



First Program Year Action Plan

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

8-15-05	Applicant Identifier		Type of Submission	
Date Received by state	State Identifier		Application	Pre-application
Date Received by HUD	Federal Identifier		<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
			<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information				
City of Sarasota		FL122766 SARASOTA		
P.O. Box 1058		DUNS: 07-322-5724		
0		Office of Housing and Community Development		
Sarasota	Florida	0		
34230	Country U.S.A.	0		
Employer Identification Number (EIN):		Sarasota		
59-6000426		Program Year Start Date: 10/05		
Applicant Type:		Specify Other Type if necessary:		
Consortia		Specify Other Type		
Program Funding		U.S. Department of Housing and Urban Development		
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding				
Community Development Block Grant		14.218 Entitlement Grant		
CDBG Program		Description of Areas Affected by CDBG Projects: City of Sarasota		
CDBG Grant Amount: \$650,336	\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged		State funds Leveraged: \$333,000		
\$Locally Leveraged Funds		\$Grantee Funds Leveraged		
Anticipated Program Income: \$28,000		Other (Describe)		
Total Funds Leveraged for CDBG Projects: \$333,000				
Home Investment Partnerships Program		14.239 HOME		
Home Partnership Program		Description of Areas Affected by HOME project(s): Sarasota County		

Home Grant Amount: \$988,035		\$Additional HUD Grant(s) Leveraged		Describe	
Additional Federal Funds Leveraged: \$36,889		Additional State Funds Leveraged: \$1,059,000			
\$Locally Leveraged Funds		\$Grantee Funds Leveraged			
Anticipated Program Income: \$1,100,000		Other (describe): Private Mortgages \$16,500,000			
Total Funds Leveraged for HOME-based Projects: \$18,659,000					
Housing Opportunities for People with AIDS			14.241 HOPWA		
HOPWA Project Titles			Description of Areas Affected by HOPWA Project(s): Sarasota and Manatee Counties		
HOPWA Grant Amount: \$548,000		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged			
\$Locally Leveraged Funds		\$Grantee Funds Leveraged			
\$Anticipated Program Income		Other (Describe)			
Total Funds Leveraged for HOPWA-based Project(s)					
Emergency Shelter Grants Program			14.231 ESG		
ESG Project Titles			Description of Areas Affected by ESG Project(s)		
ESG Grant Amount: \$0		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged			
\$Locally Leveraged Funds		\$Grantee Funds Leveraged			
\$Anticipated Program Income		Other (Describe)			
Total Funds Leveraged for ESG-based Project(s)					
Congressional Districts of:			Is application subject to review by state Executive Order 12372 Process?		
Applicant Districts: 13		Project Districts: 13			
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.			<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE	
			<input type="checkbox"/> No	Program is not covered by EO 12372	
<input type="checkbox"/> Yes		x No	x N/A	Program has not been selected by the state for review	

Person to be contacted regarding this application		
Donald	D.	Hadsell
Director	Phone: 941-951-3640	Fax: 941-951-3649
eMail: donald_hadsell@sarasota.gov.com	Grantee Website: www.sarasotagov.com	0
Signature of Authorized Representative		Date Signed

Narrative Responses

GENERAL

Executive Summary

In accordance with 24 CFR Section 91.420, the Sarasota Office of Housing and Community Development has prepared an Action Plan that describes the resources that will be used and the activities that will be undertaken during fiscal year 2005 – 2006 to implement its Strategic Plan. The Action Plan describes the resources and activities within the entire Sarasota Consortium as a whole, as well as a description for the City of Sarasota and Sarasota County.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.

During 2005 - 2006, CDBG funds will be targeted in the following neighborhoods:

City of Sarasota – An economic development program will be established in the Newtown Neighborhood to help implement the Newtown Redevelopment Plan.

Sarasota County – Infrastructure improvements will be constructed in the unincorporated Newtown, Laurel and South Venice Neighborhoods. These neighborhoods have had Neighborhood Plans developed by the County and the proposed expenditures assist in the implementation of these plans.

The Newtown Neighborhood in the City of Sarasota and the Unincorporated Newtown and Laurel Neighborhoods in Sarasota County are areas of minority concentration.

The housing programs funded with HOME and SHIP will be allocated throughout Sarasota County.

