

CITY OF FORT PIERCE
COMMUNITYWIDE COUNCIL AGENDA

Regular Meeting - Wednesday, March 9, 2016 - 6:00 p.m.

City Hall - Second Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
 - a. Approval of Minutes from the February 10, 2016 Meeting
5. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please sign the sign-up sheet in order to speak. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Communitywide Council will not be able to take any official action under "Comments from the Public" section.
6. **NEW BUSINESS**
 - a. Presentation - Preventing Crime in the Black Community - Village Coalition of Youth Activities - Denise Simmons, Roundtable of St. Lucie County
 - b. Proposed Amendment to State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP)
 - c. Citizens served through 2014-2016 Public Services Grants
 - d. Code Enforcement - Homes Inspected in Target Area - 2014-2015
 - e. Discussion of City Commission Resolutions 80-26, 10-54, the Communitywide Council By-Laws, Citizen Participation Plan, and the role of the Communitywide Council to support the City of Fort Pierce's implementation of its CDBG 5-year plan, Annual Action Plan, and State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP) (this item may be tabled until the April 13 meeting)

7. **OLD BUSINESS**

- a. Discuss, score and make recommendations for Staff to present to City Commission on 2015-2016 Public Service Grant awards

8. **COMMITTEE AND STAFF DISCUSSION**

9. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3052 at least 48 hours prior to the meeting.

Communitywide Council

4. a.

Meeting Date: 03/09/2016

Re: CWC Minutes

Information

SUBJECT:

Approval of Minutes from the February 10, 2016 Meeting

Attachments

Minutes

Form Review

Form Started By: Linda Cox

Started On: 03/07/2016 05:36 PM

Final Approval Date: 03/07/2016



City of Fort Pierce, Florida
Communitywide Council Advisory Board Meeting
February 10, 2016

MINUTES

Ms. Irene Szedlmayer called the Communitywide Council meeting to order at approximately 6:10pm.

Members Present: Irene Szedlmayer, Ellen Mancini, Al Maige, Edward Cox, Kevin Griffin, Gwendolyn Taylor

Members Absent: None

Staff in Attendance: Libby Woodruff, Urban Redevelopment Manager

Visitors: (The meeting 'Sign In' sheet was not available following the February 10 meeting, making it impossible to list the names of all guests who attended the meeting.)

1. APPROVAL OF MINUTES

Mr. Ed Cox made a motion to approve the minutes from the January 13, 2016 meeting; seconded by Mr. Maige;

Mr. Griffin stated that the minutes did not reflect the meeting. Ms. Szedlmayer requested he identify specifics. Ms. Szedlmayer stated that Ms. Woodruff did a good job in diplomating the rigorous discussion that took place at the last meeting, and stated that the minutes are not intended to be word for word. Mr. Cox stated that any minutes recorded can be summarized.

Mr. Griffin stated that there was a motion made at the last meeting for the City Commission to send a certified letter to recipients of the commercial façade grants that had not been expended – and that it was he who made the motion; not Ms. Szedlmayer. After discussion, Mr. Griffin withdrew his objection to the approval of the minutes; **motion to approve carried**. Mr. Griffin opposed.

2. COMMENTS FROM THE PUBLIC

(The meeting 'Sign In' sheet was not available following the February 10 meeting, making it impossible to list the names of all of the guests who attended the meeting.)

Michael McCloud - stated that he came to the meeting after seeing the Agenda promoting the PowerPoint presentation that will be given at the meeting on the 2016-2020 5-Year Consolidated Plan.

Cathy (could not understand her last name from the recording) – interested in finding out more about the Community Development Block Grant. Mr. Griffin explained the CDBG program to Ms. Cathy.

Ken Taylor – Asked that when we pick out a place or neighborhood in the City where the CDBG money is going, how many times this neighborhood can get the money. Ms. Szedlmayer stated that low to modern income people or areas qualify for funding. Mr. Taylor asked who oversees these people to make sure the money they receive is spent

correctly. Ms. Woodruff stated that CDBG funds primarily goes for projects and programs, not to people.

3. NEW BUSINESS

A. Public Meeting – PowerPoint Presentation and Survey for the Creation of the 2016-2020 5-Year Consolidated Plan

The PowerPoint hardware was unavailable. Ms. Woodruff provided handouts of the PowerPoint slides to the attendees and provided an overview of the creation of the 2016-2020 5-Year Consolidated Plan and first year Action Plan. Communitywide Council members and visitors asked questions throughout the presentation pertaining to the Consolidated Plan that were answered by Ms. Woodruff.

Following the presentation, Ms. Woodruff provided Community Surveys for the Council and visitors. Discussion followed from CWC members. Ms. Woodruff stated that she would contact FPUA to promote the Community Survey. Ms. Szedlmayer suggested that the Council could create an agenda item to discuss next year's Community Survey. Mr. Cox suggested that any changes the Council would like to make to the survey should be submitted for consideration. A citizen requested copies of the survey to distribute. Ms. Woodruff asked for the gentleman's contact information and stated that she would contact him with copies of the survey.

Mr. Griffin made a motion that this survey not be used this year that a new survey be developed that is not as lengthy and long and confusing to people; No second was received; motion failed.

B. Review and Discussion of the 2015-2016 Public Service Grant Applications

Ms. Woodruff provided the Communitywide Council members with copies of all of the Public Service Grant applications that were submitted for program year 2015-2016. She also provided score sheets for each application and an overview of the scoring process. Council members signed Conflict of Interest forms. The Council discussed different funding scenarios; however, no motion was made.

C. Neighborhood Infrastructure, Sanitary Sewers, Curbs, Sidewalks, and Playground Equipment for 5 Year and 1 Year Plans (Mr. Kevin Griffin)

Mr. Griffin stated that he thinks it should be a vote expressing the need for infrastructure, sanitary sewers, curbs, sidewalks and playground equipment. Mr. Maige questioned whether the City also needed improved street lighting. Ms. Szedlmayer agreed that these are issues and that all neighborhoods should have sidewalks. She stated that perhaps CDBG funds could be used as a match or to leverage other money. After lengthy discussion, Ms. Szedlmayer stated that she agrees that the sanitary sewer issue in the City is indeed an issue. Mr. Cox agreed with Mr. Griffin that sanitary sewers are important and encouraged Mr. Griffin to assist with getting people to complete the surveys regarding their need for sanitary sewers and also come to the City Commission to speak on behalf of this issue.

After a lengthy discussion, Ms. Szedlmayer stated that the Council would move on to the next agenda items.

4. OLD BUSINESS

A. Update on Currently-funded CDBG Projects

B. Update:

1. Citizens served through 2014-2015 Public Service Grants
2. Code Enforcement – Homes inspected in Target Area – 2014-2015

Ms. Woodruff stated that HUD's online system has been down for two days and she was unable to access this information and would try to have it for the next meeting.

