, local community contacts for potential tenants, or the use of the Equal Housing Opportunity logo or slogan. The policy must clearly define the recordkeeping obligations of the property owners.

### *Requirements of Owners for Outreach Efforts:*

Outreach efforts will include procedures to be used by owners to inform and solicit applications from persons in the housing market area who are not likely to apply (defined in general as those who are not the race/ethnicity of the residents of the neighborhood in which the unit is located). The procedures may include, but are not limited to, the use of community organizations, churches, employment centers, Fair Housing groups, Public Housing Authorities, or housing counseling agencies specifically chosen because they provide services to, or have as members, persons in the group or groups least likely to apply. The owner's affirmative marketing policy should clearly specify who is responsible for the various necessary activities.

### *Record Keeping:*

The State requires recipients to maintain records that describe efforts taken by recipients and by owners to affirmatively market units. The State will use the records to assess the results of the efforts taken.

### *Assessment of Affirmative Marketing Efforts of Owners:*

The State recipient shall ensure compliance of its affirmative marketing requirements with the owner by use of an agreement (Firm Loan Commitment) that shall be binding for a specific period of time (Affordability Period) from the date of completion. The State recipient will assess the owner's affirmative marketing plan and the results of the marketing plan. It will also determine what corrective actions will be taken when an owner fails to follow these affirmative marketing efforts.

### *Additional State Requirements:*

State recipients will certify that they adopt the State HOME Entitlement Areas' (Participating Jurisdictions) affirmative marketing procedures described above through a certification in their local HOME Program Description and/or Consolidated Plan as well as maintain the required records and reports in accordance with 24CFR 92.351.

The State Participating Jurisdiction shall review and approve the affirmative marketing policy initially and monitor each State recipient's performance yearly in order to ensure that the local policy is being carried out and the State recipient is in compliance with 24 CFR 92.351.

State recipients' performance of their affirmative marketing policy requirements will be used as a factor in approving future participation in the HOME Program.

### **Tenant Assistance/Relocation**

The Uniform Relocation Act is federally legislated and is required at the initiation of negotiation for federal assistance. HUD requires documentation and notices on occupied units to determine displacement/relocation.

Florida Housing Finance Corporation takes every precaution necessary to ensure that tenants are not displaced and that proper notice is given to each tenant. Florida Housing considers the application submission as "the initiation of negotiation for federal assistance". The URA form requires the Applicant to complete and submit with its application for HOME funding, the following:

- Number of units occupied
- Tenant income information to ensure eligibility for HOME assistance
- Describe (if necessary) the plan to cover temporary relocation
- General Information Notice (for all occupied units)

If all the income certifications or general information notices are not included in the application, the applicant fails threshold and is not considered for funding.

## Shortfall of Funds

Not applicable to the State of Florida.

## On Site Inspections

The initial management review for rehabilitation/acquisition developments, which have units occupied at the time of loan closing, is conducted prior to or shortly after loan. The initial management review for new construction/rehabilitation/acquisition developments, with no units occupied at the time of loan closing, is conducted within 120 days following the leasing of any HOME units. Subsequent management reviews are conducted according to HUD regulation 24CFR 92.540(d), On-site inspections – HOME assisted rental housing, throughout the period of affordability.

The management review and physical inspection includes a report on the following:

- Examination of Tenant Files
- Administrative Procedures (including tenant selection, security, program reporting and insurance requirements)
- Physical Inspection
  - Interior Items
  - Exterior Items
  - Miscellaneous Items (development amenities)
- Visual Inspection
- Miscellaneous Observations

During the period from July 1, 2012 through June 30, 2013, Florida Housing conducted 131 on-site inspections of HOME developments.

## Program Income Reporting

The following is a breakdown for the period of July 1, 2012 to June 30, 2013.

Beginning Balance (net of prior period adjustment)	\$ 1,338,783
Program Income Received	\$ 7,447,942
Program Income Expended	<u>\$ (8,714,995)</u>
Ending Balance	<u>\$ 71,730</u>

## Match Reporting

Section 220 of the National Affordable Housing Act of 1990 (NAHA) established the requirement that each HOME Participating Jurisdictions ensure that non-federal contributions to its HOME-assisted developments equal to 25% of the HOME funds drawn down during each fiscal year. HUD granted a 50% HOME Match reduction for fiscal and severe fiscal distress applicable for FY2012. Florida Housing encourages contributions to all HOME-assisted developments and awards points based on the percentage of match a developer has secured with up to a maximum number of points.

<b>Total HOME Funds Drawn Down</b>	<b>\$ 17,610,096.55</b>
<b>25% of the HOME Funds Drawn Down</b>	<b>\$ 4,402,524.13</b>

## 2012-2013 HOME SOURCE OF MATCH

	Match	Source
Carry forward from Prior Periods	\$ 28,557,772.00	
MMRB Credit	\$1,100,631.00	
<b>Total</b>	<b>\$25,255,879</b>	

The following are HOME Program current events as of September 30, 2013:

A Request for Proposal (RFP) for Multifamily Rental is set for December 2013. HOME funding for the RFP has been limited to \$15,000,000 with a maximum \$5,000,000 for applicant to be combined with Multifamily Mortgage Revenue Bonds (MMRB).

## PERFORMANCE AND RELATED CHARTS

### OUTCOME PERFORMANCE MEASUREMENTS

Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Achieved
<b>Sustainability of Decent Housing (DH-3)</b>						
<b>Availability/Accessibility of Decent Housing (DH-1)</b>						
Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Achieved
<b>DH 1.1</b> TBRA – preference is displaced families as a result of a natural disaster	HOME	2011	Family Units	0	0	%
		2012	Family Units	0	0	%
		2013	Family Units	500		%
		2014	Family Units	0		%
		2015	Family Units	0		%
					s	0
<i>MULTI-YEAR GOAL</i>						%
<b>Affordability of Decent Housing (DH-2)</b>						

<b>DH 2.1</b>	Providing decent housing	HOME	2011	Rental Units	130	1112	855 %
			2012	Rental Units	70	183	%
			2013	Rental Units	70		%
			2014	Rental Units	100		%
			2015	Rental Units	80		%
			<i>MULTI-YEAR GOAL</i>				450
<b>Affordability of Decent Housing (DH-2)</b>							
<b>DH 2.1</b>	Providing decent housing	HOME	2011	Homeownership	150	156	104%
			2012	Units	200	48	24 %
			2013	Homeownership	200		%
			2014	Units	250		%
			2015	Homeownership	300		%
			<i>MULTI-YEAR GOAL</i>				1100