HOPWA funds will be allocated in both Sarasota and Manatee Counties.

2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

See Strategic Plan

3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

To address underserved clients, the consortium will undertake an advertising campaign to insure that underserved residents are aware of the programs offered

locally. In addition, meetings will continue with various service providers to search for new funding and better ways to serve eligible families.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.

See Strategic Plan

2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

See Strategic Plan

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

See Strategic Plan

Citizen Participation

1. Provide a summary of the citizen participation process.

See Strategic Plan

2. Provide a summary of citizen comments or views on the plan.

See Strategic Plan

3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

See Strategic Plan

4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

See Strategic Plan

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

See Strategic Plan

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

See Strategic Plan

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

See Strategic Plan

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

The table at the end of this section provides a summary of the priorities and specific objectives that will be addressed during Fiscal Year 2005 – 2006 using both federal and state resources.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Funding is allocated in 2005 – 2006 to assist the Sarasota Housing Authority with the redevelopment of the Janie Poe Housing Complex to demolish the complex, relocate the tenants and redevelop the existing site. Sarasota County has previously

indicated a commitment to allocate Regional Bond funds to create a mixed-use rental development on the site.

HOME funds have been allocated to convert the Cohen Way Public Housing Development to homeownership. Public Housing residents are given first priority to purchase the unit and SHIP funds have been made available for Downpayment Assistance.

HUD has recently taken over the management of the Sarasota Housing Authority. The City of Sarasota has pledged to work with HUD as it identifies ways to improve the management of the authority.

The Venice Housing Authority, which has also been designated as a “troubled” housing authority is preparing a plan for the redevelopment of their existing units because of the poor condition of the units. The authority anticipates having the “troubled” designation removed later this spring.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Sarasota County is working on several initiatives that will remove barriers to affordable housing. These include an inclusionary zoning ordinance, land trust and the establishment of a local trust fund for affordable housing.

The City of Sarasota has hired a consultant to identify strategies to remove barriers to affordable housing. As the work is completed, the City of Sarasota will consider implementing these recommendations.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).

No other form of investment other than that described in Section 92.205(b) is planned.

2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

The Sarasota Consortium, in compliance with Federal Regulations, has established resale restrictions and recapture provisions for the Down Payment Assistance program. The guidelines governing the local programs have been designed in conformance with Federal law.

The Sarasota Consortium requires that program participants repay the full HOME investment out of the net proceeds of the sale. The amount must be repaid whenever the property is sold and may, therefore, exceed the time limits of 15 years for existing and 20 years for new construction established by HUD. The amount recaptured will be reduced by the amount of HOME principal payments, if any, made by the homeowner to the Consortium during the loan period.

To enforce this provision OHCD will place a mortgage and deed restrictions on the property that details these requirements. These requirements will also be included in the "Truth-In-Lending" statement.

Households receiving assistance under the Down Payment Assistance Program must be first-time homeowners. The total household income must not exceed 80% of the median income for the area and is adjusted by family size. Properties eligible to be purchased must not exceed the maximum legal limit established by HUD and/or the SHIP Program. All funds recaptured under this provision will be used to assist other first-time homebuyers.

Due to a federal disaster declaration, Sarasota will not be required to provide a HOME match in 2005 – 2006.

3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
 - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

Refinancing is not anticipated

4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
 - a. Describe the planned use of the ADDI funds.

ADDI funds will be used to supplement the Consortium's existing Downpayment Assistance Program. In past years, 20% of all families receiving Downpayment Assistance have been minority households. Based on past performance, it is estimated that 20 minority families will receive assistance to become a homeowner in 2005 - 2006.

- b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.

See Strategic Plan

- c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

All applicants for Downpayment assistance are required to take homebuyer education to qualify for funding. Post purchase counseling is also offered and financed by the Consortium.

HOMELESS

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

The table at the end of this section provides a summary of the priorities and specific objectives that will be addressed during Fiscal Year 2005 – 2006 using both federal and state resources.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

The Sarasota Consortium is taking a leadership role to better address the needs of homeless individuals and those with children. County staff is working to reduce administrative costs and enhance services by consolidating the organizations coordinating homeless services in Manatee and Sarasota County. A barrier to achieve this is that the county will be asking three organizations to merge. To strengthen the delivery of services, the Consortium will be providing direct funding to the Continuum of Care to enhance the services now being provided. These funds will be used to leverage other funds to both provide services to homeless individuals and families but also to prevent low-income families from becoming homeless.