C. Communitywide Council ByLaws

Ms. Szedlmayer requested Ms. Woodruff look for a date for the ByLaws. Mr. Griffin asked that this be tabled until the next meeting. Ms. Szedlmayer stated that the discussion of the ByLaws would be on next month's agenda and would be discussed, time permitting.

Mr. Cox made a motion that prior next year's Public Service grants, that the Communitywide Council receive a presentation by the Fort Pierce Law Enforcement, pointing out Law Enforcement needs, so the Council can take this under consideration prior to scoring the Public Service grant applications; seconded by Mr. Maige; after discussion, **motion carried**.

Mr. Griffin made a motion to suspend the Communitywide Council ByLaws until the Communitywide Council meets to discuss the Bylaws; no second was received; motion failed.

5. COMMITTEE AND STAFF DISCUSSION

The Council discussed various issues related to previous year's CDBG-funded projects.

6. ADJOURNMENT

Ms. Maige made a motion to adjourn; seconded by Mr. Cox; meeting adjourned. Missing Sign In Sheet listed time meeting was adjourned.

Communitywide Council

6. a.

Meeting Date: 03/09/2016

Re:

Information

SUBJECT:

Presentation - Preventing Crime in the Black Community - Village Coalition of Youth Activities -
Denise Simmons, Roundtable of St. Lucie County

Attachments

Presentation

Proposal

Form Review

Form Started By: Linda Cox

Started On: 03/07/2016 05:37 PM

Final Approval Date: 03/07/2016

February __, 2016

To Whom It May Concern:

The organizations that make up the Restoring the Village Coalition of Youth Activities (VCOYA) and the Lincoln Park Advisory Committee(LPAC) feel that collaborative efforts are now, more than ever, needed to address the violence in our community. Many leaders from these organizations and youth have experienced the violence personally through the tragic loss of family members and friends whose lives were cut short by gunfire. We must come together now, not as separate organizations working in our own silos, but as a united front against these tragedies.

The National Conference on Preventing Crime in the Black Community is taking place in Miami, Florida on May 25-27, 2016. This conference is designed to foster collaboration, communication and action among practitioners and youth by sharing innovative ideas, best practices and research relating to criminal justice, causative factors and prevention strategies unique to the Black community. It will profile national initiatives and community strategies that have been successful in reducing violence and other inappropriate behavior. Special attention is directed toward positive approaches to the problems associated with juvenile crime. Resources for training, development and enhancement of crime prevention initiatives are included.

In the past, this conference has been attended separately by different organizations, which has made it difficult for organizations to come back and implement some of the tools they received at the conference. This year, VCOYA and LPAC are planning to join forces to take approximately 50 teenagers to this conference to represent our community as one. By attending the conference together, the teenagers and adult chaperones can jointly come up with plans and pool resources to utilize in our community to make it a safer place for all.

We are asking the city and county municipalities, organizations, community leaders, individuals in the community for funding to take our youth to this conference. Attached is an outline of the purpose of conference, why we need to attend, students and organizations who will attend and requirements, ideas for collective activities or events to do upon our return and expected outcomes and results from attending the conference. Ultimately, our goal is to incorporate this trip as part of an overarching community-wide youth leadership development initiative.

Please review the attached document and consider supporting our efforts. All checks should be made to the Roundtable of St. Lucie County, which will serve as the fiscal agent on this initiative. Please put Preventing Crime in the Black Community in the memo line. Any and all donations will be greatly appreciated.

Thank You in advance,

Denise Sirmons, LPAC Chairperson
Roundtable Kids at Hope Community Coordinator

Kevin Howard, VCOYA Chairperson
Healthy Start Teen Choices Coordinator

PROPOSAL

PREVENTING CRIME IN THE BLACK COMMUNITY NATIONAL CONFERENCE

MIAMI, FL

MAY 25-27, 2016

Purpose

The National Conference on Preventing Crime in the Black Community is designed foster collaboration, communication and action among practitioners and youth by sharing innovative ideas, best practices and research relating to criminal justice, causative factors and prevention strategies unique to the Black community. It will profile national initiatives and community strategies that have been successful in reducing violence and other inappropriate behavior. Special attention is directed toward positive approaches to the problems associated with juvenile crime. Resources for training, development and enhancement of crime prevention initiatives are included.

Why We Need To Attend

The organizations that make up the Restoring the Village Coalition of Youth Activities (VCOYA) and the Lincoln Park Advisory Committee (LPAC) feel that this is a way for Youth Organizations to collaborate to address the violence in our community. Many leaders and youth from these organizations have been affected by the continual violence plaguing their neighborhoods personally through family members or friends who have been affected. By attending this conference we would like to come up with plans and resources that we can utilize in our community to make it a safer place for everyone.

Student and Organizations Attending and Requirements for Attendance

In the past this conference has been attended separately by different organizations which have made it difficult for organizations to come back and implement some of the tools they have received at the conference.

The following organizations will provide Students, Parents, Staff or Chaperones to attend the conference:

- Ft. Pierce Police Athletic League (PAL)
- Boys and Girls Club (Infinity Teen Center, Garden Terrace and Chuck Hill)
- Liberty Truth and Deliverance
- Community Outreach Youth Program
- Sword Ministries
- PACE Center for Girls
- Parents of Murdered Children (POMC)
- Kids at Hope
- Restoring the Village Youth Initiative

Continued Next Page

Requirements to attend:

- Organization will attend mandatory meetings about the conference.
- Each Organization will pay the registration for the Adult Chaperones that will represent their organization (If possible). Funds raised through this initiative will go directly towards the costs of the program for youth, as well as for any adult family members of murder victims in our community (i.e., such as POMC).
- Each organization will provide 3-7 students who will attend the conference.
- Students will be required to participate, either before or upon return, in the Roundtable's Youth Leadership and Development Initiative, or a comparable program.
- Students must perform at least 20 hours of community service work and chores around their home in order to be sponsored to the conference.
- Students will be required to complete an essay from one of the following topics:
 - WHY DO BLACK LIVES MATTER
 - WHAT MOTIVATES YOU TO BE BETTER FOR YOURSELF AND COMMUNITY
 - HOW CAN YOU CONTRIBUTE TO REDUCING CRIME IN YOUR COMMUNITY
- Students must attend and participate in any fundraisers for the event.
- Students will be required to attend meetings about implementation plan.
- Students will be required to commit to participation in post-conference activities to implement lessons learned at conference.
- Students must be Ages 13-18, with parental consent and waiver of liability forms signed.

