

**SECOND SUBSTANTIAL AMENDMENT TO THE  
2019/2020 ANNUAL ACTION PLAN  
FOR THE CITY OF CLEARWATER, FLORIDA  
DRAFT September 24, 2020**

**AMENDMENT SUMMARY**

**Background**

In response to the Coronavirus Pandemic (COVID-19) the United States Department of Housing and Urban Development (HUD) has notified the City of Clearwater that it will receive an allocation of \$858,968 of Community Development Block Grant Program – Coronavirus Response funds (CDBG-CV) to be used to prevent, prepare for, and respond to coronavirus (COVID-19). This allocation is associated with the third tranche of funding authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The City of Clearwater’s federal Annual Action Plan details the funding strategy for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs each year. The Annual Action Plan implements a jurisdiction’s multi-year Consolidated Plan and is developed through significant citizen participation, analysis, and planning. A first Substantial Amendment to the City’s 2019 Annual Action Plan (AAP) was approved by the City Council on May 7, 2020 to incorporate \$492,592 from the first tranche of CDBG-CV funding (CDBG-CV1).

The City of Clearwater Economic Development and Housing Department and the HUD/CDBG Grant Administration Office, hereby request public comment from citizens within the community, private for-profit enterprises, and not-for-profit organizations for assistance in determining the distribution of the third tranche of CARES Act funding. The City’s distribution of these funds will be documented by a second Substantial Amendment to the City’s 2019 AAP.

Approximately \$858,968 from the third tranche of CDBG-CV funds (CDBG-CV3) will be available for eligible activities to prevent, prepare for, and respond to coronavirus (COVID-19). In addition, projects will be required to meet a CDBG national objective. The proposed second Substantial Amendment will also reprogram HOME funds. Because new CDBG-CV funds will be available for rent/mortgage/utilities assistance, HOME funds will be reprogrammed to other housing activities.

The City’s Citizen Participation Plan (CPP) describes the efforts that the City will take to encourage the community to participate in plan development. It also describes the process for amending the Consolidated Plan and/or Annual Action Plan when necessary. The following changes require a “substantial” amendment to the plan and must be publicly noticed as described in the CPP:

1. There is a reallocation/reprogramming of funds equaling more than 25 percent in the aggregate of the City’s combined CDBG and HOME allocations to an activity(s) previously described in the Consolidated Plan and/or Annual Action Plan(s)

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2. A decision is made to carry out an activity not previously described in the Consolidated Plan and/or Annual Action Plan(s), including program income
3. The purpose, scope, location(s), or beneficiaries of an activity are substantially changed. An activity will be considered substantially changed when any of the following criteria applies:
  - a. The activity will no longer principally benefit the targeted population as identified in the Consolidated Plan and/or Annual Action Plan(s).
  - b. The activity will no longer address the low- and moderate-income needs identified in the Consolidated Plan and/or Annual Action Plan(s) or the activity ceases to address the qualifying National Objectives as per 24 CFR Part 570.208.
  - c. The activity location changes so that the completed activity will principally serve beneficiaries other than those originally intended.
  - d. The scope of the activity has increased to the point where its completion would result in the inability to carry out another approved activity, or would require reducing the scope of another activity to a point where it would not accomplish its intended purpose.

**Proposed Second Substantial Amendment**

In summary, the total amount to be added is \$858,968 (CDBG-CV3) and the total amount to be reprogrammed to other projects is \$300,000 (HOME). The proposed second Substantial Amendment will add or reprogram this funding to the following activities:

