

2017/2018  
Consolidated Annual  
Performance and  
Evaluation Report  
(CAPER)



City of Clearwater, Florida  
December 6, 2018



## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

**This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.**

The City of Clearwater is designated an Urban City for the Community Development Block Grant (CDBG) program; HOME Investment Partnerships (HOME) program; State Housing Initiatives Partnership (SHIP) program; and Pinellas County Housing Trust Fund (PCHTF) program. The City's objectives include assisting residents in achieving self-sufficiency through decent housing; providing for a suitable living environment; expansion of economic opportunities; promotion of community self-investment in extremely-low to moderate-income areas; and providing facilities and services that address critical social services to include seniors, children and persons with special needs.

Objective: Performance Measure One – Provide Availability of and Accessibility to Decent Affordable Housing for the Residents of the City of Clearwater: 30 households will have access to affordable housing through down payment and closing cost assistance. 57 households will have new or improved access to housing through the preservation of existing, creation or acquisition of units for the purpose of preserving and/or creating decent affordable housing. Outcome: 173 households served; additional housing activities remain underway and will be reported upon project completion.

Objective: Performance Measure Two – Prevent and Reduce Homelessness within the City of Clearwater: 480 individuals will have access to shelter facilities and beds and have access to agencies that provide homeless prevention and service programs. Outcome: 1,434 individuals served.

Objective: Performance Measure Three – Expand Accessibility and Coordination of Social Services to the City of Clearwater Special Needs Population: 20 special needs individuals will have access to support programs that assisted elderly, frail/elderly, disabled, veterans and other populations with special needs. Outcome: 49 individuals served.

Objective: Performance Measure Four – Enhance the Living Environment for Persons in Low- and Moderate-Income Areas Through Community Development Activities, Public Service Programs and Elimination of Blight: 4,406 individuals will have a more livable environment through infrastructure construction and improvements and facility rehabilitation. 50 individuals will have access to social services and a more livable environment through the support of programs that promote neighborhood safety and security; youth accountability and mentoring; affordable youth/children centers; community outreach; meal and/or food bank services; senior services; health and mental health facilities; and the expansion and improvement of public parks. Outcome: 8,591 individuals served.

Objective: Performance Measure Five – Support Programs that Create Economic Opportunities in the City of Clearwater; Particularly in Neighborhood Revitalization Strategy Areas: 2 façade loan-to-grants will be awarded for the removal of slum or blight or job creation. 2 businesses will be assisted through microenterprise/entrepreneurial technical assistance. Outcome: 1 façade loan to grant was awarded; 60 businesses were assisted; and 92 individuals were assisted.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community Development and Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	8,906	8,182	91.87%	4,406	8,107	184%
Community Development and Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4,550	1,705	37.47%	50	1,252	2,504%
Community Development and Public Services	Non-Housing Community Development	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	0	1,372		0	1,372	
Economic Development	Economic Development	CDBG: \$ / HOME: \$	Facade treatment/business building rehabilitation	Business	3	1	33.33%	2	1	50%

Economic Development	Economic Development	CDBG: \$ / HOME: \$	Jobs created/retained	Jobs	3	0	0.00%	0	0	0.00%
Economic Development	Economic Development	CDBG: \$ / HOME: \$	Businesses assisted	Businesses Assisted	2	61	3,050%	2	61	3,050%
Homelessness	Homeless	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	1,992	3,984%	50	1,252	2,504%
Homelessness	Homeless	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	50	1,992	3,984%	50	1,372	2,744%
Homelessness	Homeless	CDBG: \$ / HOME: \$	Homelessness Prevention	Persons Assisted	1,280	1,434	112%	380	1,434	377%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	145		0	0	
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	188	0	0.00%	140	0	0.00%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	15	7	46.66%	0	0	0.00%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	24	19	79.16%	0	2	

Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	67	19	28.35%	19	13	68.42%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	83	3	3.61%	38	1	2.63%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	90	21	23.33%	30	8	26.66%
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Housing	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	20	0	0.00%	20	0	0.00%
Non-Homeless Special Needs	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	320	87	27.19%	20	49	245%
Program Administration	Program Administration	CDBG: \$ / HOME: \$	Other	Other	0	0			0	

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

CDBG, HOME, SHIP and PCHTF funds were used to address high priority needs by providing down payment and closing cost assistance; homeowner rehabilitation; homebuyer education; acquisition of land and new construction of housing; public facility and public service programs; and economic development opportunities.

Goal: Preserving or Producing Affordable Housing: Addressed goal through completion of the following activities: acquisition of land and construction of new housing units in collaboration with Habitat for Humanity, Inc.; acquisition of a homeowner unit for rehabilitation in collaboration with Bright Community Trust (CHDO); acquisition of rental units in collaboration with Community Service Foundation; rehabilitation of rental-units in collaboration with Abilities at St. Andrews Cove; rehabilitation of owner-occupied units; provided down payment and closing cost assistance loans through Tampa Bay Community Development Corporation and Clearwater Neighborhood Housing Services, Inc.; and provided homebuyer education/fair housing education through Tampa Bay Community Development Corporation and Clearwater Neighborhood Housing Services, Inc.

Goal: Prevention and Reduction of Homelessness: Addressed goal through completion of the following activities: Religious Community Services - Grace House; Homeless Emergency Project – Emergency Shelter Program and Homeless Emergency Project, Inc. - Baty Villas.

Goal: Expanding Accessibility and Coordination of Social Services to Special Needs Population: Addressed goal through completion of the following activities: Pinellas Opportunity Council, Inc. – Chore Services and The Arc Tampa Bay, Inc. – Employer Outreach Program.

Goal: Enhance Living Environment Through Community Development Activities; Public Service Programs and Elimination of Blight: Addressed goal through completion of the following activities: Gulfcoast Legal Services, Inc. – Legal Services; Miracles Outreach Community Development Center, Inc. – Youth Services; FYI Community Partnerships, Inc. – Family Enrichment Services; Intercultural Advocacy Institute, Inc. – Youth Services; Westcare GulfCoast Florida, Inc. – Substance Abuse Services; Directions For Mental Health, Inc. – Public Facilities Improvement; and City of Clearwater Parks and Recreation – Philip Jones Field Improvements.