Implementation Plan

Prior to attending the conference, youth will be required to commit to participate in some or all of the following events. If they fail to keep this commitment, they will not be eligible for sponsorship for future conferences:

- **City of Fort Pierce Youth Leadership Council:** A group of students who attend the conference will be eligible to apply to the City of Ft. Pierce's Youth Leadership Council. If selected to sit on the council, the youth will advise city and community leaders on issues affecting youth. The council will also work collaboratively with other students who attended the conference to facilitate community events and activities.
- **Roundtable Youth Leadership and Development Initiative:** The Roundtable's Kids at Hope Youth Leadership and Development Initiative will prepare community youth to meet the challenges of adolescence and adulthood and achieve their full potential through a curriculum, activities and experiences that help develop social, ethical, emotional, physical and cognitive competencies. The training and mentorship provided will help the young person develop (a) the ability to analyze his or her own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation and abilities to carry them out and (b) the ability to guide and influence the positive behavior of peers and serve as a role model.

- **Youth Leadership Group**: will work with leaders to talk about violence and community projects for youth
- **Youth Resource Fair**: This resource fair will give the youth an opportunity to create resumes, and involve them in learning opportunities about the proper way to fill out a job application, how to dress for success, mock interview sessions and other life skill classes.
- **Youth Summit**: This summit will ask the questions of WHY LIVES MATTER OR WHY DO LIVES NOT MATTER and HOPE IS **NOWHERE** OR **NOWHERE**.
- **Youth Peace Rally and Fun Day**: This rally will bring together youth and adults for a fun and peaceful day in the community.
- **Community Awareness**: Youth will participate in bringing education and awareness to the community about important health and social justice issues.

Results

Youth Leaders will become stakeholders in planning solutions to the issues in St. Lucie County. Our County will be represented at the conference as a united front. Plans and ideas from the conference by youth and leaders will be used to organize events to engage youth in promoting peace and hope for the future of St. Lucie County.

Budget

This is an estimated budget for the cost of taking 50 Youth and 10 chaperones to the conference. This budget also includes a request for funding to implement youth events upon return from the conference.

Name	#	Cost per person	Actual
Youth Registration	50	\$150.00	\$7,500
Adult Registration	10	\$265.00	\$2,650
Rooms (20)	60	\$ 130.00	\$7,800
Shuttle Bus, Parking and Additional Fees	60	\$ 75.00	\$4,500
Meals (Breakfast(4), Lunch(2), Dinner(3))	60	\$30.00	\$1,800
Additional Cost for activities (Implementation Plan ideas and youth activities at conference)	2	\$2,000.00	\$4,000
Shirts for Sstudents & Chaperones	240	\$8.00	\$1,920
Total	482	\$2,658.00	\$30,170

Communitywide Council
Meeting Date: 03/09/2016
Re:

6. b.

Information

SUBJECT:

Proposed Amendment to State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP)

Attachments

Amendment

Form Review

Form Started By: Linda Cox
Final Approval Date: 03/07/2016

Started On: 03/07/2016 05:40 PM



**STATE HOUSING INITIATIVES PARTNERSHIP
LOCAL HOUSING ASSISTANCE PLAN
(SHIP LHAP)**

FISCAL YEARS COVERED

2015/2016 2016/2017 AND 2017/2018

**PROPOSED
AMENDMENT IN RED**

March 1, 2016

Department of Urban Redevelopment

**Fort Pierce City Hall
100 North U.S. Hwy. 1
Fort Pierce, Florida 34950**

TABLE OF CONTENTS

<u>Title</u>	<u>Page No.</u>
Section I. Program Description	
Section II. LHAP Housing Strategies	6
Strategy 1: Owner-Occupied Housing Repair/Rehabilitation	6
Strategy 2: Home Purchase Assistance	7
Strategy 3: Foreclosure Prevention Program	9
Strategy 4: Disaster/Post Disaster/Mitigation/Recovery	9
Strategy 5: Replacement of Site-Built Housing REMOVE THIS STRATEGY	10
Section III. LHAP Incentive Strategies	
A. Expedited Permitting	12
B. On-Going Review Process	12
Section IV. Exhibits	
A. Administrative Budget Fiscal Years 2015-2016, 2016-2017 and 2017-2018	
B. Timeline for Encumbrance and Expenditure	
C. Housing Delivery Goals Chart	
D. Certification Page	
E. Adopting Resolution #15-R10	
F. Program Information Sheet	
G. St. Lucie County Lending Consortium Members	
H. Public Hearing Advertisement	
I. Communitywide Council (AHAC) LHAP Review/Meeting Advertisement	

I. PROGRAM DESCRIPTION

A. Name of participating local government: City of Fort Pierce

Interlocal: Yes ___ No X

B. Purpose of the program: The Local Housing Assistance Plan (LHAP) establishes a plan for the entire jurisdiction of the City of Fort Pierce to meet the housing needs of very low, low and moderate-income households, to expand production of and preserve affordable housing and to further the housing element of the City of Fort Pierce's Comprehensive Plan specific to affordable housing.

C. Fiscal years covered by the Plan:

2015/2016

2016/2017

2017/2018

D. Governance: The SHIP Program is established in accordance with Section 420.907.9079, Florida Statutes and Chapter 67-37 Florida Administrative Code. The SHIP Program does further the housing element of the City's Comprehensive Plan.

E. Local Housing Partnership: The City continues to collaborate with public, private and non-profit organizations to carry out its affordable housing programs. These partnerships allow the City to be effective in combining all available resources and cost-saving measures and substantially reduce the cost of housing for income-qualified residents. The City will continue to encourage active partnerships between government sectors, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups to produce affordable housing and to provide related services.

Homeownership assistance for new and existing properties is provided in partnership with local financial institutions and in consultation with local citizens. The St. Lucie County Lending Consortium brings together lenders, title companies, mortgage brokers, realtors, homebuilders, and local government, through public meetings every other month.

F. Leveraging: The City will continue to use SHIP funds to leverage local and federal funds such as Community Development Block Grant (CDBG) and other federal, state and local sources, including federal housing grants and State of Florida Housing Corporation program funds. The City will continue to leverage its SHIP funds as possible and combine local resources and cost saving measures thereby reducing the cost of housing.