**OUTCOME PERFORMANCE MEASUREMENTS**

**Table 1C**

**Summary of Specific Homeless/Special Needs Objectives**

#	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Homeless Objectives</b>					
	To be completed by ESG/HOME/HOPWA					
	<b>Special Needs Objectives</b>					
	Homeless	HOME	Rental Units	183	183	DH-2

**\*Outcome/Objective Codes**

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

**Priority Housing Needs/Investment Plan Table**  
(Table 2A)

<b>Priority Need</b>	<b>5-Yr. Goal Plan/Act</b>	<b>Yr. 1 Goal Plan/Act</b>	<b>Yr. 2 Goal Plan/Act</b>	<b>Yr. 3 Goal Plan/Act</b>	<b>Yr. 4 Goal Plan/Act</b>	<b>Yr. 5 Goal Plan/Act</b>
<i>Renters**</i>						
0 - 30 of MFI						
31 - 50% of MFI		26/223	14/37			
51 - 80% of MFI		104/889	56/146			
<i>Owners***</i>						
0 - 30 of MFI		3	1			
31 - 50 of MFI		54	16			
51 - 80% of MFI		99	31			
<b>Homeless*</b>						
Individuals						
Families						
<b>Non-Homeless Special Needs</b>						
Physical Disability						
Mental Disability						
Developmental Disability						
HIV/AIDS						
<i>Total</i>						
<i>Total Section 215</i>						
<i>212 Renter</i>						
<i>215 Owner</i>						

\* Homeless individuals and families assisted with transitional and permanent housing

\*\* HOME Multifamily has a competitive application process with the annual goal of funding as many units as possible with current priority given to small counties and 100% non profits.

\*\*\*HOME Single Family discontinued the use of HOME funds in conjunction with SF Bond program beginning 2007. The funds are disbursed on a first-come / first-serve basis with extra funds going to homebuyers 50%AMI or below.

## Priority Housing Activities/Investment Plan Table

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
<b>CDBG</b>						
Acquisition of existing rental units						
Production of new rental units						
Rehabilitation of existing rental units						
Rental assistance						
Acquisition of existing owner units						
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance						
Rehabilitation of existing rental or owner occupied units						
<b>HOME</b>						
Acquisition of existing rental units*						
Production of new rental units		130/1034	70/183	70/	100/	80/
Rehabilitation of existing rental units*		0/78	0/0			
Rental assistance						
Acquisition of existing owner units		0/0	500/			
Production of new owner units						
Rehabilitation of existing owner units						
Homeownership assistance		150/156	200/48	200	250	300
* The Acquisition and Rehabilitation units are the same activity – one development using funds for both Acquisition and Rehabilitation						
<b>HOPWA</b>						
Rental assistance						
Short term rent/mortgage utility payments						
Facility based housing development						
Facility based housing operations						
Supportive services						
<b>Other</b>						

## Annual Housing Completion Goals

Grantee Name: Program Year: 2012	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	800	881	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	400	439	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	1200	1320	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rehabilitation of existing units			<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Homebuyer Assistance	200	48	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)</b>						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Housing</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL HOUSING GOALS</b>						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Annual Housing Goal</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Emergency Solutions Grant (ESG) Program**  
Department of Children and Families  
Office on Homelessness

**Consolidated Annual Performance  
and Evaluation Report (CAPER)**

*Federal Fiscal Year 2012  
State Fiscal Year 2011-2013*



## **The State of Homelessness in Florida**

Homelessness is a significant problem in the State of Florida that affects virtually every aspect of society. The Office on Homelessness works in conjunction with the Council on Homelessness to develop plans and strategies to address the issues related to homelessness in Florida. Florida's allocation of Federal Emergency Solutions Grant funds is very important to the state's ability to address these issues on a statewide basis.

In 2013, the 27 local homeless coalitions in Florida reported 43,455 homeless persons in Florida on any given day. The survey counts combined with Homeless Management Information Systems (HMIS) shows that of Florida's homeless population 67% are men, while 33% are women. 17.8% of the homeless population are under the age of 18 and 5.7% are over the age of 60. Singles make up the majority of the homeless population at 77.2%.

Persons who have served in active duty in the U.S. military and who are homeless represent 16.1% of the homeless population. Over half of all homeless persons reported a disabling condition including physical, drugs and/or alcohol, mental illness, HIV/AIDS and developmental disabilities.

Loss of employment/financial reasons is the largest reported cause of homelessness in Florida at 47%. Medical/disability, family problems, and housing issues are other top causes cited.

More than half of all the homeless population reported at least one episode of homelessness.

Based on the estimated count of homeless in Florida, single adult males remain the largest single population group, but the numbers of families and children who are homeless is becoming more and more significant. Current reports suggest that households with dependent children make up 18 percent of the homeless population. Given the fact that a growing number of homeless are families, there is a need for shelters that house families together, such that spouses or parents and children do not have to be separated when they come into shelter. Additionally, there is a need for access to affordable housing in order to transition individuals out of shelters and into permanent homes. Florida reported an inventory of 40,196 emergency shelters, safe haven, re-housing, transitional and permanent housing beds. This is a 11% increase over the number of beds reported in 2012. This inventory only supports approximately 38% percent of the homeless population on any given night. There were reported a total of 15,601 permanent housing beds targeted to house the homeless. The growing number of homeless necessitates a need for more shelter beds for those who are already homeless and targeted services to address individuals who have been chronically homeless.

## **2012 Emergency Shelter Grants**

In 2012, the State of Florida received \$5,351,369 in Emergency Solutions Grant (ESG) funds that the state used to help address unmet needs. These funds were available for use by the grantees through June 30, 2014. The State published grant application solicitations to award ESG funds for shelter operating costs and support services, as well as homeless prevention activities aimed at assisting those persons in imminent danger of becoming homeless, rapid re-housing activities aimed at housing those persons living in an emergency shelter or places not meant for human habitation, and providing street outreach services to persons who are literally on the street, parks, abandoned buildings and campgrounds. The 2012 ESG focused on several key issues as reflected in the state's Annual Action Plan and the state homelessness priorities.

Out of the total \$5,351,369 in ESG allocated to the State of Florida, \$5,083,801 (95% of total award) was available for grant awards to local governments and non-profit applicants. The remaining \$267,568 (5 percent) will be used by the state and/or local governments for program administration.

## **2012 Emergency Solutions Grants**

The Emergency Solutions Grant program allocation total for 2012 is \$12,466,512 based on formula awards released from HUD. Direct grants will be provided to 21 units of local governments, allocating \$7,115,143 to Florida's largest cities and urban counties. The State of Florida formula allocation of \$5,351,369 is based on the allocation given for populations and housing conditions that exist in the balance of cities and counties that do not receive a direct formula award. This will be made available through a competitive solicitation process.