Goal: Create Economic Opportunity: Addressed goal through completion of the following activities: Tampa Bay Black Business Investment Corp. – Microenterprise Technical Support; Hispanic Initiative Fund of Florida, Inc. – dba Prospera - Microenterprise Technical Support; and Clearwater Brewing Company - façade rehabilitation.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	5,834	11
Black or African American	1,785	6
Asian	47	0
American Indian/Alaskan Native & White	43	0
Black/African American & White	32	0
Native Hawaiian or Other Pacific Islander	26	0
Multi-Racial/Other	824	5
<b>Total</b>	<b>8,591</b>	<b>22</b>
Hispanic	849	7
Not Hispanic	7,742	15

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

In FY 2017-2018, CDBG funded public service, public facility, acquisition and housing activities that served 8,591 individuals. The following are the racial and ethnic status of program participants: White - 5,834 (67.9%); Black/African American - 1,785 (20.8%); Asian - 47 (0.5%); American Indian/Alaskan Native - 43 (0.5%); Black/Africa American & White - 32 (0.4%); Native Hawaiian/Other Pacific Islander - 26 (0.3%); Other Multi-Racial - 824 (9.6%); 849 program participants identified as Hispanic. Additionally, Philip Jones Field activity served 1,970 in the North Greenwood Neighborhood Revitalization Stabilization Area, Census Tract 262.

In FY 2017-2018, HOME funded housing activities served 22 households. The following are the racial and ethnic status of program participants: White – 11 (50%); Black/African American – 6 (27%); Multi-Racial/Other – 5 (23%); 7 program participants identified as Hispanic.

In FY 2017-2018, SHIP funded housing activities served 149 households. The following are the racial and ethnic status of program participants: White - 71 (48%); Black/African American - 71 (48%); Asian - 5 (3%); and Black/African American and White – 2 (1%); 9 program participants identified as Hispanic.

In FY 2017-2018, CDBG funded economic development activities and served 60 businesses and 92 individuals: Black/African American - 50 (54%); American Indian/Alaskan Native – 1 (1%); and Multi-Racial/Other – 41 (45%); 41 identified as Hispanic. Additionally, Clearwater Brewing Company façade loan-to-grant activity served the North Greenwood Neighborhood Revitalization Stabilization Area, Census Tract 261.

The following activities are currently underway: Bright Community Trust, Inc. (CHDO) – rehabilitation of 1 housing unit, scheduled for completion in April 2019 (HOME Funds); Habitat for Humanity of Pinellas County, Inc. – construction of 2 housing units, scheduled for completion in April 2019 (HOME and SHIP Funds); Madison Point, LLC - construction of 80 rental units, scheduled for completion in 2019 (SHIP Funds); and Woodlawn Trail Apartments - construction of 80 rental units, scheduled for completion in 2019 (SHIP and CDBG Funds); Community Service Foundation - lease-up of 7 rental units, scheduled for completion in December 2018 (HOME and SHIP Funds).

## **CR-15 - Resources and Investments 91.520(a)**

### **Identify the resources made available**

<b>Source of Funds</b>	<b>Source</b>	<b>Resources Made Available</b>	<b>Amount Expended During Program Year</b>
CDBG	CDBG	2,314,639	765,287
HOME	HOME	2,121,337	981,953
HOPWA	HOPWA	0	0
ESG	ESG	0	0
Other	Other	2,208,334	1,092,685

**Table 3 - Resources Made Available**

### **Narrative**

In FY 2017-2018, the City had \$4,435,976 in CDBG and HOME program funding available to fund eligible housing and community development activities; economic development activities; and local agencies that provide services that assist extremely-low to moderate-income residents. Funding consisted of \$935,375 in new entitlement funding through the CDBG and HOME programs; \$1,515,224 of prior year entitlement, interest and program income; \$784,080 in current year program income; and \$1,201,297 in CDBG Revolving Loan funding.

Additionally, the City had a total of \$1,940,089 in Florida State Housing Initiatives Partnership (SHIP) and \$268,245 in County Housing Trust program funds available to assist housing needs.

In FY 2017-2018, the City expended \$639,737 in CDBG Funds for 2017 activities and \$125,550 for 2016 activities; 2016 activities, where funds were expended and completed in 2017, include 1 Revolving Loan Rehabilitation activity and 2 Public Facility Rehabilitation activities.

In FY 2017-2018, the City expended \$451,265 in HOME funds for 2017 activities and \$530,689 for 2016 activities; 2016 activities, where funds were expended and completed in 2017, include relocation costs and construction of 12 single-family units.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide Low- and Moderate-Income Areas	80%	41%	Allocation was accomplished through down payment and closing cost assistance; owner-occupied rehabilitation; and rental rehabilitation activities.
East Gateway District Neighborhood Revitalization Strategy Area	4%	0%	In FY 2018-2018, no housing activities were completed in the NRSA.
Lake Bellevue Neighborhood Revitalization Strategy Area	10%	0%	In FY 2017-2018, no housing activities were completed in the NRSA.
North Greenwood Neighborhood Revitalization Strategy Area	6%	59%	Allocation was accomplished through down payment and closing cost assistance; new construction and relocation; and acquisition of land for owner-occupied housing activities.

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

In FY 2017-2018, the City expended 41% of CDBG and HOME funds on activities through down payment and closing cost assistance; owner-occupied rehabilitation; and rental-occupied rehabilitation activities that benefited individuals/families in the incorporated areas of the city. The City expended 59% of CDBG and HOME funds on activities through down payment and closing cost assistance; new construction of owner-occupied units with relocation; and acquisition of land for owner-occupied housing activities that benefited individuals/families in the North Greenwood Neighborhood Revitalization Strategy Area. No housing activities were completed in the Lake Bellevue Neighborhood Revitalization Strategy Area; Community Service Foundation will have 7 rental units leased-up by December 2018 and Madison Point, LLC will have 80 rental units leased-up in 2019.