<b>Funding Source – Project Name</b>	<b>Previous Amount</b>	<b>Amended Amount</b>	<b>Change (+/-)</b>	<b>Change Summary</b>
CDBG-CV – Coronavirus Response and Related Admin – COVID-19 Activities	CDBG-CV: \$492,592	CDBG-CV: \$1,351,560	+\$858,968	Add third tranche of CDBG-CV funds (CDBG-CV3)
<i>Business Assistance Program</i>	<i>CDBG-CV: \$394,074</i>	<i>CDBG-CV: \$2,000</i>	<i>-\$392,074</i>	<i>Close activity and reprogram remaining funds to new activities under CDBG-CV</i>
<i>Rent/Mortgage/Utilities Assist.</i>	<i>CDBG-CV: \$0</i>	<i>CDBG-CV: \$924,458</i>	<i>+\$924,458</i>	<i>Add new activity to be funded under CDBG-CV</i>
<i>Public Services</i>	<i>CDBG-CV: \$0</i>	<i>CDBG-CV: \$154,791</i>	<i>+\$154,791</i>	<i>Add new activity to be funded under CDBG-CV</i>
<i>Admin.</i>	<i>CDBG-CV: \$98,518</i>	<i>CDBG-CV: \$270,311</i>	<i>+\$171,793</i>	<i>Increase admin. portion to be funded under CDBG-CV</i>
HOME – Emergency Rent/Mortgage/Utilities Assistance – COVID-19 Activities	HOME: \$300,000	\$0	-\$300,000	Remove project. Reprogram HOME funds to other housing activities. Rent/Mortgage/Utilities Assistance will be funded with CDBG-CV3 funds (see above).

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<b>Funding Source – Project Name</b>	<b>Previous Amount</b>	<b>Amended Amount</b>	<b>Change (+/-)</b>	<b>Change Summary</b>
HOME – Multi-Family New Construction	HOME: \$819,001	HOME: \$969,001	+\$150,000	Reprogrammed from HOME-funded Emergency Rent/Mortgage/Utilities Assistance
HOME – Owner-Occupied Land Acquisition	HOME: \$100,000	HOME: \$200,000	+\$100,000	Reprogrammed from HOME-funded Emergency Rent/Mortgage/Utilities Assistance
HOME – Owner-Occupied New Construction	HOME: \$560,000	HOME: \$610,000	+\$50,000	Reprogrammed from HOME-funded Emergency Rent/Mortgage/Utilities Assistance

The following lists the specific changes proposed for the second Substantial Amendment to the City’s 2019 AAP. All proposed changes are shown in strikethrough and underline to indicate text deletion and insertion, respectively. Any projects, activities, or funding amounts not listed herein will be unaffected by the proposed second Substantial Amendment.

**1. Section AP-05, “Executive Summary” – 4. Summary of Citizen Participation Process text:  
Revise paragraph as follows:**

In response to a new federal allocation of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in response to the COVID-19 pandemic, the City was required to substantially amend the 2019/2020 Annual Action Plan and to amend the Citizen Participation Plan to allow for a reduced public comment period of five (5) days. The notice of funding availability and related amendments for the first tranche of CDBG-CV funding (CDBG-CV1) were publicly noticed, provided for comment for a period of five (5) days, and heard by the City’s NAHAB and City Council during April and May 2020. The notice of funding availability and related amendments for the third tranche of CDBG-CV funding (CDBG-CV3) were publicly noticed, provided for comment for a period of five (5) days, and heard by the City’s NAHAB and City Council during September and October 2020.

**2. Section AP-12, “Participation” – Summary of citizen participation process: Revise paragraph as follows:**

In response to a new federal allocation of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in response to the COVID-19 pandemic, the City was required to substantially amend the 2019/2020 Annual Action Plan and to amend the Citizen Participation Plan to allow for a reduced public comment period of five (5) days. The notice of funding

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availability and related amendments for the first tranche of CDBG-CV funding (CDBG-CV1) were publicly noticed, provided for comment for a period of five (5) days, and heard by the City's NAHAB and City Council during April and May 2020. The notice of funding availability and related amendments for the third tranche of CDBG-CV funding (CDBG-CV3) were publicly noticed, provided for comment for a period of five (5) days, and heard by the City's NAHAB and City Council during September and October 2020.