G. Public Input: Public input was solicited through face-to-face meetings with housing providers, social service providers, local lenders and neighborhood associations through the bi-monthly meetings of the St. Lucie County Lending Consortium. Comments were also solicited in developing this Plan and a draft Plan was made available for public review for more than thirty (30) days. An announcement that the Draft LHAP was available for public review and comment was advertised in the local newspaper of general circulation on January 16 and January 23, 2015. The Draft LHAP was available for public review and comment between February 1 and March 2, 2015 on the City's website

(www.cityoffortpierce.com), and in hardcopy at the Fort Pierce City Hall in the Department of Urban Redevelopment. A public hearing and opportunity for public comment was presented during a regularly scheduled City Commission meeting on March 2, 2015. *No comments were received from the public during the public hearing on March 2, 2015.*

- H. Advertising and Outreach:** A notice of funding availability will be published in a newspaper of general circulation serving a diverse population, at least thirty (30) days in advance of each funding cycle and announcements will be made by mail-outs to various organizations throughout the community. Additionally, staff will participate at local housing fairs and or community events. If no funding is available due to a waiting list, no notice of funding availability will be advertised.
- I. Discrimination:** In accordance with the provisions of Florida Statutes 760.20-760.37, it is unlawful to discriminate based on race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.
- J. Support Services and Counseling:** Urban Redevelopment staff meet monthly with the Treasure Coast Continuum of Care in an effort to coordinate housing supportive services. Staff also meets every-other month with the St. Lucie County Lending Consortium, who works with the City to provide credit counseling, homeownership counseling (pre and post), and debt management assistance.
- K. Purchase Price Limits:** Pursuant to Chapter 67-37.007(6) F.A.C., the sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. According to Florida Statute 420.9075(4)(c), the sales price or value of new or existing eligible housing, as determined by the U.S. Department of Treasury, may not exceed 90% of the average median area purchase price in the statistical area in which the eligible housing is located. Such "average area purchase price" may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The most current Treasury Area Median Purchase Prices will be used. All units must be new, rehabilitated within the past year, or require rehabilitation at the time of purchase to be eligible.
- L. Income Limits, Rent Limits and Affordability:** The income and rent limits used in the SHIP Program are updated annually, based on information collected from the U.S. Department of Housing and Urban Development (HUD) and distributed by the Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of the median adjusted gross annual income for the households as indicated in Sections 420.9071. However, it is not the intent to limit an individual household's ability to devote more than 30 percent of his income for housing. Housing for which a household devotes more than 30 percent of its income shall be deemed 'Affordable' if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30 percent benchmark and in the case when rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program: Should an eligible sponsor be used, the City will develop a qualification system and selection criteria for applications for awards to eligible sponsors, which will include a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

N. Monitoring and First Right of Refusal: In the case of rental housing, the Urban Redevelopment Department staff shall annually monitor and determine tenant eligibility, or to the extent another governmental entity provides the same monitoring and determination, the City may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored at least annually for 15 years or the term of assistance, whichever is longer, unless specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget: A detailed line item budget of proposed administrative expenditures is attached as Exhibit A. The Department of Urban Redevelopment is responsible for administration of the SHIP program for fiscal years 2015-2016, 2016-2017 and 2017-2018. Ten percent (10%) of the total SHIP allocation and loan repayment proceeds will be authorized for administrative expenses each year, as approved by City Commission's attached resolution (Exhibit E).

P. Program Administration: Administration of the LHAP is the responsibility of the City of Fort Pierce's Department of Urban Redevelopment. Should a third party entity or consultant contract for all or part of the administrative or other functions of the program, the City will have available, in detail, the duties, qualifications and selection criteria used to determine the entity or consultant contracted to provide this service.

Q. Essential Services Personnel: Defined, in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) F.S.

Persons in need of affordable housing who are employed in occupations or professions that include, but are not limited to, local or state law enforcement, fire, rescue, emergency services and management, public safety, educators, school district personnel in the public, private, college and university systems, health care professionals and support personnel, tourism industry professionals and employees, judicial/court system management and support personnel, service industry personnel (including child care, hospitality and food service) and other job categories as required by Section 420.9075(3)(a), F.S meet the 'Essential Services Personnel' definition.

R. Green/Innovative Design (Section 420.9075(3)(d)), F.S. The City of Fort Pierce will include rehabilitation activities that will conserve energy and water, including but not limited to the replacement of central air conditioning systems with

updated energy efficient models, installing programmable thermostats, installing water conserving water closets, installing insulation and envelope sealing.

S. Special Housing Needs: Section 420.9075(1)(a), F.S. The City of Fort Pierce recognizes that there are many elderly and disabled residents in need of accommodations beyond regular rehabilitation improvements. These can include grab bars, ramps, accessible kitchens and bathrooms, doors and switches, etc. The Department of Urban Redevelopment makes a concerted effort to identify these needs at the time of the initial inspection.

II. LHAP HOUSING STRATEGIES

As funding is available, the LHAP for the 2015-2016, 2016-2017 and 2017-2018 fiscal years will increase the availability of affordable housing by providing:

- Rehabilitation and emergency repairs for existing homeowners;
- "First Time Homebuyer" down payment and closing cost assistance for new homes or homes requiring rehabilitation;
- Construction or rehabilitation assistance for multi-family rental units;
- Foreclosure prevention assistance and counseling to qualified homeowners;
- Disaster, post disaster, and mitigation recovery assistance; and
- Replacement of site-built housing.

A. STRATEGY 1: OWNER-OCCUPIED HOUSING REPAIR/ REHABILITATION (Code 3)

a. Summary of the Strategy: The City provides Owner-Occupied Housing Repair/Rehabilitation funding through the SHIP program for the upgrading of substandard owner-occupied housing units and to address housing code violations. Additionally, this strategy provides for the construction or installation of general property improvements to provide basic amenities and to bring units into conformity with applicable housing standards.

All rehabilitation work is required to include initiatives for green design and techniques as referenced in Section 420.9075(3)(d), F.S. This strategy is for eligible very low, low and moderate-income persons who own and occupy single-family housing units. The City shall award SHIP owner-occupied repair/rehabilitation assistance to income eligible households on a first-qualified/first-served/. When an extensive waiting list exists, applicants will be added to the list in first qualified/first served order. Applications will be received until funds are expended.

The City's Contracted Rehab Consultant will inspect homes of eligible applicants to identify work activities, through a work write up, for improvements that are needed for safe and sanitary habitation, correction of substantial code violations, or the creation of additional living space.

b. Fiscal Years Covered: 2015/2016; 2016/2017; 2017/2018

c. Income Categories to be served: Very low, low, and moderate-income families.

d. Maximum award: \$ \$20,000

e. Term, Recapture and Default: Deferred mortgage loan at 0% interest due and payable upon sale, transfer or rental of residence for very low and low-to-moderate income families. The deferred loan will reduce annually (see chart below) if the owner continues to occupy the unit as their principal residence. The loan is forgiven on an annual basis according to the chart below. Loans will be secured by a mortgage and note. Should the property be sold or if the household fails to maintain it as their principal residence during the term of the deferred mortgage loan, the remaining amount will be due and payable to the SHIP Housing Trust Fund. In the event of the death of the property owner, the same recapture criteria applies to the heir(s).