No housing activities were completed or are expected to be completed in the East Gateway Neighborhood Revitalization Strategy Area.

Public facility improvements and public service activities are utilized by extremely-low to moderate income individuals/families located throughout the city. Economic Development activities are utilized

by extremely-low to moderate-income individuals/businesses primarily located within the three Neighborhood Revitalization Stabilization Areas.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City leverages federal funds through the use of other public and private resources to include allocations and program income generated through SHIP and PCHTF programs; private lenders; homeowner contributions; and other city departments.

In FY 2017-2018, the City expended \$1,747,240 in CDBG and HOME funds on housing; public service; public facility; and economic development activities. Completed federal funded activities leveraged \$853,408 in state/local funds and \$3,116,364 in private/community funding.

In FY 2017-2018, the City expended \$99,000 on the renovation of existing restrooms, doubling the current available, to meet ADA standards at Philip Jones Field located in the North Greenwood Neighborhood Revitalization Strategy Area, Census Tract 262.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	413,649
2. Match contributed during current Federal fiscal year	853,408
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,267,057
4. Match liability for current Federal fiscal year*	557,598
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	709,459

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
DPA-1853	11/15/2017	5,582	0	0	0	0	0	5,582
DPA-1867	6/6/2018	6,660	0	0	0	0	0	6,660
DPA-1857	2/15/2018	5,500	0	0	0	0	0	5,500
DPA-1862	4/20/2018	5,710	0	0	0	0	0	5,710
DPA-1874	5/15/2018	7,220	0	0	0	0	0	7,220
DPA-1869	7/27/2018	7,945	0	0	0	0	0	7,945
DPA-1860	3/13/2018	7,345	0	0	0	0	0	7,345
DPA-1870	8/31/2018	11,250	0	0	0	0	0	11,250
RL-1716-1	4/20/2018	251,405	0	0	0	0	0	251,406
CFI-370	9/27/2018	224,863	0	0	0	0	0	224,863
CFI-370-1	9/27/2018	152,430	0	0	0	111,960	0	264,390
CFI-371	11/1/2017	55,537	0	0	0	0	0	55,537

Table 6 – Match Contribution for the Federal Fiscal Year

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
1,240,864	766,000	843,448	0	1,163,416

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	1,026,934	0	0	0	0	1,026,934
Number	4	0	0	0	0	4
Sub-Contracts						
Number	7	0	0	0	0	7
Dollar Amount	363,947	0	0	0	0	363,947
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	1,026,934	92,921	934,013			
Number	4	1	3			
Sub-Contracts						
Number	7	1	6			
Dollar Amount	363,947	211,811	152,136			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		12		596,534.25		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaska n Native or Americ an Indian	Asian or Pacific Islander	Black Non- Hispanic	Hispanic	
Number	3	0	0	3	0	0
Cost	102,100.75	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	87	21
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>87</b>	<b>21</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	19	13
Number of households supported through Rehab of Existing Units	38	3
Number of households supported through Acquisition of Existing Units	30	8
<b>Total</b>	<b>87</b>	<b>24</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City worked diligently to meet the second year goals as identified in the 2016/2017 - 2019/2020 Consolidated Plan. The City made modest progress in meeting the affordable housing goals; a major obstacle the City faces is the availability of land and/or housing stock for affordable housing. The City continues and will continue to work with its housing partners to identify land purchase opportunities for affordable housing.

Currently, 1 owner-occupied unit is under construction (HOME funds); 1 owner-occupied unit is being rehabilitated (HOME funds); 7 rental units are being leased-up (HOME and SHIP funds); and 160 rental units are under construction (SHIP and CDBG).

**Discuss how these outcomes will impact future annual action plans.**

Affordable housing and homelessness continues to be a high priority and is identified in the FY 2018-2019 Annual Action Plan. More emphasis is being placed on the utilization of the City's 2 Revolving Loan funds to assist more low-to moderate-income families in their pursuit of homeownership and to assist in the rehabilitation of housing to ensure a safe and decent place to live. The City continued to support economic development activities to include a loan-to-grant façade program and microenterprise technical assistance, especially in the City's 3 Neighborhood Revitalization Strategy Areas. The City continued to utilize CDBG, HOME, SHIP and Housing Trust funds and all other available resources to meet the needs identified.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income		6
Low-income	2	2
Moderate-income		14
<b>Total</b>	<b>2</b>	<b>22</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The City's housing programs are available to extremely-low to moderate-income households that meet the eligibility requirements for each program.

In FY 2017-2018, the City's housing programs assisted 173 households utilizing CDBG, HOME, SHIP and PCHTF funds. Owner housing opportunity, owner preservation and owner housing production programs served a total of 173 households whose incomes are: 79 extremely-low; 47 low-; 40 moderate-; and 7 over median-income. Currently, 2 units are under construction and 1 unit is being rehabilitated. Rental housing preservation and rental housing production served a total of 6 households whose incomes were extremely-low. Community Service Foundation will have 7 units leased-up by December 2018; Madison Point, LLC and Woodlawn Trail Apartments projects, both scheduled for completion in 2019, will have leased-up 160 units.

Based on the data sourced from the 2011-2015 Comprehensive Housing Affordability Strategy database, the City of Clearwater had 26,080 households whose income was 80% or more of HUD's Adjusted Median Family Income (HAMFI); 8,145 households whose income was 50-80% of HAMFI; 6,035 households whose income was 30-50% of HAMFI; and 5,970 households whose income was below 30% of HAMFI.

Cost burden is a fraction of a household's total gross income spent on housing costs; severe cost burden is defined as more than 50% of income going towards rent and utilities. Among all income groups, 10,384 renters have a cost burden greater than 30% of income and 5,384 renters have a cost burden

greater than 50% of income. Among all income groups, 8,425 owner-households have a cost burden greater than 30% of income and 3,780 owner-households have a cost burden greater than 50% of income.

The City of Clearwater is a built-out community and lacks developable land for construction of new affordable owner-occupied and rental housing. These barriers continue to have a negative impact on projects and programs utilized to implement the City's stated strategies.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Pinellas County Homeless Leadership Board (HLB) is the lead agency for the Pinellas County/St. Petersburg/ Clearwater/ Largo Continuum of Care (CoC). Its mission is to prevent, reduce and end homelessness in Pinellas County.