## **Departmental funding priorities for 2012 Emergency Solutions Grant**

### **Facilities Grant**

1. Need of Emergency Shelter Beds in area served by the shelter
2. Evaluation of Shelter Provider's performance by Continuum of Care
  - Bed utilization
  - Length of stay
3. Continuum of Care area shelter outcomes
  - Percent of shelter leavers transitioning to permanent housing
  - Percent of shelter leavers with employment income
  - Evaluations of outcomes achieved by provider under Department's 2010 ESG award, if applicable
4. Certification by Continuum on the provider's
  - Consistency with Continuum of Care Plan
  - Data quality in HMIS

Provider's usage of the Coordination Assessment System, if such system is in place  
Provider's commitment to accept referrals and place those referred by the Coordinated Assessment System

Provider's coordination of services with other homeless service and housing providers within the planning area

5. Provider is formal ACCESS Partner with the Department
6. Homeless person's participation on  
Provider's Board of Directors or advisory body if provider is local government  
A paid staff member of the Provider

#### Homeless Prevention and Rapid Re-Housing Activities

1. Need in the area for assistance
2. Targeting assistance to families with children
3. Continuum's assessment on provider's performance on percent of household who remain in permanent housing
4. Applicant is ACCESS Partner with the Department to assist clients to apply for and receive mainstream benefits
5. Certification by continuum of applicant's  
Consistency of proposal with Continuum of Care Plan  
Data quality in HMIS  
Applicant's usage of the Coordinated Assessment System  
Applicant's formal agreement to serve client's referred to it from the Continuum's Coordinated Assessment System  
Applicant's coordination of services with other homeless service and housing providers in the continuum
6. Homeless person's participation in or on  
Applicant's board of directors or advisory body if applicant is a local government  
Applicant is a paid staff member

#### **Outcome Measures for 2012 Emergency Solutions Grant**

The HUD outcome measures will be reported at the completion of the grant period as follows:

For those grantees receiving funding for emergency solutions facilities, the state will measure outcome performance in the following manner:

Outcome/Objective: Suitable Living Environment, with Purpose of New or Improved Availability or Accessibility

#### Performance Indicators

1. Reduction in the unsheltered homeless population of the Continuum of Care area
2. Reduction in the recipients' average length of time stayed for clients served
3. Percentage of persons exiting the shelter who

- transitioned to permanent housing
4. Percentage of persons exiting the shelter who leave with employment income
  5. Percentage of persons who exit and return to homelessness within 3 months

For homeless prevention recipients under the Department's awards, these federal measures of performance shall apply.

Outcome/Objective: Decent Housing with Purpose of New or Improved Affordability

Performance Indicators

1. Reduction in the number of households with children who are homeless in the Continuum of Care area
2. At least 35% of the participants served remain in the permanent housing 6 months following the last assistance provided under the grant

For those grantees receiving funding for emergency solutions street outreach, the state will measure outcome performance in the following manner:

Outcome/Objective: Suitable Living Environment, with Purpose of New or Improved Availability or Accessibility

Performance Indicators

1. Percentage of clients assessed who are successfully placed in housing
2. Reduction in the number of unsheltered homeless persons in the Continuum of Care area

**Departmental priorities for the 2012 Federal Emergency Shelter Grants**

Increase the number of shelter beds: Applicants who will create new shelter beds with ESG funding, will be given priority consideration.

Facility operates in an area where there are no emergency shelter facilities or only one: Applicants who will operate a shelter in an area where there are no more than 1 other emergency shelter facilities will be given priority consideration.

Rural county designation: Applicants who are in HUD designated rural areas received priority consideration.

Demonstrate successful outcomes in transitioning to permanent housing: Applicants demonstrate success in assisting clients to become permanently housed as evidenced by exit data from the homeless management information system (HMIS) that clearly reflects

the percentage and numbers of clients over the previous 12 months who exited the shelter facility to permanent housing, received priority consideration.

Unmet need for shelter beds in the area: Based on the Continuum of Care estimated need for additional emergency shelter beds, the applicant will be given priority.

ACCESS Partner with the Department: Is the applicant an active partner with the department to assist people who are sheltered to apply for the secure ACCESS benefits? Applicants who are will be given priority consideration.

Past performance: Applicants who can demonstrate that the previous' year's funding was fully spent and the program was successfully performed in accordance with the grant agreement and performances measures as a shelter provider or prevention assistance provider will be given priority.

Community Partnerships for services: Applicants who can demonstrate an agreement with other community entities who will provide financial counseling services and employment training/placement services to those household seeking assistance will be given priority.

Case Management: Applicants who have dedicated in-house staff to provide case management to determine need and eligibility of persons served will be given priority.

Financial Assistance to prevent homelessness: Applicants whose essential services focus on the prevention of homelessness by providing financial assistance to help persons served remain stably housed will be given priority.

## **Outcome Measures**

### Objective and Outcome of ESG shelters/transitional facilities

Accessibility and availability for the purpose of creating suitable living environments

### Specific Outcome Indicators of the objective and outcome

Number of existing shelter beds assisted

Number of new shelter beds created

Number of homeless persons given overnight shelter

### Objective and Outcome of ESG prevention activities

Decent Housing with Purpose of New or Improved Affordability

### **Specific Outcome Indicators of objective and outcome**

Number of households receiving emergency financial assistance to prevent homelessness

Number of households that receive legal assistance to prevent homelessness

## **Program Management, Monitoring and Compliance**

In order to improve management and direction for the Federal Emergency Solutions Grant program, the Department of Children and Families has adopted a number of initiatives

specifically intended to enhance program direction, accountability and performance outcomes. The most important of these are:

**Grant Management Assistance** - The Department provides direction and technical assistance in the development of Emergency Solutions Grant contracts for use by circuit contract managers that are responsible for the local oversight of Emergency Solutions Grant recipients. The purpose of this initiative is to help ensure that contracts ultimately implemented by the circuits satisfactorily address all federal and Departmental regulatory requirements that are to be adhered to by Emergency Shelter grantees. Constant communication between the Office on Homelessness and circuit contract managers provides a proactive approach to ensure success of ESG grantees.