Assistance Amount	Term Period	Annual Forgiveness
\$500 - \$10,000	5 year	1/5 of loan amount
\$10,001 - \$30,000	10 years	1/10 of loan amount
\$30,001 - \$50,000	15 years	1/15 of loan amount

f. Applicant Selection Criteria: Very low and lower income homeowners will be assisted on a first qualified/first served basis, following advertisement of the availability of funds. When an extensive waiting list exists, applicants will be added to the list in first qualified/first served order.

g. Sponsor Selection Criteria: Not applicable

h. Additional Information: The City may leverage local and federal funds when cost of the project exceeds the maximum award allocation. When an extensive waiting list exists, qualified applicants will be selected from the list in first-qualified/first-served order.

B. STRATEGY 2: HOME PURCHASE ASSISTANCE (Codes 1,2)

a. Summary of the Strategy: The City may provide funds for Home Purchase Assistance for very low, low and moderate-income persons. The City shall award SHIP assistance to income-eligible households on a first-qualified/first-served basis. The household selection is based on meeting all of the income eligibility criteria, credit financial status, and ability to qualify for a sufficient first mortgage. The first mortgages for these households may be obtained through such sources as, but not limited to: lenders, Federal Housing Administration (FHA) backed loans from a local lender, Veterans Administration (VA), or through any qualified lender, mortgage banker or broker.

Down payment and closing cost assistance is for eligible first-time homebuyers to purchase a newly constructed home, or an existing home, which need repairs, for use as their principal residence. Purchasers of both new and existing homes will be assisted with only the amount required to reduce the purchase price (principal reduction) in order to make the unit affordable, pay for repairs required by the program and/or closing costs, up to the maximum award. A *first time homebuyer* is defined as a person that has not owned a home in the previous three (3) years [exceptions will be made for individuals who are displaced homemakers]. A *displaced homemaker* is defined as an adult who has lost the primary source of financial support of the main family

wage earner because of divorce, death, abandonment or disability. Eligible applicants must contribute a minimum of \$500.

- b. Fiscal Years Covered:** 2015/2016; 2016/2017; 2017/2018
- c. Income Categories to be served:** Very low, low, and moderate-income families.
- d. Maximum award:** \$15,000 for very low and low-income families, and \$10,000 for moderate-income families
- e. Terms, Recapture and Default:** Deferred mortgage loan at 0% interest due and payable upon sale, transfer or rental of residence for very low, low and moderate-income families. The loan is forgiven on an annual basis according to the chart below. Loans will be secured by a mortgage and note. Should the property be sold or if the household fails to maintain it as their principal residence during the term of the deferred mortgage loan, the remaining amount will be due and payable to the SHIP Housing Trust Fund. In the event of the death of the property owner, the same recapture criteria applies to the heir(s).

Assistance Amount	Term Period	Annual Forgiveness
\$10,000	10 year	1/10 of loan amount
\$15,000	15 years	1/15 of loan amount

f. Recipient Selection Criteria: Applicants must be able to qualify for a mortgage loan from a member of the St. Lucie County Lending Consortium (see Consortium member list – Exhibit H) or an approved local lender offering bond or special financing. A prequalification letter will be required before the application will be processed completely or selected for funding. Only those households meeting the local lending criteria will be processed further. Households with credit problems will be referred to a consumer credit counseling service for assistance.

g. Sponsor Selection Criteria: N/A

h. Additional Information: N/A

C. STRATEGY 3: FORECLOSURE PREVENTION PROGRAM (CODE 7)

- a. Summary of Strategy:** SHIP funds may be used to help homeowners avoid foreclosure by catching up their mortgage payments. Eligible expenses include delinquent mortgage payments (principal, interest, taxes and insurance), attorney fees, late fees, and other customary fees associated with mortgage payments.
- b. Fiscal Years Covered:** 2015/2016; 2016/2017; 2017/2018
- c. Income Categories to be served:** Very low, low and moderate-income persons
- d. Maximum Award:** \$7,500

- e. Terms, Recapture and Default:** Assistance will be through a one (1) year zero percent (0%) interest deferred payment loan secured by a mortgage and note to qualified homeowners, forgiven at the end of one year. Should the property be sold, rented, title transferred, etc. or the household fail to maintain the home as their principal residence during the term of the contractual term of the loan, the invested funds shall become due and payable to the SHIP Housing Trust Fund.
- f. Recipient Selection Criteria:** Homeowners that reside within the city limits of Fort Pierce will be eligible to apply for assistance through this strategy. Applicants will be selected on a first qualified/first served basis.
- g. Sponsor Selection Criteria:** Not applicable
- h. Additional Information:** None

D. STRATEGY 4: DISASTER/POST DISASTER/ MIGATION/ RECOVERY (Code 5)

- a. Summary of Strategy:** In the event of a state or federally-declared disaster by Executive Order as required in Section 420.9078(1), F.S., SHIP funds may be used to leverage with available federal and state resources to assist income-eligible households with disaster related repairs. SHIP disaster funds may be used for items such as, but not limited to purchase emergency supplies to weatherproof damaged homes, provide repairs to avoid further damage, remove trees and debris, pay insurance deductibles, and to provide additional post-disaster assistance for non-insured repairs. Security deposits and rental assistance for displaced disaster-related recipients (not to exceed two months), will be provided only during the term of the Executive Order. Alternatively, funds may also be used to retrofit residences with mitigation features (installation of roofing straps, shutters, storm doors, windows and garage doors) that help prevent future storm damage.
- b. Fiscal Years Covered:** 2015/2016; 2016/2017; 2017/2018
- c. Income Categories to be served:** Very low, low and moderate-income families
- d. Maximum Award:** \$15,000
- e. Terms, Recapture, and Default:** Assistance will be provided through a deferred payment loan at 0% interest due and payable upon sale, transfer or rental of residence for very low, low and moderate income families. The deferred loan will depreciate annually (see chart below) if the owner continues to occupy the unit as their principal residence. For assistance amounts up to \$7,500, the total loan amount will be forgiven on the first anniversary of the date of the execution of the deferred mortgage. For assistance amounts between \$7,501 and \$15,000, one-fifth of the loan will be forgiven from the balance owned on each anniversary date of the execution of the deferred mortgage. Should the property be sold or the household fail to maintain the property as their principal residence during the term of the deferred mortgage loan, the remaining amount will immediately become due and payable to the SHIP Housing Trust Fund.

Loans will be secured by a mortgage and note, due and payable upon sale, transfer, or rental of residence. Full recapture of funds invested will be required upon default, unless a forgiveness provision is incorporated into the mortgage and note in which case the non-depreciated portion shall be due and payable upon default. In the event that the City receives reimbursement from federal and state sources, such reimbursed funds will be utilized in accordance with the approved Housing Assistance Plan in effect at the time the funds are disbursed.