**3. Section AP-12, "Participation" – Citizen Participation Outreach Table: Add new rows as follows:**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
<u>14</u>	<u>Newspaper Ad</u>	<u>Non-targeted/broad community</u>	<u>September 30, 2020 (Tampa Bay Times)</u>	<u>Notice of Funding Availability (NOFA), Second Substantial Amendment to 2019 Annual Action Plan, Five-Day Public Comment Period, Public Meeting, and Public Hearing</u>	<u>N/A</u>	<u>N/A</u>
<u>15</u>	<u>5-Day Public Comment Period)</u>	<u>Non-targeted/broad community</u>	<u>October 5, 2020 thru October 9, 2020</u>	<u>To be determined (TBD) upon conclusion of the 5-Day Public Comment Period. Comments will be summarized herein</u>	<u>TBD</u>	<u>www.myclearwater.com</u>
<u>16</u>	<u>Public Hearing</u>	<u>Non-targeted/broad community</u>	<u>October 13, 2020 NAHAB Meeting</u>	<u>NAHAB Approval of second Substantial Amendment related to CARES Act funding</u>	<u>All Comments Recorded; See Appendix</u>	<u>N/A</u>
<u>17</u>	<u>Public Hearing</u>	<u>Non-targeted/broad community</u>	<u>October 14, 2020 City Council Meeting</u>	<u>Council Approval of second Substantial Amendment related to CARES Act funding</u>	<u>All Comments Recorded; See Appendix</u>	<u>N/A</u>

**4. Section AP-15, "Expected Resources" – Introduction text: Revise paragraph as follows:**

Additionally, the City will receive a total allocation of \$492,592,351,560 of CDBG-CV funds to be used to prevent, prepare for, and respond to the COVID-19 pandemic. The first tranche allocated \$492,592 of CDBG-CV1 funds and the third tranche allocated \$858,968 of CDBG-CV-3 funds. These funds will be used for activities related to COVID-19 response while also meeting a CDBG national objective.

**5. Section AP-15, "Anticipated Resources" – Anticipated Resources Table: Revise the expected amount available for Year 1 (2019/2020) as follows:**

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1, Annual Allocation: \$	Expected Amount Available Year 1, Program Income: \$	Expected Amount Available Year 1, Prior Year Resources: \$	Expected Amount Available Year 1, Total: \$	Expected Amount Available Remainder of ConPlan \$	Narrative Description
Other – CDBG-CV	public-federal	Other – To prevent, prepare for, and respond to coronavirus	<del>492,592</del> <u>1,351,560</u>	0	0	<del>492,592</del> <u>1,351,560</u>	0	The Federal CDBG-CV allocation will be used to prevent, prepare for, and respond to coronavirus.

**6. Section AP-20, “Annual Goals and Objectives” – Goals Summary Information Table: Adjust “Goal Outcome Indicator” columns by goal as follows:**

Goal Name	Funding	Goal Outcome Indicator
Housing	CDBG: \$567,500; HOME: \$2,776,598; CDBG-CV: \$0	Rental units constructed: <del>40</del> <u>47</u> Household Housing Unit; Rental units rehabilitated: 5 Household Housing Unit; Homeowner Housing Added: <del>14</del> <u>18</u> Household Housing Unit; Homeowner Housing Rehabilitated: 6 Household Housing Unit; Direct Financial Assistance to Homebuyers: 30 Households Assisted; <del>Other: 75</del> <del>Other</del>

*\*Due to the inability to “Add Goal” within the AP-20 screen of the Action Plan, CDBG-CV funds are denoted as non-goal emergency/disaster assistance and considered separately per HUD waiver.*

**7. Section AP-35, “Projects” – Project Information Table: Remove project and revise project name as follows:**

Number	Project Name
<del>39</del>	<del>Emergency Rent/Mortgage/Utilities Assistance – COVID-19 Activities</del>
<del>4039</del>	CV – <del>Business Assistance</del> <u>Coronavirus Response</u> and Related Admin – COVID-19 Activities

**8. Section AP-35, “Projects” – Describe the Reasons for Allocation Priorities... Text: Revise sentences as follows:**

Additionally, the City will receive a ~~total~~ allocation of \$~~492,592~~1,351,560 of CDBG-CV funds to be used to prevent, prepare for, and respond to the COVID-19 pandemic. The first tranche allocated \$492,592 of CDBG-CV1 funds and the third tranche allocated \$858,968 of CDBG-CV-3 funds. These funds are not included in the percentages above.