**Grant Monitoring** - The Department uses contract manager positions located in the Department's circuits to manage contracts with grantees of ESG funds. It is the contract manager's responsibility to manage all aspects of each contract, including, but not limited to: review of and processing requests for payments, ensuring back-up documentation for expenditures is provided, ensuring expenditures are allowable under the ESG grant and meet ESG category requirements, determining whether reported match is allowable and sufficient and has not been used elsewhere as match, and maintaining the contract file, including all payment information and required quarterly reports. (Reference DCF Operating Procedure # 75-2.) It is the responsibility of the Office on Homelessness staff to compile and report all ESG activity and outcomes to HUD annually and to ensure funding and expenditures are accurately reflected in HUD's Integrated Disbursement and Information System (IDIS).

The Department's Contract Oversight Unit performs contract monitoring, provides direction and technical assistance in the development of ESG grant agreements. In addition, grant staff responsible for the management and oversight of the Emergency Solutions Grant Program periodically will conduct on-site monitoring and compliance with the Financial & Compliance Audit attachment as outlined in OMB Circular A-133. Audits are reviewed by the Department's Certified Public Accountants and reports are sent to the Office on Homelessness and contract management staff for review. This dual approach to monitoring facilitates improved grantee compliance with Emergency Solutions Grant regulations and Departmental performance standards.

**Expenditure Controls** - The Department's Office of Financial Management prepares quarterly expenditure reports for review by the grant manager. In addition, grant staff reviews expenditure data on the Department's Information Delivery System (IDS). Based on these reports, contract managers are contacted when contract expenditures indicate that grant recipients may not expend all of their contracted funds. Grant recipients who do not spend all of their allocations within federally imposed time constraints may be ranked lower on future applications and award decisions.

**Recapture of Funds** - Funds for projects that fail to proceed or fall significantly behind in their project implementation schedule will be recaptured and used to fund other projects that were determined eligible for funding during the grant application review.

The State of Florida , through the Department of Children and Families, has been an active member of the Council of State Community Development Agencies (COSCDA) and participated in the coordinated effort to refine a performance outcome measurement system framework for the Department of Housing and Urban Development’s four major community Development programs (the Emergency Solutions Grant program, the Community Development Block Grants program, HOME Investment Partnerships program, and Housing Opportunities for Persons with AIDS program).

*The following summarizes the allocation of 2012 ESG funding statewide:*

Total State 2012	
Emergency Solutions Grant Fund Awarded:	\$5,351,369
Number of Emergency Solutions Grants Awarded:	55
<b>Total Emergency Solutions Grant Awards for Shelter</b>	
<b>Operations and Support Services:</b>	<b>\$2,408,000</b>
Total Awarded:	\$2,507,561
Total Emergency Solutions Grant Awards for Prevention	\$2,091,920
Total Awards:	21
Total Households Assisted:	1916
<b>Total Match Submitted (cash and in-kind)</b>	<b>\$2,725,818</b>
Department of Children and Families Grant Administration:	\$149,652

*The following summarizes the allocation of 2011 ESG funding statewide:*

Total State 2011	
Emergency Solutions Grant Fund Awarded:	\$2,993,048
Number of Emergency Solutions Grants Awarded:	25
<b>Total Emergency Solutions Grant Awards for Shelter</b>	
Rehabilitation:	\$241,570
<b>Support Services:</b>	<b>\$1,864,152</b>
Total Awarded:	\$2,105,722
Total Emergency Solutions Grant Awards for Prevention	\$1,185,187
Total Awards:	14
Total Households Assisted:	1355
<b>Total Match Submitted (cash and in-kind)</b>	<b>\$7,315,072</b>
Department of Children and Families Grant Administration:	\$149,652

## **2012 Emergency Solutions Grant Award Profiles**

### Shelter Facilities

Recipient: Vivid Visions

Award: \$62,050

Contact: Kathy White, (386) 364-5957

Program: A 15 bed domestic violence center serving Suwannee County will be renovated to be able to better serve 100 women and children.

Recipient: Refuge at Jumper Creek

Award: \$82,733

Contact: Victoria Genz, (352) 422-0698

Program: One emergency shelter with 4 beds and 8 beds in a transitional housing facility in Bushnell will use the grant for operating costs and case management. A total of 75 persons from Sumter and Citrus counties will be served. The clients will primarily be families with children.

Recipient: Another Way

Award: \$86,672

Contact: Steve Harris, (386) 719-2700

Program: The grant will fund operating costs and essential services for the 35 bed domestic violence shelter and transitional housing facilities. The provider expects to serve 470 persons at the facility in Lake City serving Columbia County.

Recipient: Lee Conlee House

Award: \$86,672

Contact: Cara Swift, (386) 325-4447

Program: Lee Conlee House will use the grant to continue the operation of a 16 bed emergency shelter, and a 10 bed transitional housing facility. A total of 160 women and children who are victims of domestic violence from Putnam County will be served at the center in Palatka.

Recipient: Charlotte County Homeless Coalition

Award: \$86,672

Contact: Angela Hogan, (941) 627-4313

Program: The 52 emergency shelter in Port Charlotte will use the grant for operating costs, support services and renovations. The shelter will serve a total of 550 homeless persons from Charlotte County. Single men, single women, and families with children shall be served

Recipient: Samuel's House  
Award: \$86,672  
Contact: Elmira Leto, (305) 296-0240  
Program: The grant will support the operation and services at the 46 bed emergency shelter for women and children in Key West. A total of 200 homeless persons will be served from Monroe County. In addition, 4 new beds will be available to serve families headed by an adult male through the use of motel vouchers.

Recipient: Okaloosa Walton Homeless Continuum of Care/Opportunity, Inc  
Award: \$86,672  
Contact: Lenore Wilson,( 850) 409-3070  
Program: The 40 bed emergency shelter in Fort Walton Beach serves homeless families and single women. The funding will cover operations and services to 200 homeless persons from Okaloosa and Walton counties.

Recipient: St. Francis House, Gainesville  
Award: \$86,672  
Contact: Kent Vann (352) 378-9079  
Program: The recipient will use the grant to fund operating expenses and case management at the 115 bed emergency shelter and the 16 bed transitional housing in Gainesville. A total of 890 persons from Alachua County are expected to be served with temporary housing.

Recipient: Citrus County Abuse Shelter  
Award: \$82,940  
Contact: Diane Finnegan, (352) 344-8111  
Program: The 32 bed emergency shelter for women and children who are victims of domestic violence serves Citrus County. A total of 200 persons will be sheltered by the grant assistance for operating costs.

Recipient: Peaceful Paths  
Award: \$81,889  
Contact: Theresa Harrison, (352) 377-5690  
Program: The recipient will cover the costs of transitional housing facilities, as well as cover shelter operating expenses. A total of 250 homeless women and children who are victims of domestic violence will be served by the facilities in Gainesville. Services are targeted to Alachua, Bradford and Union

Counties.