Assistance Amount	Term Period	Annual Forgiveness
\$0 - \$7,500	1 year	-
\$7,501 - \$15,000	5 years	1/5 of loan amount

- f. Recipient Selection Criteria:** Assistance will be provided on a first qualified/first serve basis following advertisement of the availability of funds. When an extensive waiting list exists, applicants will be added to the list in first qualified/first served order. Applications will be received until funds are expended.
- g. Sponsor Selection Criteria:** N/A
- h. Additional Information:** The City may leverage local and federal funds when cost of the project exceeds the maximum award allocation.

PROPOSED AMENDMENT – REMOVE STRATEGY #5:

E. STRATEGY 5: REPLACEMENT OF SITE-BUILT HOUSING (Code 4)

- a. Summary of the Strategy:** The City may use SHIP funds for the Replacement of Site-Built Housing strategy, which, if offered, will be available to very-low and low-income homeowners, in-lieu of rehabilitation when the home is deteriorated to the extent that repair is unfeasible due to unreasonable costs or extensive structural issues, as determined by the City Building Official and the homeowner has sufficient equity and income to maintain a monthly mortgage debt payment. The goal is to prevent imminent displacement of very low income and elderly homeowners due to distressed conditions, encourage revitalization of low-income neighborhoods and increase the supply of safe, decent and sanitary housing.
- b. Fiscal Years Covered:** 2015/2016; 2016/2017; 2017/2018
- c. Income Categories to be served:** Very low, low
- d. Maximum award:** \$75,000
- e. Terms, Recapture and Default:** Deferred payment loan at 0% interest due and payable upon sale, transfer or rental of residence for very low and low-income families. The deferred loan will depreciate annually (see chart below) if the owner continues to occupy the unit as their principal residence. On each anniversary date of the execution of the deferred mortgage, the value of one year’s payment will be deducted from the balance owed. Should the property be sold or the household fail to maintain it as their principal residence during

PROPOSED AMENDMENT HIGHLIGHTED AND IN RED

the term of the deferred mortgage loan, the remaining amount will become due and payable to the SHIP Housing Trust Fund.

Term Period	Assistance Amount	Annual Forgiveness
5 years	\$1,000-\$10,000	1/5 of loan amount
10 years	\$10,001-\$30,000	1/10 of loan amount
15 years	\$30,001-\$50,000	1/15 of loan amount
20 years	\$50,001-\$75,000	1/20 loan amount

f. Recipient Selection Criteria: Assistance will be provided on a first qualified/first ready basis following advertisement of the availability of SHIP funds. When an extensive waiting list exists, applicants will be added to the list in first come/first served order.

Funding through this strategy will be awarded to income eligible households on a first-qualified/first-served basis. The household selection is based on meeting all of the income eligibility criteria. The replacement housing on site is available to the following eligible property:

1. The dwelling must be an owner-occupied single-family home in conformance with land use and zoning restrictions and located within the city limits of Fort Pierce;
2. The structural deterioration precludes the economic feasibility of undertaking repairs to correct code violations and provide a decent, safe and sanitary living environment;
3. Ownership of the property must be fee simple estate at the time of loan closing with title in the name of the applicant(s);
4. Property taxes must be current. Applications shall not be approved for funding if there are delinquent property taxes outstanding;
5. Total project costs (all funding sources) may not exceed the FHA 203(b) limits in effect as of the date of the assistance. The value of the dwelling after construction may not exceed State Housing Initiatives Partnership (SHIP) Program maximum allowable purchase price for existing homes. These limits are established in the City's Local Housing Assistance Plan;
6. The replacement home will be consistent with the needs of the household, the character of the neighborhood, and area-wide market conditions; and
7. Replacement home specifications will be prepared, made available for bid and awarded, according to the City's standard contractual award and bid policies.

g. Sponsor Selection Criteria: N/A

h. Additional information: N/A

III. LHAP INCENTIVE STRATEGIES

A. EXPEDITED PERMITTING

The City of Fort Pierce Housing Incentive Plan was adopted August 1, 1994 and amended on March 19, 2009. The Affordable Housing Advisory Committee (Communitywide Council) reviewed the incentives; expedited the permitting process for affordable housing projects and established a process to consider actions that have a significant impact on the cost of housing.

Established policy and procedures: The City of Fort Pierce has streamlined permit processing in place, for all projects. The City encourages pre-construction meetings with the builder and Planning Department staff, to save the builder the expense of having plans redrawn to meet City requirements and cause possible delays in the permitting process.

B. ON-GOING REVIEW PROCESS

The Housing Incentive Plan recommends that the City process and review affordable housing permits within three (3) business days. The plans for review should be color-coded for priority and hand delivered to the appropriate departments. The objective of each department is to perform their review the day the applications for permits are received.

Established policy and procedures: A committee is in place to review the City's building codes and land development regulations. The objective of the committee is to recommend the elimination of excessive non-essential requirements that add to the cost of housing. The committee may make non-binding recommendations to the Director of the Department of Urban Redevelopment, City Manager, and/or City Commission.

IV. EXHIBITS:

- A. Administrative Budget
Fiscal Years 2015/2016; 2016/2017; 2017/2018
- B. Timeline for Encumbrance and Expenditure
- C. Housing Delivery Goals Chart
Fiscal Years 2015/2016; 2016/2017; 2017/2018
- D. Certification Page
- E. Adopting Resolution #15-R10
- F. Program Information Sheet
- G. St. Lucie County Lending Consortium Members
- H. Public Hearing Advertisement
- I. Communitywide Council (AHAC) LHAP Review/Meeting Advertisement

Communitywide Council

6. c.

Meeting Date: 03/09/2016

Re:

Information

SUBJECT:

Citizens served through 2014-2016 Public Services Grants

Form Review

Form Started By: Linda Cox

Started On: 03/07/2016 05:41 PM

Final Approval Date: 03/07/2016

Communitywide Council

6. d.

Meeting Date: 03/09/2016

Re:

Information

SUBJECT:

Code Enforcement - Homes Inspected in Target Area - 2014-2015

Form Review

Form Started By: Linda Cox

Started On: 03/07/2016 05:42 PM

Final Approval Date: 03/07/2016

Communitywide Council

6. e.