There are two major Councils under the HLB with very specific roles: 1) Providers Council, made up of public and private homeless and at-risk service providers, develops recommendations to the HLB on issues affecting the homeless services system, addresses the needs of all target groups, and coordinates planning and recommendations with other community-wide planning groups; and 2) The Funders Council, composed of representatives from local and state governments, businesses, foundations, and other funders of services that affect all homeless/at-risk target groups, was created in August 2013 and develops recommendations to the HLB on funding of homeless/ at-risk programs and services and on strategically aligning funding resources available for homeless/at-risk programs and services based on HLB-approved priorities, to make the most effective use of scarce resources.

The City provides staff support for the annual Point-In-Time Survey and Count. According to the Point-In-Time Survey and Count of the homeless population in Pinellas County for 2018, the total number of homeless individuals was 2,612. Approximately 21.5% of the entire homeless population self-reported that they come from Clearwater.

In FY 2017-2018, City staff continued educating City employees and the general public on the city's homeless initiative. Staff created a website listed in the City's webpage at [www.myclearwater.com/homelessinitiative](http://www.myclearwater.com/homelessinitiative). Additionally, staff created a handout in an effort to educate the residents about the main goal of the city's homeless initiative, how they can assist the homeless population by giving a hand up and not a hand out, and provided the citizens with contact information of local social service providers.

In 2017, the Clearwater Homeless Services Street Outreach Team (Team) directly assisted 206 homeless individuals by transport to Safe Harbor, Pinellas Hope and Homeless Emergency Project, Inc. and other continuum of care providers. Through case management, the Team identifies mentally ill individuals that are eligible for Social Security benefits and assists them through the process to obtain their benefits. The Team, on average, receives 75 calls per day.

In FY 2017-2018, the City provided \$125,278 in CDBG funds supporting homeless operations and transitional housing rehabilitation. Funding was provided to 3 projects: Religious Community Services – Grace House for operating costs including salary support for their domestic violence shelter; Homeless

Emergency Project, Inc. – Emergency Shelter Program for operating costs including salary support; and Homeless Emergency Project, Inc. – Baty Villas, a 16-unit transitional housing rental complex.

The funding provided addressed the following priority needs: Supporting improvements of transitional housing serving extremely-low to moderate-income persons, including the homeless and special needs populations and supporting operations of programs serving extremely-low to moderate-income persons, including the homeless and special needs population.

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

In FY 2017-2018, the City provided \$125,278 in CDBG funding to assist with rehabilitation projects and operational support for the following: \$13,139 to Religious Community Services – Grace House for operating costs including salary support for their domestic violence shelter that assisted 451 individuals; \$13,139 to Homeless Emergency Project, Inc. – Emergency Shelter Program for operating costs including salary support that assisted 702 individuals; and \$99,000 to Homeless Emergency Project, Inc. – Baty Villas to rehabilitate a 16-unit transitional housing complex that assisted 16 families.

In FY 2017-2018, the City, through its General Fund, contributed \$100,000 to Pinellas Safe Harbor; \$50,000 to Homeless Emergency Project, Inc.; \$25,000 to the Homeless Leadership Board; \$25,000 to Pinellas Hope; \$25,000 to Religious Community Services; and \$10,000 to The Salvation Army of Upper Pinellas. The funding supports the operation of programs serving extremely-low to moderate-income individuals, including the homeless and special needs populations.

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

Pinellas County Human Services provides homeless prevention and self-sufficiency programs targeting the homeless population. The programs target high poverty zone areas throughout the County, to include Clearwater, and focuses on individuals who are disabled and need assistance applying for Federal benefits, assisting homeless families with children seeking affordable, permanent housing and veterans who need assistance with obtaining Federal benefits, with a special focus on homeless veterans to include the following programs: Family Housing Assistance Program; Adult Emergency Financial Assistance Program and Veterans Services Program.

The City continues to work closely with Pinellas County to ensure all eligible recipients are referred to the appropriate organization that will assist with their various needs.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that**

**individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In FY 2017-2018, the City provided \$125,278 in CDBG funding to assist with rehabilitation projects and operational support for the following: \$13,139 to Religious Community Services – Grace House for operating costs including salary support for their domestic violence shelter that assisted 451 individuals; \$13,139 to Homeless Emergency Project, Inc. – Emergency Shelter Program for operating costs including salary support that assisted 702 individuals; and \$99,000 to Homeless Emergency Project, Inc. – Baty Villas to rehabilitate a 16-unit transitional housing complex that assisted 16 families.

Additionally, the City, through its General Fund, contributed the following in support of transitioning from homelessness to permanent housing and independent living:

- \$100,000 to Pinellas Safe Harbor, a 470-bed homeless shelter and jail diversion program that opened in January 2011. Transportation is provided to individuals who are willing to enter and receive case management services rather than go to jail;
- \$50,000 to Homeless Emergency Project, Inc. to support their emergency shelter program, family transition program, and permanent supportive and rapid re-housing services;
- \$25,000 to the Pinellas County Homeless Leadership Board who is the lead agency for the Pinellas County/St. Petersburg/Clearwater/Largo Continuum of Care (CoC);
- \$25,000 to Pinellas Hope, a temporary emergency shelter for 250 men and women located on 20 acres provided by Bishop Robert N. Lynch and the Diocese of St. Petersburg. Case Managers meet with the individuals on a regular basis to set goals towards self-sufficiency. Case Managers also assist shelter residents with job and housing placement, perform follow up visits, and provide after shelter care to ensure successful outcomes;
- \$25,000 to Religious Community Services for their domestic violence shelter that provides apartment-style emergency shelter to homeless families with children. The program works one-on-one with families through case management, education, job readiness skills, and assisting families with the tools needed to save money in order to secure stable housing; and
- \$10,000 to the Salvation Army of Upper Pinellas for Hope Crest, a transitional living center that comprises two- and three-bedroom apartments providing a secure home for families while providing counseling and life skills classes.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City collaborates with the Clearwater Housing Authority (CHA) to foster innovative public housing developments, potential joint ventures and residential initiatives. HUD funds are used to subsidize the Housing Choice Voucher (HCV) Program and subsidizes 202 units of public housing. CHA's private investors assist to fund 529 mixed-income units, for which there is no Federal subsidy.