Recipient: Christian Care Center  
Award: \$86,672  
Contact: Samuel Smith, (352) 272-3592  
Program: The grant will fund operating costs for a 49 bed emergency shelter and transitional housing units for homeless men and women and women and children. A total of 120 homeless persons will be served by the facilities in Leesberg, serving Lake County.

Recipient: Florida Keys Outreach Coalition  
Award: \$86,672  
Contact: Rev. Stephen Braddock, (305) 293-8189  
Program: The grant will fund minor renovations, and operating costs for a 20 bed emergency shelter for homeless men, and a 102 bed transitional facility serving men, women, and families with children. A total of 275 homeless persons will be served by the facilities in Key West, serving Monroe County.

Recipient: New Beginnings of Lake County  
Award: \$86,672  
Contact: Steve Smith, (407) 595-0179  
Program: The 31 bed transitional housing facilities in Clermont will serve an estimated 40 homeless persons from Lake County, as well as from Sumter, Hernando and Citrus counties. The housing serves single men, women with children, and families.

Recipient: Quigley House  
Award: \$86,672  
Contact: Ilene Fisher, (904)284-0340  
Program: The recipient will use the grant to cover operating costs, and supportive services for its 49 bed emergency shelter in Clay County. A total of 250 women and children who are victims of domestic violence will be served.

Recipient: Sanctuary Mission  
Award: \$82,733  
Contact: Victoria Genz, (352) 422-0698  
Program: The recipient will use the award for case management and operational expenses for its 4 bed emergency shelter, and 9 bed transitional housing facility. The facilities in Homosassa will serve 75 homeless men, and women with children from Citrus County.

Recipient: Family Life Center  
Award: \$86,672  
Contact: Trish Giaccone, (386) 437-7610  
Program: The 32 bed emergency shelter for victims of domestic violence in Flagler County will use the grant for operating expenses. The grant will also cover utility costs for clients in their 25 transitional housing. The recipient expects to serve a total of 300 persons.

Recipient: Genesis House  
Award: \$86,672  
Contact: Vonnie Marian, (321) 951-9798  
Program: The recipient will use the award to renovate and operate three transitional housing facilities in Melbourne. With a total of 45 beds, the recipient expects to serve 185 women and children from Brevard County.

Recipient: South Brevard Women's Center  
Award: \$86,672  
Contact: Jenny Gessler, (321) 242-3110  
Program: The recipient will use the grant for operating expenses for its two transitional housing sites, and its emergency shelter for victims of domestic violence. The three facilities serve Broward County, with a combined total of 58 beds, of which 50 are transitional. A total of 72 persons shall be served.

Recipient: Alpha Omega House  
Award: \$86,672  
Contact: Lisa Franklin, (904) 823-8588  
Program: The 34 bed transitional housing facility serves women and children in St. Augustine. The recipient expects to house 75 homeless clients from St. Johns County, with the grant assistance for operating expenses.

Recipient: Jericho Road Ministries  
Award: \$86,672  
Contact: Rev. Bruce Gimbel, (352) 799-2912  
Program: Jericho Road will support five facilities providing emergency shelter and transitional housing with a total bed capacity of 42, of which 23 are shelter beds. There are four sites in Brooksville, and one in Spring Hill. At total of 600 men and women are expected to be served in Hernando County.

Recipient: Domestic Abuse Shelter  
Award: \$83,402

Contact: Venita Valdez,(305) 743-5452  
Program: Renovations, operating costs and supportive services will be covered by the grant for this emergency shelter serving victims of domestic violence. A total of 20 beds are assisted for the centers in the Middle and Lower Keys of Monroe County. An estimated 225 homeless persons will be served.

Recipient: Micah's Place  
Award: \$100,000  
Contact: Shandra Riffey, (904) 491-6364  
Program: The 20 bed emergency shelter for survivors of domestic violence will use the award for operating expenses. The shelter will serve 200 women and children in Nassau County.

Recipient: Micah's Place  
Award: \$100,000  
Contact: Shandra Riffey, (904) 491-6364  
Program: The 20 bed emergency shelter for survivors of domestic violence will use the award for operating expenses. The shelter will serve 200 women and children in Nassau County.

Prevention Grantees

Grantee: Treasure Coast Homeless Services Council  
Award: \$104,500  
Area Served: Indian River, St. Lucie, Martin counties  
Households to be Assisted: 55  
Contact: Louise Hubbard (772) 567-7790

Grantee: Community Coalition on Homelessness  
Award: \$104,500  
Area Served: Manatee  
Households to be Assisted: 115  
Contact: Adell Erozer (941) 747-1509

Grantee: Wright Foundation  
Award: \$104,500  
Area Served: Jackson County  
Households to be Assisted: 125  
Contact: Shareta Wright-Green (850) 526-1600

Grantee: Flagler County  
Award: \$104,500  
Area Served: Flagler County  
Households to be Assisted: 20  
Contact: Janet Nickels (386) 586-2324

Grantee: Salvation Army Northeast Florida  
Award: \$104,500  
Area Served: Clay, Nassau counties  
Households to be Assisted: 154  
Contact: Tania Yount (904) 301-4855

Grantee: Community Connections of Jacksonville  
Award: \$100,000  
Area Served: Orange Park  
Households to be Assisted: 25  
Contact: Will Evans (904) 655-0085

Grantee: Community Action Program Committee  
Award: \$99,796  
Area Served: Escambia County  
Households to be Assisted: 20  
Contact: Doug Brown (850) 438-4021

Grantee: Highlands County Coalition for Homeless  
Award: \$99,798  
Area Served: Avon Park and Hardee County  
Households to be Assisted: 68  
Contact: Lisa Lucas (863) 452-1086

Grantee: Families Count  
Award: \$99,798  
Area Served: Santa Rosa County  
Households to be Assisted: 20  
Contact: Cate Jordan (850) 437-1450

Grantee: River Region Human Services  
Award: \$104,500  
Area Served: Clay, Nassau counties  
Households to be Assisted: 31  
Contact: Tiffany Green (904) 899-6300

Grantee: Families Count  
Award: \$99,798  
Area Served: Okaloosa County  
Households to be Assisted: 20  
Contact: Cate Jordan (850) 437-1450

Grantee: Jewish Family & Children Services of Sarasota Manatee  
Award: \$99,798  
Area Served: Sarasota, Manatee counties  
Households to be Assisted: 50  
Contact: Philip Gorelick (941) 366-2224

Grantee: Brevard CARES  
Award: \$104,134  
Area Served: Brevard

Households to be 67  
 Assisted  
 Contact: Valerie Holmes (321) 632-2737  
 Grantee: Families Count  
 Award: \$99,798  
 Area Served: Santa Rosa County