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- 9. Section AP-38, “Project Summary” – Project Summary Information Table: Remove project, adjust or reprogram existing project budgets, and make minor edits for consistency with the AP-20 “Goals Summary Information” table as follows:**

No.	Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Estimate the number and type...	Location	Planned Activities
5	Owner-Occupied Land Acquisition (Acquisition)	Citywide Low-and Moderate-Income Areas; Lake Bellevue Neighborhood Revitalization Strategy Area; Downtown Gateway District Neighborhood Revitalization Strategy Area; North Greenwood Neighborhood Revitalization Strategy Area;	Housing	Single-Family New Construction	HOME: <del>\$100,000</del> <u>\$200,000</u>	Funds provided as a loan for land acquisition to construct single-family homes.	<del>Four</del> Eight (48) low-to moderate-income families.	N/A	Acquisition
6	Owner-Occupied New Construction (New Construction)	Citywide Low-and Moderate-Income Areas; Lake Bellevue Neighborhood Revitalization Strategy Area; Downtown Gateway District Neighborhood Revitalization Strategy Area; North Greenwood Neighborhood Revitalization Strategy Area	Housing	Single-Family New Construction	HOME: <del>\$560,000</del> <u>610,000</u>	Funds provided as loans for construction of single-family homes.	Four (4) low- to moderate-income families.	N/A	New Construction

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No.	Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Estimate the number and type...	Location	Planned Activities
8	Multi-Family New Construction (New Construction)	Citywide Low- and Moderate-Income Areas; Lake Bellevue Neighborhood Revitalization Strategy Area; Downtown Gateway District Neighborhood Revitalization Strategy Area	Housing	Multi-Family New Construction	HOME: <del>\$819,001</del> <u>969,001</u>	Funds provided as loans for construction of multi-family units	Forty- <del>seven</del> <u>seven</u> (4047) low- to moderate-income families.	N/A	New Construction
39	Emergency Rent/Mortgage/Utilities Assistance—COVID-19 Activities	Citywide Low- and Moderate-Income Areas	Housing	Homeowner Assistance	HOME: <del>\$300,000</del>	Assistance to households that are behind in rent, mortgage, and/or utility payments due to loss of income resulting from the COVID-19 pandemic.	75 low- and moderate-income households (Other: 75 Other)	N/A	Rent, mortgage, and/or utility assistance in any combination of applicable unpaid expenses for up to three (3) months and not to exceed \$4,000 per household.