In FY 2017-2018, the CHA assisted 1,219 families through their monthly Housing Choice Voucher Program, expended \$9,282,425 in Housing Assistance Payments, assisted 257 families through its Public Housing Program and listed \$1,913,567 dollars in expenditures, plus an additional \$479,759 in Capital and Replacement Housing Funds.

The City and CHA continues to work together to identify opportunities that will provide affordable units to households at 50% AMI, 60% AMI and up to 120% AMI.

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

The Clearwater Housing Authority (CHA) encourages residents to become more involved with management and to participate in self-sufficiency programs. The CHA offers a Family Self-Sufficiency (FSS) Program for all Housing Choice Voucher holders who wish to improve their financial situation, eliminate their dependence on public assistance and are motivated to change their lives. FSS participants sign a five-year contract, during which time they complete an educational or vocational program, obtain employment, and become free from government assistance. The FSS staff provides the structure and support necessary to break down barriers and achieve goals. Once a FSS participant obtains employment or higher wages, he or she may begin to save money in an escrow account which is awarded upon completion of the program.

### **Actions taken to provide assistance to troubled PHAs**

The CHA was checked through HUD's Public Housing Assessment System (PHAS) and is designated as Small PHA Deregulation with a score of 91. No further action is needed.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City began receiving SHIP Program funding in 1992 when the Florida Legislature adopted the Sadowski Act.

During the 2007 legislative session, the Florida legislature passed House Bill 1375. Under this bill, approval was granted for the creation of Section 420.9076 of the Florida Statute. This statute requires counties and cities receiving SHIP funds to appoint an eleven-member Affordable Housing Advisory Committee (AHAC). The statute further provides that the committee be made up of members from a specific industry or a specific group as identified in the statute. The requirement was largely met through the use of the City's existing Neighborhood and Affordable Housing Advisory Board (NAHAB).

Every 3 years, the City Council adopts a resolution that creates and appoints the AHAC. The last AHAC was appointed in October 2017, with a final report presented to the City Council in December 2017.

The duties of the AHAC included reviewing policies and procedures, ordinances, land development regulations and the City's adopted comprehensive plan and recommending specific actions or initiatives to encourage or facilitate affordable housing.

The following are barriers and strategies undertaken by the City to remove or ameliorate the barrier:

Barrier: Lack of land available to develop affordable housing projects – Strategy: Prepare inventory of locally-owned public lands suitable for affordable housing.

Barrier: Limited funding to invest in production and rehabilitation of attainable housing – Strategy: Strengthen our relationship with Clearwater Housing Authority and private developers to foster innovative public housing developments, mixed-income residential developments, potential joint ventures and residential initiatives.

Barrier: Lack of information concerning the City's permitting process for affordable housing units and limited information on the City's affordable incentives and programs – Strategy: Provide information on affordable housing permitting process to interested developers through printed material and City website.

Barrier: Land Development codes and incentives and third party barriers such as involuntary easements/encroachments and homeowners insurance - Strategy: Initiate an expedited permitting and ongoing review process; provide for flexible densities for affordable housing projects; reduce parking setback requirements for affordable housing; allow flexible lot configuration, including zero-lot line configuration for affordable housing; and support development near transportation hubs, major employment centers, and mixed-use development. While homeowners insurance is required, the City's

policy is to ensure the client receives only the insurance amount required to protect the home and homeowner assets.

Barrier: Public perception of affordable housing development – Strategy: Provide information to the public via printed material, reports and the City website showcasing ongoing and completed projects. Support mixed-income housing development projects that strengthen the socio-economic foundation of the community with the inclusion of market-rate units.

Barrier: Maintaining the City's aging stock as a source of affordable housing - Strategy: Provide educational opportunities to citizens concerning barriers that can be eliminated, such as poor credit; provide acquisition and rehabilitation loans to non-profit organizations whose main goals are to preserve affordable housing; provide down payment and closing cost assistance to first time homebuyers; and provide rehabilitation loans to eligible homeowners to ensure code compliance.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

A major obstacle to meeting underserved needs is the lack of financial resources among housing and service providers that support the City's institutional delivery structure. Local government policies concerning building codes, subdivision standards and impact fees enacted to protect the general welfare of the public have unintended consequences; an example of an unintended consequence is the creation of barriers to housing affordability by increasing per unit development costs that impacts the supply of affordable housing to extremely-low to moderate-income families.

Other major obstacles to meeting underserved needs are rents and housing affordability. Average rents in the City of Clearwater are not affordable; many households struggle to pay their rent and afford necessities such as food, clothing, medical care and transportation. The City gives priority to the acquisition and construction of new mixed-use development projects especially in the established Neighborhood Revitalization Strategy Areas, where need is greatest.

First time homebuyer obstacles include the purchase price of a single-family homes, credit issues and unemployment/underemployment. The City provides first time homebuyers educational opportunities and down payment and closing cost assistance.

In FY 2017-2018, the City provided \$63,840 in CDBG funds and \$137,000 in SHIP funds to Habitat for Humanity of Pinellas County, Inc. for acquisition of 3 vacant lots to construct 3 single-family homes; \$166,611 in HOME funds and \$55,537 in SHIP funds to Community Service Foundation to acquire 7 rental-units; \$200,000 in CDBG funds and \$75,000 in SHIP funds to Woodlawn Trail Apartments, an 80-unit apartment complex for extremely-low to low-income families; \$75,000 in SHIP funds for Madison Point, LLC, an 80-unit apartment complex for extremely-low to low-income elder individuals; \$73,876 in HOME funds and \$249,958 in SHIP funds to Abilities of St. Andrews Cove to rehabilitate 6 rental units for extremely-low to low-income families with special needs; \$133,968 in HOME funds and \$40,000 in SHIP funds for down payment and closing cost assistance to 10 families; and \$18,172 in CDBG Revolving Loan funds, \$321,027 in SHIP funds and \$2,712 in Pinellas County Housing Trust Funds to rehabilitate 10 owner-occupied dwellings.