Households to be 20  
 Assisted  
 Contact: Cate Jordan (850) 437-1450

Grantee: River Region Human Services  
 Award: \$104,500  
 Area Served: Clay, Nassau counties

Households to be 31  
 Assisted  
 Contact: Tiffany Green (904) 899-6300

Grantee: Families Count  
 Award: \$99,798  
 Area Served: Okaloosa County

Households to be 20  
 Assisted  
 Contact: Cate Jordan (850) 437-1450

Grantee: Jewish Family & Children Services of Sarasota Manatee  
 Award: \$99,798  
 Area Served: Sarasota, Manatee counties

Households to be 50  
 Assisted  
 Contact: Philip Gorelick (941) 366-2224

Grantee: Brevard CARES  
 Award: \$104,134  
 Area Served: Brevard

Households to be 67  
 Assisted  
 Contact: Valerie Holmes (321) 632-2737

Grantee: Salvation Army of Broward  
 Award: \$104,500  
 Area Served: City of Hollywood

Households to be 105  
 Assisted  
 Contact: Lilly Gallardo (954) 712-2524

Grantee: Catholic Charities of Northwest Florida  
Award: \$104,500  
Area Served: Okaloosa, Walton counties  
Households to be Assisted: 150

Contact: Angel Steadman (850) 222-2180

Grantee: City of Deltona  
Award: \$104,500  
Area Served: Deltona  
Households to be Assisted: 20

Contact: Diane Hicks (386) 878-8616

Grantee: St. Johns County  
Award: \$104,500  
Area Served: St. Johns County  
Households to be Assisted: 101  
Contact: Tracy Dillon (904) 209-6150

Grantee: Catholic Charities of Miami  
Award: \$35,000  
Area Served: City of Key West  
Households to be Assisted: 25  
Contact: Rich McGill (305) 292-9790

Grantee: Catholic Charities of St. Augustine  
Award: \$104,500  
Area Served: City of St. Augustine  
Households to be Assisted: 50  
Contact: Rebecca Stringer (904) 829-6300

Grantee: Families Count  
Award: \$99,798  
Area Served: Bay County  
Households to be Assisted: 20  
Contact: Cate Jordan (850) 437-1450

Grantee: Catholic Charities of St. Augustine  
Award: \$104,500  
Area Served: City of Palatka  
Households to be Assisted: 50  
Contact: Rebecca Stringer (904) 829-6300

## APPENDIX I

### Homeless Population Characteristics

The 28 local continuum of care planning agencies have reported the following information on the make-up of the homeless population. They captured this information from direct interviews, or from agency data on homeless persons served as entered into the homeless management information system [HMIS]. The 2013 data is compared to 2011 data, as the last complete sheltered and unsheltered count conducted by all 28 continuums.

### Gender

Men made up the majority of the homeless persons. Of the 37,579 persons surveyed, 25,261 were men (67%). This data for 2013 remains consistent with past year's results.

#### Gender

<u>Year</u>	<u>Men</u>	<u>Women</u>
2011	66%	34%
2013	67%	33%

### Age

The breakdown of the age of the 2013 homeless population, by age range, was reported.

<u>Age Ranges</u>	<u>Number of Persons</u>	<u>% of Total</u>
Under 18	6,658	17.8%
18 - 24	3,087	8.2%
24 - 60	25,616	68.3%
Over 60	2,131	5.7%
	37,492	

These results are consistent with the focus of the count — those persons living in shelters or staying on the streets. Families with children are more likely to be sharing the housing of others, and are not allowed to be included in the federal counts, due to this living arrangement.

#### Age Ranges

<u>Year</u>	<u>Under 18</u>	<u>18 – 60</u>	<u>Over 60</u>
2011	18.3%	76.4%	5.3%
2013	17.8%	76.5%	5.7%

### Ethnicity

In 2013, 3,910 homeless persons out of 32,254 responding, indicated that they were either Hispanic or Latino. At 12.1% of the homeless population, this is up slightly from the 2011 level of 11.2% of the homeless.

### Race

The reported race of the homeless population continues to reflect an over-representation of Black/African Americans, with over 36% of the homeless.

<u>Population Category</u>	<u>2013 Number</u>	<u>2013 Percentage</u>	<u>2011 Percentage</u>
American Indian/Alaska	498	1.5%	1.2%
Asian	116	0.4%	0.3%
Black/African American	11,817	36.5%	39.4%
Hawaiian/Pacific Islander	146	0.4%	0.4%
White	19,878	61.2%	58.7%
TOTAL	<u>32,455</u>		

### Household Type

The great majority, 77.2%, of the unsheltered and sheltered homeless population are single adults or households without children. For 2013, the breakdown of the homeless by household type was reported.

<u>Household Type</u>	<u>Number Persons</u>	<u>% Total</u>
At least One Adult, One Child [only 1 child]	5,109 (1,403)	17.9%
[multiple children]	(2,161)	
No Children in Household	21,969	77.2%
Household -Only Children	<u>1,389</u>	4.9%
TOTAL	28,467	

### Military Veterans

Of the homeless persons responding to the question on active duty in the U.S. military, 16.1% indicated that they were veterans. This is up from the 2011 level of 13.3%. Given the increased focus of resources, like the HUD/VASH rent vouchers targeted to the homeless veterans, the increase in the percentage of the homeless who are veterans needs further research and assessment.

### Military Veterans

<u>Served /Active Duty</u>	<u>2013 Numbers</u>	<u>2013 Percentage</u>	<u>2011 Numbers</u>	<u>2011 Percentage</u>
YES	4,915	16.1%	5,696	13.3%
NO	<u>25,616</u>	83.9%	<u>37,090</u>	86.7%
TOTAL	30,531		42,786	

### Disabling Conditions

The percentage of the persons who are homeless who report having a disabling condition was 51.3% in 2013, up from 44% in 2011. The breakdown for 2013 was 14,320 persons reporting a disabling condition, out of a total of respondents of 27,905.

The breakdown by type of disability reported indicates the greatest issues being substance abuse and mental illness. The respondents may report more than one disabling condition.

<u>Disabling Condition</u>	<u>2013 Number</u>	<u>2013 Percentage</u>	<u>2011 Percentage</u>
Physical	4,007	28.0%	31.4%
Substance Abuse	7,040	49.2%	32.8%
Mental Illness	5,754	40.2%	30.7%
HIV/AIDS	716	5.0%	1.7%
Developmental	567	4.0%	3.4%
TOTAL with Disabling Condition	14,320		

### Foster Care History

In asking whether the homeless individual had been in foster care, 2,489 persons out of the 29,376 responding to the question indicated that they had been in foster care.