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<u>4039</u>	CV – <del>Business Assistance Coronavirus Response</del> and Related Admin – COVID-19 Activities	N/A	N/A – Non-Goal Emergency/Disaster Response	N/A	CDBG-CV: <del>\$492,592</del> <u>1,351,560</u>	1. <b>Business assistance to small businesses</b> that have been forced to shut-down by government order or that have lost revenue as a result of the COVID-19 pandemic. Business assistance funding will come directly from CDBG-CV funds ( <del>\$394,074</del> <u>2,000</u> ) 2. <b>Emergency rental/mortgage/utility (RMU) assistance to residents of Clearwater suffering impacts from COVID-19.</b> RMU assistance will be provided in the form of grants to pay for past due rent, mortgage and utility payments and deposits for reentry into housing (\$924,458). 3. <b>Public services activities to assist in preventing, preparing for, and responding to COVID-19 pandemic impacts.</b> Public service activities will be provided by organizations qualified to serve Clearwater residents in this capacity (\$154,791). 4. Related program	<del>1301</del> businesses (Businesses Assisted: <del>1301</del> Businesses Assisted), <u>400 households (Tenant-based rental assistance / Rapid Rehousing : 400 Households Assisted), 100 persons assisted (Homeless Prevention : 100 Persons assisted)</u>	N/A	<b>Small grants and technical assistance for businesses.</b> Home-based businesses will be eligible for up to \$2,000 in grant funding and up to \$1,000 in technical assistance. Brick and mortar businesses will be eligible for up to \$5,000 in grant funding and up to \$1,000 in technical assistance. <u>The business assistance program was closed as of September 21, 2020 and remaining funds reprogrammed. A portion of funding will be used for program administration related to COVID-19 expenses. The Rent, Mortgage, and Utility Assistance Program is open to Clearwater residents suffering hardship due to COVID-19 for up to \$5,000 in unpaid rent, mortgage, and/or eligible household expenses such as utility bills. The City of Clearwater will consider</u>
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No.	Project Name	Target Area	Goals Supported	Needs Addressed	Funding	Description	Estimate the number and type...	Location	Planned Activities
						administration of CDBG-CV funds (\$ <del>98,518</del> 270,311).			<u>applications for Public Services to assist residents impacted by COVID-19. Public Services may include, but may not be limited to, mortgage foreclosure counseling, providing shower and laundry services to homeless individuals and homeless prevention activities. Homeless prevention may include, but may not be limited to, legal services, security deposits that prevent homelessness, case management to assist residents to maintain existing housing and to assist in finding affordable housing and moving expenses.</u>

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- 10. Section AP-50, “Geographic Distribution” – Geographic Distribution Table: Adjust percentage of funds by Target Area consistent with Project Summary Information Table.**

Target Area	Percentage of Funds
Citywide Low- and Moderate-Income Areas	<del>4338</del>
Lake Bellevue NRSA	<del>2022</del>
East Gateway NRSA	<del>1719</del>
North Greenwood NRSA	<del>2021</del>

- 11. Section AP-50, “Geographic Distribution” – Discussion: Edit paragraph as follows:**

The City of Clearwater has identified ~~4039~~ projects to implement the goals of the Consolidated Plan and to respond to coronavirus during the fourth year of the 2016/2017-2019/2020 Consolidated Plan. These projects benefit very-low to moderate-income persons citywide and within the City’s Neighborhood Revitalization Strategy Areas. Projects with citywide benefit include housing activities, homeless and public services, business development and administration and activity delivery of the CDBG and HOME programs.

- 12. Section AP-55, “Affordable Housing” – One Year Goals for Affordable Housing Tables: Adjust the number of households to be supported consistent with the AP-20 “Goals Summary Information” table:**

One Year Goals	Number of Households to be Supported
Homeless	1
Non-Homeless	<del>7431,179</del>
Special Needs	0
Total	<del>7441,180</del>

One Year Goals	Number of Households Supported Through
Rental Assistance	<del>0400</del>
The Production of New Units	<del>5465</del>
Rehab of Existing Units	12
Acquisition of Existing Units	30
Total	<del>96507</del>

- 13. Section AP-55, “Affordable Housing” – Discussion Text: Adjust the number of households to be supported consistent with the AP-55 “One Year Goals for Affordable Housing” table and revise paragraph as follows:**

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The City will continue to deliver its long-standing housing programs, including housing rehabilitation and down payment assistance, coordinate with non-profit organizations and developers that construct affordable housing and support homebuyer education and fair housing activities. These housing activities funded with CDBG and HOME will support 744,680 households through a combination of production of new units, rehabilitation of existing units, down payment assistance, homebuyer education, and emergency mortgage/rent/utility assistance foreclosure/eviction prevention. Additionally, housing activities funded with CDBG-CV will assist 400 households through emergency mortgage/rent/utility assistance and up to 100 persons through foreclosure/eviction prevention.