The City provided \$5,625 in SHIP funds to Tampa Bay Community Development Corporation and \$4,060 in SHIP funds to Clearwater Neighborhood Housing Services, Inc. for homebuyer education/counseling that assisted 138 individuals. The City provided \$4,000 in HOME funds and \$2,000 in SHIP funds to Tampa Bay Community Development Corporation and \$3,000 in HOME funds and \$1,000 in SHIP funds to Clearwater Neighborhood Housing Services, Inc. for down payment and closing cost processing fees that assisted 10 families.

These activities preserve the existing housing stock through acquisition, rehabilitation and construction of affordable rental units; rehabilitation of aging single-family homes; the increase of available affordable homes through new construction and improved access; homebuyer education; and down payment and closing cost assistance for qualified low- to moderate-income households.

#### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Lead based paint continues to be a problem throughout cities across the United States. It is usually prevalent in homes built prior to 1978. The City maintains that lead based paint is a serious issue and conducts housing inspections to determine if there are defective paint surfaces. If lead conditions are present, the lead paint is either removed or covered in a manner prescribed by HUD. The City continues its effort to rid structures of lead based paint and inspects homes built prior to 1978 for any presence of lead based paint. If the presence of lead based paint is found, the City requires removal of the paint as part of its down payment and closing cost assistance and rehabilitation programs. In FY 2017-2018, the City removed lead based paint in 4 homes.

Additionally, the City continues to coordinate with agencies in the Clearwater area that screen residents for elevated blood lead levels (EBL) and inspect housing units for lead based paint hazards. These agencies include the Pinellas County Health Department and the Clearwater and Pinellas County housing authorities, among others. The City places information about lead based paint and safety on the City's Housing Division webpage. Program activities include: Assurance that children identified as at risk receive blood lead testing and a child with elevated lead levels receives follow-up care; promotion of a public awareness campaign through education and disbursement of educational materials via physicians and the community; routine placement of educational materials on the City's Affordable Housing Division webpage; assessment of homes at risk to identify lead hazard control services to eliminate hazards identified in homes; initiation of supportive lead hazard control services to eliminate hazards identified in homes; and evaluation of prevention activities to measure the impact and outcome of program services and intervention efforts in the community.

#### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

According to the 2016 City-Data.com estimates, 21.5% of people living in the City of Clearwater are at poverty level or below. To combat this statistic, the City continued to coordinate with a number of agencies that support poverty-level families. These agencies provide services to other homeless and non-homeless special needs populations, as well as to low- to moderate-income families. Such services include referrals to affordable housing; employment assistance; job training; and economic opportunity.

In FY 2017-2018, the City provided \$12,892 to Intercultural Advocacy Institute, Inc. that assisted 40 individuals; \$11,496 to Miracles Outreach Community Development Center, Inc. that assisted 46 individuals; \$3,765 to FYI Community Partnership, Inc. that assisted 912 individuals; \$11,212 to Pinellas Opportunity Council, Inc. that assisted 39 individuals; and \$1,134 to The Arc Tampa Bay, Inc. that assisted 10 individuals. All five organizations provided for family advocacy and mentoring toward academic and employment success or self-sufficiency. Intercultural Advocacy Institute, Inc. served Clearwater's Hispanic community, primarily in the East Gateway Neighborhood Revitalization Strategy Area; FYI Community Partnership, Inc. served residents primarily in the Lake Bellevue Neighborhood Revitalization Strategy Area; Miracles Outreach Community Development Center, Inc. served youth throughout the city; Pinellas Opportunity Council, Inc. served the frail-elderly throughout the city; and The Arc Tampa Bay, Inc. served mentally-challenged adults throughout the city.

In FY 2017-2018, the City provided \$30,000 in CDBG funds to Tampa Bay Black Business Investment Corporation (TBBBIC) that assisted 79 individuals/businesses and provided \$30,000 in CDBG funds to Hispanic Business Initiative Fund of Florida, Inc. – dba Prospera that assisted 73 individuals/businesses. Both organizations provided technical assistance to small businesses and entrepreneurs. TBBBIC served residents/entrepreneurs located primarily in the North Greenwood Neighborhood Revitalization Strategy Area and Prospera served Clearwater's Hispanic community primarily in the East Gateway Neighborhood Revitalization Strategy Area.

The City provided \$40,000 to Clearwater Brewing Company, a new business, for a façade improvement loan-to-grant for the removal of slum and blight located in the North Greenwood Neighborhood Revitalization Strategy Area, Census Tract 261.

Through the coordination of programs, including the Environmental Protection Agency; State Brownfields Redevelopment Initiatives; Juvenile Welfare Board; United Way; the Eckerd Foundation; Career Source Pinellas; and the University of South Florida; the City continued to expand its efforts to reduce impediments.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City continued to work with its own departments and various housing and public service providers, as well as partners of their programs, in an effort to expand opportunities and to make continuous improvements to the institutional structure. Continued actions will include solicitation of feedback on referral processes and other means of coordination between such providers and the City of Clearwater.

In FY 2017-2018, the City supported an array of activities that strengthen the institutional structure's ability to serve persons of extremely-low to moderate-income; persons with special needs; and the homeless population. These activities include case management; emergency shelter; transitional housing; behavioral and mental health services; supportive services for the elderly; facilities for the disabled; referrals to appropriate housing providers; affordable housing unit construction and rehabilitation; homebuyer education; down payment assistance; and access to economic opportunity technical assistance.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City continued to coordinate with housing and public service providers to develop an effective institutional structure and enhance inter-agency coordination.

The City continued to work with the Clearwater and Pinellas County Housing Authorities, to improve access to public housing and tenant-based assistance. Although funding for public housing authorities is limited, and competition for affordable housing is high. These agencies continued to provide housing-related activities to include rental assistance; rehabilitation; and new construction for low- to moderate-income individuals. Input from public housing authorities is solicited during preparation of the City's Annual Action Plan.