Meeting Date: 03/09/2016

Re:

Information

SUBJECT:

Discussion of City Commission Resolutions 80-26, 10-54, the Communitywide Council By-Laws, Citizen Participation Plan, and the role of the Communitywide Council to support the City of Fort Pierce's implementation of its CDBG 5-year plan, Annual Action Plan, and State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP) (this item may be tabled until the April 13 meeting)

Attachments

bylaws

Citizen Participation Plan

10-54

80-26

Form Review

Form Started By: Linda Cox

Started On: 03/07/2016 05:44 PM

Final Approval Date: 03/07/2016



CITY OF FORT PIERCE COMMUNITYWIDE COUNCIL

BYLAWS

1. The Communitywide Council (CWC) will meet the second Wednesday of each month at 6:00 pm in the Fort Pierce City Hall 2nd Floor conference room.
2. Additional meetings may be held at any time upon the call of the CWC Chairman, or by a majority of the voting members of the CWC, or upon request of Staff.
3. No member shall serve more than two (2) full consecutive terms (four years).
4. The CWC, at its first regular meeting in November of each year shall elect a Chairman and Co-Chairman. No member may serve more than two (2) full consecutive terms as Chairman.
5. The duties and powers of the officers of the Communitywide Council shall be as follows:
 - a. Chairperson:
 - (1) Preside at all CWC meetings
 - (2) Call special meetings of the CWC in accordance with these Bylaws
 - (3) See that all actions of the CWC are properly taken
 - b. Co-Chairperson:
 - (1) During the absence, disability, or disqualification of the chairperson, the co-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.
6. A majority of the members of the CWC entitled to vote shall constitute a quorum for the transaction of business. All recommendations from the CWC for either approval or disapproval of any agenda item shall be by a majority vote of the members of the CWC entitled to vote.
7. Robert's Rules of Order will be followed for the government of the CWC in all cases not otherwise provided for in these Bylaws.
8. These Bylaws may be amended at any meeting by a vote of the majority of the entire membership of the CWC, provided five days' notice has been given to each member of the CWC.
9. Deadline for Agenda: Information is due to staff at least five (5) days prior to meeting date in order to have item(s) placed on upcoming agenda.



CITY OF FORT PIERCE COMMUNITYWIDE COUNCIL

BYLAWS

10. The following order will normally be observed; however, it may be rearranged by the chairperson for individual items if necessary for the expeditious conduct of business:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of Minutes
 - e. Public Comments
 - f. New Business
 - g. Old Business
 - h. Other Business
 - i. CWC Member Comments
 - j. Staff Comments
 - k. Adjournment

11. Procedures for discussion. The following procedures will normally be observed:
 - a. CWC reviews and scores grant applications for projects funded through CDBG dollars and makes recommendations for grant awards for City Commission consideration.
 - b. Staff presents monthly reports related to CDBG funded grant awards and other to the CWC. The CWC will work to resolve any issues that arise related to grant awards.
 - c. Staff and CWC invite agencies, businesses, etc. to present to the CWC.
 - d. The CWC reviews draft CDBG 5-Year and Action Plans and end of year CAPER reports and makes suggestions for potential CDBG funding areas to Staff.

12. Each member of the CWC should notify Staff at the earliest possible opportunity that they will be unable to attend a scheduled meeting, and in any event, prior to 4:00 pm on the date of the meeting. Staff shall notify the Chairperson of the CWC in the event that projected absences will result in the CWC not having a quorum. A quorum is half plus one member.

13. The Co-chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Co-chairperson is to serve the unexpired term of the vacated office. A new Co-chairperson shall be elected at the next regular meeting.



**City of Fort Pierce, Florida
Department of Urban Redevelopment**

Community Development Block Grant (CDBG) Program

CITIZEN PARTICIPATION PLAN

CITIZEN PARTICIPATION PLAN

TABLE OF CONTENTS

	<u>Page</u>
I. Introduction	3
II. Federal Mandate	3
III. Definitions	4
IV. Opportunities For Participation	5
V. Adequate Information	6
VI. Environmental Review & Release of Funds Notices	7
VII. Annual Performance and Grantee Reports	8
VIII. Grant Amendments	8
IX. Technical Assistance	9
X. Communitywide Council (Advisory Board)	9
XI. Citizen's Complaints	9
XII. Certifications	10
XIII. Effectivity	10

I. INTRODUCTION

Community Development Block Grant (CDBG) and Section 108 Loan Guarantee funds are provided to the City of Fort Pierce by the U.S. Department of Housing and Urban Development (HUD) for the development of viable communities characterized by decent, safe and sanitary housing, a suitable living environment, and expanding economic opportunities. These activities must benefit low and moderate-income persons (household income up to 80% of the median income adjusted for family size), eliminate slums and blighted conditions, or meet urgent community needs. Citizen involvement is actively sought as part of the CDBG and Section 108 Loan program, and is always an integral part of the decision making process. Efforts are made to increase City residents' awareness of events transpiring within their neighborhoods. The City of Fort Pierce has devised a Citizen Participation Plan for public involvement in the planning process.

II. FEDERAL MANDATE

The Housing and Community Development Act of 1974, as amended, with 24 CFR 570.301, 24 CFR 91.105, and CFR 570.704 establishes the following requirements for the City to meet in preparing its annual statement of community development objectives and projected use of funds. These requirements shall serve to permit public examination of the City's statement of objectives and use of funds, enhance public accountability for these grant funds, and facilitate coordination of activities at different levels of government.

Accordingly, the City shall:

1. Furnish citizens information concerning:
 - a. The amount of funds available, including Section 108 Loan Guarantee program funds for proposed community development and housing activities;
 - b. The range of activities that may be undertaken, including the estimated amount proposed for activities that will benefit low and moderate income persons (household income up to 80% of the median income adjusted for family size); and
 - c. The plans of the City for minimizing displacement of persons resulting from activities funded under the CDBG and Section 108 Loan Guarantee programs and its plans to assist those persons actually displaced.
2. Publish a proposed statement of objectives and use of funds in such a manner to afford affected citizens an opportunity to examine its content and to submit comments on the proposed statement. In general, fifteen (15) days will be considered sufficient published notice.
3. Hold two or more public hearings at different stages of the program year to obtain the public's views and provide to the public the City's responses to community development and housing needs;
4. Provide citizens with reasonable access to records regarding the past use of the City's CDBG and Section 108 Loan Guarantee funds;
5. Provide citizens with reasonable notice of, and opportunity to comment on any substantial proposed change in the use of funds from one activity to another;

6. Consider such citizen comments and views, and if deemed appropriate by the City, modify its proposed statement before being finalized; and
7. Make its final statement of objectives and use of funds available to the public. Any final statement may be amended from time to time in accordance with these same procedures.

Any participation activities outlined herein meet and exceed these federal mandates in keeping with the City's desire to have its Community Development program responsive to the needs of its residents.

III. DEFINITIONS

Area Median Income: HUD surveys major metropolitan areas annually to development an index of area median income by household size. Most CDBG-funded activities and programs must benefit primarily low- and moderate-income households.

Annual Action Plan: This document allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program. Development of the Five-Year Consolidated Plan and Annual Action Plan is the primary focus of citizens participating in the Citizen Participation Plan.

CAPER: The Consolidated Annual Performance Evaluation Report (CAPER) is the document used to evaluate the performance of programs including CDBG and Section 108 Loan Guarantees. It reports on the progress made on the five-year Consolidation Plan through the actions identified in the Annual Action Plan.