**Analysis**

This proposal qualifies as a Substantial Amendment because it meets two (2) of the three (3) criteria within the CPP:

- There is a reallocation/reprogramming of funds equaling more than 25 percent in the aggregate of the City's combined CDBG and HOME allocations to an activity(s) previously described in the Consolidated Plan and/or Annual Action Plan(s); and
- A decision is made to carry out an activity not previously described in the Consolidated Plan and/or Annual Action Plan(s), including program income.

**Public Process**

The City of Clearwater will provide a public notice in the newspaper advertising a 5-day Public Comment Period as part of the CPP requirements. To facilitate timely response to the COVID-19 pandemic, HUD has reduced the required Public Comment Period to 5 days. The 5-day public comment period will begin on Monday, October 5, 2020 and end on Friday, October 9, 2020.

Comments may be submitted by email during the Public Comment Period to NAHAB@myclearwater.com. Public comments can also be mailed to the City of Clearwater Economic Development and Housing Department, located at 600 Cleveland Street, Suite 600, Clearwater, FL 33755. If you have questions as to how to make public comment or if you would like to make public comment by phone, please call (727) 562-4023 between the hours of 8:00am and 5:00pm Monday through Friday during the Public Comment Period. Due to hazards related to the COVID-19 pandemic, hard copies will not be made available at public buildings for review during the Public Comment Period. Hard copies may be available upon request.

Additionally, two (2) public hearings will be held to provide opportunities for public comment:

- Neighborhood & Affordable Housing Advisory Board (NAHAB) Meeting, Tuesday, October 13, 2020, 9:00 a.m.
- City Council Meeting, Wednesday, October 14, 2020, 6:00 p.m.

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The meetings will be held in City Council Chambers in Clearwater's Main Library Located at 100 North Osceola Avenue, Clearwater, Florida and will be broadcast live on YouTube ([www.youtube.com/myclearwater](http://www.youtube.com/myclearwater)). The City Council meeting will be broadcast live on the City's website (<https://www.myclearwater.com/government/council-meeting-streaming-videos>), on Facebook ([www.facebook.com/cityofclearwater](http://www.facebook.com/cityofclearwater)), and the following public access TV channels: Spectrum Channel 638, Frontier Channel 30, and WOW! Channel 15.

The City will be accepting public comment at these meetings from in-person attendees or by staff presentation of pre-written public comments. Citizens wishing to provide comments on an agenda item are encouraged to do so in advance through written comment. The City has established the following three options to ensure public comment for these meetings:

- 1) **eComments via Granicus** – eComments is integrated with the published meeting agenda. Individuals may review the agenda item details and indicate their position on the item. You will be prompted to set up a user profile to allow you to comment, which will become part of the official public record. The eComment period is open from the time the agenda is published. Comments received during the meeting will become part of the official record, if posted prior to the closing of public comment. The City Clerk will read received comments into the record.
- 2) **Email** – Individuals may submit written comments or videos to [NAHAB@myclearwater.com](mailto:NAHAB@myclearwater.com). All comments received by 5 p.m. the day before the NAHAB meeting (October 12) will become part of the official record. The City Clerk will read received comments into the record.
- 3) **Council Chambers** – Additionally, like any other NAHAB or City Council meeting, the public may provide public comment during the meeting at the Main Library, Council Chambers, 100 N Osceola Avenue. Due to COVID-19, all speakers desiring to appear in person will be subject to all applicable emergency measures in place to prevent the further spread of COVID-19. Speakers who appear in person will be subject to screening for symptoms of COVID-19. Any persons exhibiting any symptoms of COVID-19 will not be permitted to enter council chambers but will be able to participate through the remote options described above.

The City will provide technical assistance to citizens and groups representative of persons of low- and moderate-income that request such assistance in the review of program activities and program amendments. In addition, the City will make adequate and reasonable provisions to assist non-English speaking residents in interpreting program opportunities and provisions on a case-by-case basis, as well as provide auxiliary aides and services for individuals with disabilities. Requests for special accommodations must contact the Economic Development and Housing Department at the contact information above.