Additionally, the City promotes coordination between non-profit and private for-profit housing providers through its Neighborhood and Affordable Housing Advisory Board (NAHAB); through the SHIP-mandated Affordable Housing Advisory Committee (AHAC) in conjunction with the Local Housing Assistance Plan and Local Housing Incentive Strategy reports; and through the Annual Action Plan process. Moreover, annual meetings in conjunction with the Action Plan process provides an opportunity for these providers to interact.

Public service providers in the greater Clearwater area provide a wide array of services to extremely-low to moderate- income individuals. These organizations typically have a specific target population that they serve (homeless individuals/families; persons with special needs or disabilities; extremely-low to moderate-income families) and possess a level of knowledge and expertise that is invaluable when identifying underserved needs. The continuation and expansion of these public services were encouraged by means of matching programs with funding, as available. The City recognizes that improved coordination between housing and public service providers will continue to be a critical action toward preventing homelessness. Therefore, input from public service providers is regularly solicited during preparation of the City's Annual Action Plan.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In FY 2016-2017, Pinellas County's Office of Human Rights and the Community Development and Planning Division of the Planning Department prepared a countywide Analysis of Impediments to Fair Housing Choice (Analysis) which included the City of Clearwater. Data from the Analysis suggested that the following types of impediments exist: Areas of Discrimination; Areas of Limited Opportunity; and Condition of Housing Stock.

The City funded programs that offer free classes for persons interested in homeownership, as well as provides outreach and training in fair housing. In FY 2017-2018, the City provided \$5,625 in SHIP funds to Tampa Bay Community Development Corp. and \$4,060 in SHIP funds to Clearwater Neighborhood Housing Services, Inc. and assisted 138 individuals. The City's efforts are furthered through partnerships

with the Pinellas Realtor Organization which subscribes to the Affirmative Marketing Agreement and the Bay Area Apartment Association; both entities work to educate its members on Fair Housing issues.

The City supported self-help initiatives based on volunteers providing housing assistance to designated elderly and indigent property owners and assisted them in complying with municipal housing codes to include individual volunteers; community and religious organizations/institutions; and businesses as a means of supplementing financial resources for housing repair and neighborhood cleanups to include Paint Your Heart Out and United Way's Day of Caring.

The City established the Affordable Housing Advisory Committee (AHAC), that provides oversight and review of incentives that will encourage the development of affordable housing. The AHAC provides recommendations to the City when there are changes to be considered that will facilitate the removal of barriers.

Inquiries from extremely-low to moderate-income tenants are often referred to the City's Code Enforcement staff. Tenants often seek remedies for actual or perceived Housing Code violations in their rental unit that the landlord or property management company may have declined to address or for repairs that are being addressed by the landlord at an unacceptable pace for the tenant. City code enforcement staff provides general information on code enforcement alternatives and remedies as well as the State's landlord tenant law. Some tenants are referred to pro bono or low-cost legal assistance programs to serve tenants needs.

While the City does not provide legal services, the City provided \$15,712 in CDBG funds to Gulfcoast Legal Services, Inc. to provide civil legal aid related to housing related matters. Also, Pinellas County Clerk of the Circuit Court operates three legal self-help centers to assist Pinellas County citizens on representing themselves in court in regard to family law; small claims; or landlord/tenant matters. The self-help centers provide consultation with an attorney for a minimal fee; forms and packets for civil court actions; document notary; and copying services.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City is responsible for monitoring all agreements administered under its CDBG and HOME programs, advising subrecipients on their performance, and ensuring compliance with Federal rules and regulations corresponding to the funding source. Monitoring is necessary to ensure that subrecipients continue to meet expectations for timeliness, capacity, and reporting; and that activities continue to meet National Objectives and other program goals. Through frequent monitoring, conflicts of interest and opportunities for waste, mismanagement, fraud and abuse are minimized.

On-site monitoring visits occur at least annually depending on the risk-level of the subrecipient, or if concerns were identified during a prior visit, on-site monitoring visits may occur more frequently to determine compliance or until corrective actions are taken. Staff contacts the subrecipient by phone or email to schedule a monitoring visit and follows-up with a formal Notification Letter to the recipient at least two weeks prior to the scheduled visit. The Notification Letter includes confirmation of the date; time and duration of the visit; a description of the purpose for the monitoring visit; and identification of the subrecipient representatives expected to be present and any office/meeting space that will be required.

In preparation for an on-site monitoring visit, City staff reviews all documentation associated with the subrecipient's records, including but not limited to: original application for CDBG or HOME funding; subrecipient agreement; requests for payment and corresponding documentation; monthly or quarterly reports; documentation from previous monitoring visits; and copies of other audits performed.

At the beginning of the scheduled on-site monitoring visit, City staff holds an entrance conference with the subrecipient's Director and appropriate financial and program staff. The entrance conference reiterates the schedule and purpose of the on-site monitoring visit and documents the subrecipient's participation. The entrance conference is used to convey the City's responsibility to monitor the subrecipient to determine whether the use of Federal funds is appropriate and consistent with the agreement, even if the on-site monitoring visit presents an inconvenience for the subrecipient.

Within 30 days after the visit, the City mails a monitoring letter to the subrecipient that details the results of the on-site monitoring visit. The letter identifies any Findings or Concerns as follows: Finding – A violation of law or regulation that could result in a sanction; or Concern – A matter that, if not properly addressed, could become a finding that could result in a sanction.

The monitoring letter details each Finding identified, if applicable, along with the corresponding citation(s) of applicable laws, regulations, or program policies and the supporting fact(s) collected during the on-site visit. For each Finding identified, the letter specifies the corrective action(s) that the subrecipient must take along with a date specific by which the subrecipient must provide a written response detailing how and by when the corrective action(s) will be taken.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

As required, reasonable notice for review and comment of the CAPER was provided; public notice of two public meetings and public comment period was published in the Tampa Bay Times on October 26, 2018 advising of the availability of this performance report for viewing and public comment from November 2, 2018 through November 16, 2018. Both notices were placed on the City of Clearwater's Affordable Housing webpage located at [www.myclearwater.com/affordablehousing](http://www.myclearwater.com/affordablehousing). No comments were received during the comment period.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The programs administered during FY 2017-2018 were Housing; Homelessness; Non-Homeless Special Needs; Community Development and Public Services; and Economic Development.