3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

The Consortium is initiating a new program that will provide 10 vouchers that can be used by families to make the transition to permanent housing and independent living. County staff is working to reduce administrative costs and enhance services by consolidating the organizations coordinating homeless services in Manatee and Sarasota County. A barrier to achieve this is that the county will be asking three organizations to merge.

4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

To strengthen the delivery of services, the Consortium will be providing direct funding to the Continuum of Care to enhance the services now being provided. These funds will be used to leverage other funds to both provide services to homeless individuals and families but also to prevent low-income families from becoming homeless.

The Consortium works with groups that provide services to HIV / AIDS clients to prevent them from becoming homeless by providing housing information services and rental assistance.

5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

See Strategic Plan.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

See Strategic Plan

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

The Consortium is establishing an economic development program in the Newtown Neighborhood to reduce the number of poverty level families in the Consortium.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

The table at the end of this section provides a summary of the priorities and specific objectives that will be addressed during Fiscal Year 2005 – 2006 using both federal and state resources.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.

The City of Sarasota administers Housing and Urban Development's (HUD) Housing Opportunities for People with AIDS (HOPWA) grant. The metropolitan statistical area is Sarasota County and Manatee County. Contact individuals for the HOPWA grant are Donald D. Hadsell, Director and Daniel A. Schmelzinger, Deputy Director.

2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.

Required information is included in the Consolidated Plan

3. Evaluate the progress in meeting its specific objective of providing affordable

housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.

Required information is included in the Consolidated Plan

4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.

Output goals for fiscal year 2005-2006 Sarasota/Manatee HOPWA are:

- Short –Term Rent, Mortgage & Utility Assistance 250 Units
- Case Management 400 Units

5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.

Required information is included in the Consolidated Plan

6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.

Required information is included in the Consolidated Plan

7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.

Required information is included in the Consolidated Plan

8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.

Required information is included in the Consolidated Plan

9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Required information is included in the Consolidated Plan

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

The table at the end of this section provides a summary of the priorities and specific objectives that will be addressed during Fiscal Year 2005 – 2006 using both federal and state resources.

Other Narratives

Minority Outreach Plan

The Office of Housing and Community Development (OHCD) has established the following minority outreach program within Sarasota County to encourage the participation, to the maximum extent possible, of minorities and women and minorities and women owned entities to participate in HOME funded activities.

1. Known small, minority and women's business enterprises will be placed on all solicitation lists for services.
2. Small, minority and women's businesses will be solicited whenever they are potential sources.
3. Projects, when economically feasible will be divided into smaller tasks or quantities to permit maximum participation by small, minority and women's business enterprises.
4. Delivery schedules will be established, where the requirement permits, which encourage participation by small, minority and women's business enterprises.
5. The services of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce will be utilized when appropriate.

Prime contractors with contracts in excess of \$50,000 will be required to take the affirmative steps listed in 1 – 5 above.

Affirmative Marketing Procedures

The Office of Housing and Community Development has established the following affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more HOME-assisted units. These affirmative marketing procedures do not apply to families with Section 8 tenant based rental housing assistance or families with tenant-based rental assistance with HOME funds.

The Office of Housing and Community Development will notify the public, owners and potential tenants about Federal fair housing laws and Sarasota's affirmative marketing policy. The Office of Housing and Community Development will use the Equal Housing Opportunity logo on its stationary, advertisements and press releases.

Each contract for financial assistance will require the owner to use the Equal Housing Opportunity logo in their advertising and display a fair housing poster (provided by the Office of Housing and Community Development) at the site.

Owners of rental property will be required to solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach. This requirement may be met by advertising in a minority publication or by contacting fair housing groups representing minorities.

The Office of Housing and Community Development and each owner must retain records for a 3 year period describing the actions taken to affirmatively market units.

The Office of Housing and Community Development will collect these records and, in its annual report to HUD, assess the success of the affirmative marketing procedures and take corrective actions where the affirmative marketing requirements are not met.