	<u>2013</u>	<u>2011</u>
Foster Care History	8.5%	8.0%

### Causes and Length of Time Homeless

The survey and data collected upon entry to shelters seeks to identify the major causes contributing to a person becoming homeless, how long they have been homeless as of the day of the count, whether the person has had previous episodes of being homeless, and how long the person has lived in the community before becoming homeless. The 2013 survey results follow.

#### **Cause of Becoming Homeless**

<u>Cause</u>	<u>2013 Number</u>	<u>2013 %</u>	<u>2011 %</u>
Employment/Financial	13,310	49.0%	48.7%
Medical/Disability	4,043	14.9%	18.2%
Housing/Forced to Relocate	3,820	14.1%	19.7%
Family Problems	3,197	11.7%	11.5%
Recent Immigration	159	0.6%	0.6%
Natural Disaster	377	1.4%	1.3%
No Response	2,260	8.3%	—
TOTAL	27,166		

**Number of Times Homeless**

<u>Times Homeless</u>	<u>2013 Number</u>	<u>2013 %</u>	<u>2011 %</u>
No Prior/First Time	8,293	27.3%	52.99%
One Prior Episode	7,674	25.3%	
Two or Three Prior Episodes	6,905	22.8%	
Four or More Prior Episodes	6,035	19.9%	
No Response	1,446	4.7%	—
<b>TOTAL</b>	<b>30,353</b>		

**Length of Time of Current Homeless Episode**

<u>Length of Time</u>	<u>2013 Number</u>	<u>2013 %</u>	<u>2011%</u>
Less than Week	2,270	8.1%	41.99%
1 to 4 Weeks	3,422	12.3%	
1 to 3 Months	4,896	17.6%	
3 to 12 Months	6,062	21.8%	23.18%
More than Year	9,595	34.4%	34.83%
Not Reported	1,627	5.8%	
<b>TOTAL:</b>	<b>27,872</b>		

**Length of Time Living in Community Prior to Becoming Homeless**

<u>Length of Time</u>	<u>2013 Number</u>	<u>2013 %</u>	<u>2011%</u>
Less than week	1,264	4.52	6.11%
1 to 4 weeks	1,323	4.73	
1 to 3 months	2,862	10.23	7.30%
3 to 12 months	4,400	15.73	15.41%
More than Year	16,419	58.71	71.18%
Not Reported	1,696	6.01	—
<b>TOTAL</b>	<b>27,964</b>		

Data for the characteristics of the homeless population was tabulated from 27 of the 28 local homeless continuum of care planning areas. [Source: Lead Agencies Survey of 2013 Point-in-Time Count, April 2013, Department of Children and Families]

**Broader Definition of Homeless Person**

The school districts in our state capture and report to the Florida Department of Education, the number of students identified as homeless during the school year. By Federal law, the public schools use the expanded definition of homeless individuals to include those

children and youth who lack a fixed, regular, and adequate nighttime residence, including those who are:

1. Sharing the housing of others due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks, and camping grounds, due to lack of adequate alternative housing;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals or awaiting foster care placement;
5. Living in a public or private place not designed for or used as a regular sleeping accommodation for human beings to live;
6. Living in cars, parks, abandoned buildings, bus or train stations; substandard housing or similar setting; and
7. Migratory children living in any of the above circumstances.

During the 2011-2012 school year, the Florida school districts identified 63,685 children and youth who were homeless. This is a 12% increase from 2010-2011. Of those identified, 6,798 (11%) were “unaccompanied youth.” An “unaccompanied youth” is defined as one who is not in physical custody of a parent or guardian. The majority, 47,191 (74%) were reported as homeless and temporarily sharing the housing of other persons due to the loss of their housing or economic hardship; the same percent as reported from the previous school year.

### **Homeless Students Reported in Florida Public Schools**

School Year	Homeless Students	Change
2007 - 2008	34,375	+11%
2008 - 2009	41,286	+20%
2009 - 2010	49,112	+19%
2010 - 2011	56,680	+15%
2011 - 2012	63,685	+12%

Source: 2011 – 2012 Survey 5 Student Demographic Format and Federal State Indicator Format. Florida Department of Education, Automated Student Database System.

**Homeless Students by Florida County**

<b>DISTRICT NAME</b>	<b>2011-2012 HOMELESS</b>	<b>2010-2011 HOMELESS</b>	<b>2009-2010 HOMELESS</b>	<b>2008-2009 HOMELESS</b>	<b>2007-2008 HOMELESS</b>
ALACHUA	632	594	446	707	616
BAKER	304	249	191	153	72
BAY	1,477	1,175	641	700	685
BRADFORD	215	154	122	<11	<11
BREVARD	1,350	1,165	965	478	205
BROWARD	2,158	2,101	2953	1,807	1,596
CALHOUN	84	58	47	12	<11
CHARLOTTE	488	495	441	376	366
CITRUS	328	323	371	483	469
CLAY	862	741	824	816	695
COLLIER	1,281	1,407	1360	814	612
COLUMBIA	567	403	380	423	89
DADE	5,773	4,406	4268	2,581	2,382
DESOTO	278	225	223	193	257
DIXIE	31	48	60	12	15
DUVAL	1,422	1,169	947	2,144	1,931
ESCAMBIA	1,423	1,091	1237	1,036	878
FLAGLER	367	322	246	166	71
FRANKLIN	205	160	126	140	110
GADSDEN	556	533	713	689	725
GILCHRIST	17	20	27	<11	<11
GLADES	26	34	18	<11	<11
GULF	<11	<11	<11	<11	<11
HAMILTON	343	326	342	251	236
HARDEE	183	188	146	49	71
HENDRY	200	156	139	74	95
HERNANDO	645	497	242	207	156
HIGHLANDS	429	92	61	37	64
HILLSBOROUGH	3,559	3,659	3124	2,054	2,073
HOLMES	90	62	24	<11	<11
INDIAN RIVER	273	311	347	349	209
JACKSON	177	158	119	182	139
JEFFERSON	<11	<11	<11	<11	<11
LAFAYETTE	195	196	141	105	89
LAKE	3,541	2,992	2162	778	324
LAKE WALES CHARTER	136	N/A	N/A	N/A	N/A
LEE	1,392	1,282	1143	1,030	839
LEON	650	762	523	329	309
LEVY	128	182	263	114	88
LIBERTY	41	21	22	23	16
MADISON	103	74	57	89	43