Housing includes: Tampa Bay Community Development Corporation - Down Payment Assistance; Habitat for Humanity of Pinellas County – Single Family Homes; Clearwater Neighborhood Housing Services, Inc. – Down Payment Assistance; CHDO – 15% Set-Aside; Revolving Loan Program – Rehabilitation; Revolving Loan Program – Acquisition; Bright Community Trust – Single Family Homes; HOME Rehabilitation/Purchase Assistance; SP Trail LLC – Woodlawn Project; and Housing Pool Activities.

Homelessness includes: Religious Community Services, Inc. – Grace House; Homeless Emergency Project, Inc. – Emergency Shelter; and Homeless Emergency Project, Inc. – Baty Villas.

Non-Homeless Special Needs includes: Pinellas Opportunity Council, Inc. – Chore Services and The Arc Tampa Bay, Inc. – Employer Outreach.

Community Development and Public Services includes: Gulfcoast Legal Services, Inc. – Legal Services; Miracles Outreach Community Development Center, Inc. – Youth Services; FYI Community Partnerships, Inc. – Family Enrichment Services; Intercultural Advocacy Institute, Inc. – Youth Services; Westcare GulfCoast Florida, Inc. – Substance Abuse Services; Directions for Mental Health, Inc. – Public Facilities Improvements; and City of Clearwater Parks and Recreation – Philip Jones Park Improvements.

Economic Development includes: Business Development – Façade Improvements; Tampa Bay Black Business Investment Corp. – Microenterprise Technical Support; and Hispanic Business Initiative Fund of Florida, Inc. – dba Prospera - Microenterprise Technical Support.

One project was cancelled this fiscal year: Bright Community Trust – Single Family Homes. Bright Community Trust was certified as a CHDO and utilized the 15% set-aside under HOME rules. Construction is currently underway and is scheduled for completion in May 2019. The City did not utilize their Revolving Loan program funds this fiscal year, but the City will actively pursue rehabilitation and new construction projects utilizing Revolving Loan funds in fiscal year 2018-2019.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

**Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.**

Inspection of initial lease-up of rental housing units is conducted by City staff and ongoing inspections of rental housing funded by HOME funds are also conducted by City staff or contracted compliance monitoring agency. All HOME funded projects are monitored annually, either by a desk review or an on-site inspection. A desk review includes compliance with income and rent eligibility requirements and financial records. An on-site monitoring includes compliance with income and rent eligibility requirements, financial reports, program records/files and is performed at least every two or three years as applicable. The following identifies all projects that received an on-site or desk review in FY 2017-2018:

- Abilities of Morningside II (2500-1 Harn Boulevard) – On Site - In Compliance
- Abilities of St. Andrews Cove (605 North Keene Road) –On Site – In Compliance
- Fulton Avenue Apartments (1602 Fulton Avenue) – Desk Audit - In Compliance
- Homeless Emergency Project (1250 Palmetto Street) – On Site - In Compliance
- Fairburn Apartments (1102 Fairburn Avenue) – On Site - In Compliance
- Kimberly Home, Inc. (114 North Missouri Avenue) – On Site - In Compliance
- Kimberly Home, Inc. (1192 Browns Court) – On-Site - In Compliance
- Pineberry Apartments (1225 Highland Avenue) – On Site – In Compliance
- Prospect Towers (801 Chestnut Street) – On Site - In Compliance
- Garden Trail Apartments (609 Seminole Street) – Desk Audit - In Compliance
- Norton Apartments (1450 South Martin Luther King Jr. Avenue) – Desk Audit - In Compliance
- Lexington Apartments (1100 Missouri Avenue) – Desk Audit - In Compliance

## **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

As part of the HOME application, applicants are required to submit an affirmative marketing plan to the County which must conform to the County's affirmative marketing requirements. Monitoring of affirmative marketing for HOME funded units is incorporated into the County's overall monitoring process. During each onsite monitoring visit, the City monitors subrecipients for compliance with affirmative marketing requirements.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

HOME Program Income received during the program year totaled \$766,000 and is broken down into the following:

- Payments: \$148,399
- Payoffs: \$604,925
- Interest: \$12,676

In FY 2017-2018, HOME funds were expended on 22 activities and administration/planning totaling \$1,745,100. Program Income was expended as it became available with 10% utilized for administration/planning.

The following are racial and ethnic status of HOME program participants: White – 11 (50%), Black/African American – 6 (27%), Multi-Racial/Other – 5 (23%); 7 program participants identified as Hispanic.

The following are income levels of the HOME program participants: 6 were extremely-low (below 30% or 27%, 2 were low (between 30% - 60%) or 9% and 14 were moderate-income (between 60% - 80%) or 64%.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

During FY 2017-2018, the City continued to proactively support, develop and maintain affordable housing. Utilizing CDBG, HOME, SHIP and Pinellas County Housing Trust Fund, the City assisted 10 households to become first time homeowners through down payment and closing cost assistance; assisted 10 homeowners to preserve their homes through rehabilitation; assisted Habitat for Humanity of Pinellas County to acquire vacant land and construct 14 single family homes, 2 of which are currently under construction; assisted Community Service Foundation to acquire 7 rental units, currently being leased-up; assisted Abilities of St. Andrews Cove with funding to rehabilitate 6 rental units; assisted 2 developers, SP Trail, LLC and Madison Point, LLC, with funding to construct 160 rental units in coordination with Low Income Housing Tax Credits, both of which are currently under construction; and ensured long-term availability by assisting Bright Community Trust, a CHDO, with acquisition and rehabilitation funding for a single-family home that will be placed in a land trust upon completion.

The City continues to support national, state and local housing policies and continues to educate and inform citizens and elected officials of the need for affordable housing.