<b>DISTRICT NAME</b>	<b>2011-2012 HOMELESS</b>	<b>2010-2011 HOMELESS</b>	<b>2009-2010 HOMELESS</b>	<b>2008-2009 HOMELESS</b>	<b>2007-2008 HOMELESS</b>
MANATEE	1,641	1,788	1684	1,770	1,574
MARION	2,223	1,911	1691	1,675	1,060
MARTIN	115	80	68	48	42
MONROE	343	328	298	317	243
NASSAU	210	230	145	54	105
OKALOOSA	573	404	482	335	451
OKEECHOBEE	396	318	203	130	60
ORANGE	4,844	3,887	1324	2,467	1,811
OSCEOLA	2,825	1,923	1364	1,251	1,213
PALM BEACH	1,636	1,443	1960	1,339	801
PASCO	1,997	2,230	2093	1,815	1,599
PINELLAS	3,085	2,915	2462	1,870	962
POLK	2,304	2,446	2219	2,024	1,662
PUTNAM	885	736	720	623	525
ST. JOHNS	584	493	344	149	86
ST. LUCIE	324	348	222	72	27
SANTA ROSA	1,651	1,467	1328	943	996
SARASOTA	877	1,229	872	1,006	1,068
SEMINOLE	1,865	1,697	1322	1,008	632
SUMTER	155	48	124	105	47
SUWANNEE	346	315	322	387	257
TAYLOR	96	89	73	101	75
UNION	157	148	121	51	52
VOLUSIA	2,228	2,016	1889	1,973	1,977
WAKULLA	99	56	108	283	173
WALTON	175	114	40	36	316
WASHINGTON	79	168	165	22	0
SCHOOL FOR DEAF/BLIND	<11	0	0	0	0
FL VIRTUAL SCHOOL	<11	0	0	0	0
FAU - LAB SCHOOL	<11	<11	0	0	0
FSU - LAB SCHOOL	<11	<11	0	0	0
FAMU - LAB SCHOOL	11	0	0	0	0
<b>TOTALS</b>	<b>63,685</b>	<b>56,658</b>	<b>49,104</b>	<b>41,255</b>	<b>34,339</b>

N/A: Not Applicable

Source: Survey 5 Student Demographic Format and Federal State Indicator Format, Florida Department of Education, Automated Student Database System

## APPENDIX II

### Homeless People by County

County	2007	2008	2009	2010	2011	2012	2013 Count
Alachua	952	1,381	1,596	879	1,034	1,034	1,745
Baker	0	0	N/C	12	2	N/C	N/C
Bay	312	312	352	317	378	287	284
Bradford	67	67	78	5	39	36	50
Brevard	1,287	1,899	1,207	1,221	1,889	1,907	1,567
Broward	5,218	5,218	4,154	4,154	3,801	3,801	2,820
Calhoun	0	N/C	N/C	N/C	1	1	1
Charlotte	730	730	541	598	716	828	573
Citrus	856	293	297	405	502	507	243
Clay	103	25	N/C	7	113	244	35
Collier	414	321	329	401	390	390	375
Columbia	364	362	554	554	462	458	491
DeSoto	659	639	319	761	15	176	330
Dixie	0	N/C	N/C	N/C	N/C	N/C	N/C
Duval	2,613	2,681	3,244	3,910	4,284	2,533	2,594
Escambia	1,247	791	713	713	549	572	830
Flagler	207	38	39	79	98	128	154
Franklin	39	N/C	N/C	N/C	N/C	N/C	N/C
Gadsden	177	N/C	N/C	N/C	N/C	N/C	N/C
Gilchrist	0	N/C	N/C	1	6	32	0
Glades	61	172	220	220	N/C	N/C	N/C
Gulf	0	N/C	N/C	N/C	N/C	N/C	N/C
Hamilton	83	81	123	343	103	103	107
Hardee	679	835	1,410	1,410	104	17	61
Hendry	426	422	727	727	16	N/C	N/C
Hernando	241	196	185	136	148	209	147
Highlands	519	912	1,782	1,782	105	55	215
Hillsborough	9,532	9,532	7,473	7,473	7,336	7,336	*
Holmes	0	N/C	N/C	N/C	N/C	N/C	2
Indian River	572	462	662	648	606	774	837
Jackson	3	3	N/C	11	34	34	14
Jefferson	56	N/C	N/C	N/C	N/C	N/C	N/C
Lafayette	46	44	69	69	57	58	63
Lake	878	518	491	796	1,008	1,019	282
Lee	2,382	899	931	1,041	1,054	969	848
Leon	430	430	437	437	683	783	1,072
Levy	99	99	115	15	0	98	13

Liberty	30	N/C	N/C	N/C	N/C	N/C	N/C
Madison	73	N/C	N/C	N/C	N/C	N/C	N/C
Manatee	487	472	558	528	528	612	820
Marion	458	458	678	356	941	1,032	530
Martin	521	507	211	517	306	314	486
Miami-Dade	4,392	4,574	4,333	3,832	3,777	3,817	3,734
Monroe	1,121	1,121	1,040	1,040	926	904	658
Nassau	71	111	N/C	61	165	84	138
Okaloosa	2,110	1,752	2,361	1,842	2,145	1,962	1,108
Okeechobee	316	112	383	383	32	190	78
Orange	1,473	1,962	1,279	1,494	2,872	2,281	2,937
Osceola	514	573	374	443	833	722	599
Palm Beach	1,766	1,766	2,147	2,147	2,148	2,148	1,543
Pasco	2,260	4,074	4,527	4,527	4,442	4,502	3,305
Pinellas	4,680	4,680	4,163	3,948	3,890	3,971	3,913
Polk	817	973	820	820	1,095	1,100	404
Putnam	789	789	911	288	141	164	89
St. Johns	1,238	1,238	1,237	1,237	1,386	1,391	1,437
St. Lucie	641	964	788	995	771	636	915
Santa Rosa	1,192	237	317	317	72	70	151
Sarasota	388	662	787	787	787	890	1,234
Seminole	568	561	368	397	810	658	842
Sumter	44	97	52	48	57	77	37
Suwannee	222	220	343	123	280	284	318
Taylor	75	N/C	N/C	N/C	N/C	14	6
Union	0	N/C	N/C	N/C	N/C	N/C	N/C
Volusia	2,483	1,763	1,874	2,076	2,215	2,276	1,967
Wakulla	112	N/C	N/C	N/C	N/C	N/C	N/C
Walton	69	N/C	85	420	619	484	453
Washington	6	6	3	N/C	N/C	N/C	N/C
	60,168	59,034	57,687	57,751	56,771	54,972	43,455

N/C = No Count conducted.

"Homeless people" means those living on the street, or staying in emergency housing.