Citizen Participation Plan: This plan is prepared to facilitate and encourage public participation and involvement in the Consolidated Plan process and the City's CDBG program, especially by low- and moderate-income persons. The plan identifies the public participation requirements as identified by federal regulations (24 CFR Part 91).

Community Development Block Grant (CDBG) Program: The Community Development Block Grant (CDBG) Program is a Federal program created under the Housing and Community Development Act of 1974. This program provides grant funds to local and state governments to be used to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low and moderate-income residents. Grant funds are awarded to programs that offer improvements to public facilities and public services, including the acquisition, planning, and redevelopment of real property, and other hard cost. A small amount of grant funds is also available for program administration, operations, staffing, equipment, and other soft costs.

Consolidated Annual Performance Evaluation Report (CAPER): This document reports on the progress in carrying out the Consolidated Plan and Annual Action Plan. The report is prepared annually by the City in accordance with federal regulations (24 CFR Part 91). It is due to HUD no later than 90 days after the end of the City's fiscal year or September 28.

Consolidated Plan: This document serves as the City's application for CDBG funds and sets forth the priorities and strategies to address the needs of primarily low and moderate-income persons and areas in the City. It typically covers a three- or five-year time period. It is submitted to HUD in accordance with federal regulations (24 CFR Part 91). This document is required to receive HUD Community Planning and Development funds, and exists in forms that detail housing needs and strategies over three and five-year periods.

Consolidated Plan Documents: These include the Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER), as well as any Substantial Amendment to the Consolidated Plan or Annual Action Plan.

Extremely Low-Income: Households with incomes less than 30 percent of the area median family income, adjusted for household size.

Low and Moderate-Income Households: These are households earning less than 80 percent of the area median income. They are broken down into the following income designations.

Low and Moderate-Income Neighborhood: In general, this is defined as a census tract(s) or block group(s) where a minimum of 51 percent of the residents have low or moderate incomes (i.e., not exceeding 80 percent of the area median income).

Low-Income: Households with incomes between 31 and 50 percent of the area median family income, adjusted for household size.

Moderate-Income: Households with incomes between 51 and 80 percent of the area median family income, adjusted for household size.

Program Year: The "program year" chosen by the City of Texarkana is September 1 through August 31.

Section 108 Loan Guarantee: The Section 108 Loan Guarantee program is the loan guarantee provision of the Community Development Block Grant Program (CDBG). Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. It allows local governments to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects that can renew entire neighborhoods.

IV. OPPORTUNITIES FOR PARTICIPATION

During the process of developing the annual statement of community development objectives and allocating the available funds to specific activities to carry out these objectives, formal citizens' involvement opportunities will be available. Public comment will be solicited at a series of public meetings, as well as in response to the City publication of its proposed objectives and use of funds.

Public Hearings: In order to provide citizens the opportunity to participate in the development of the Action Plan, Consolidated Plan, the Consolidated Annual Performance and Evaluation Report, the Citizen Participation Plan, and substantial amendments to these documents, public hearings will be conducted by the

Communitywide Council and the City Commission during the public hearing portion of their regularly scheduled meetings. This will permit participation by low and moderate-income persons, residents of slum and blighted neighborhoods, and handicapped citizens. All hearings will be held in a location that is accessible to persons with mobility impairments. If notified in a timely manner, the City, local supportive service organizations, and/or an interpreter will be on hand to provide assistance whenever a significant number of non-English speaking residents are expected to participate in a public hearing. In addition, all reasonable accommodation will be made for deaf interpreter services, if requested.

Two hearings before the City Commission will be held, at different stages, after publication of the plan's summary, detailing its proposed statement of objectives and use of funds. The first hearing will allow for public comments on the proposed use of funds, enable any affected party the opportunity to discuss community needs, objectives and proposed use of funds, review of program performance, and insure that the opportunity to comment on the proposed statement is afforded. The final public hearing will allow public comments prior to the City Commission's approval of the plan to submit to HUD.

All public hearings will be advertised in the non-legal section of a local newspaper of general circulation at least fifteen (15) days prior to such hearing indicating date, time, location, and topic to be discussed. Radio announcements, civic club announcements, and mail outs will also be utilized to properly notify and encourage participation from citizens, including businesses, developers, community organization, faith-based organizations, minorities, non-English speaking, persons with disabilities, and low and moderate income person who reside in slum or blighted areas or other areas of the hearings.

The City will provide post timely notices of public meetings in public areas and will provide timely access to information and records relating to the City's proposed and actual use of federal assistance, grant funds, loan funds, and program income. A fifteen (15) day advance prior notice of public hearings will be provided, with a thirty (30) day public comment period. The City shall make available all documents relevant to the programs during normal working hours at City Hall, 100 N. U.S. Highway #1, in the Department of Urban Redevelopment, at no cost to the citizen. These documents will also be available at the St. Lucie County Public Library reference department and on the City's website. All documents will be made available in a form accessible to persons with disabilities, upon request.

V. ADEQUATE INFORMATION

The Department of Urban Redevelopment will provide full disclosures and public access to CDBG and Section 108 Loan Guarantee program information. At the beginning of the planning process for each program year, the following information will be published in a local newspaper of general circulation and on the City's website:

1. The total amount of Community Development Block Grant and Section 108 Loan Guarantee funds available for the new program year.
2. The range of activities that may be undertaken, the types of activities previously done and types of eligible activities.

3. The process for development and final approval of projects or activities.
4. All public hearings regarding the CDBG and Section 108 Loan Guarantee Program; and others.

Access to Records: Upon finalization by the City Commission of the statement of objectives and activities to be funded, the City shall make available all documents relevant to the programs during normal working hours, 8:00 AM – 5:00 PM, at the Fort Pierce City Hall, 100 N. U.S. Highway #1, in the Department of Urban Redevelopment, at no cost to the citizen. Relevant documents will also be available on the City's website.

The Department of Urban Redevelopment will provide full and timely disclosure of its program records and information consistent with applicable State law in formats to include persons with disabilities, upon request. Available documents include:

- All mailings and promotional information.
- Copies of all meeting minutes and public hearing notices.
- All key documents, including previous annual applications, letters of approval, grant agreements, citizen participation plan, annual performance reports, Consolidation Plan, HUD project reports, project proposals, environmental review records, and others.
- Copies of all relevant HUD regulations.
- Project and activity files.

The Department of Urban Redevelopment will accept citizen responses, requests and/or complaints any time throughout the year, and will respond in writing to written complaints and/or grievances, within fifteen (15) working days, where practicable.

VI. ENVIRONMENTAL REVIEW AND RELEASE OF FUNDS NOTICES

The City conducts environmental assessments, as needed, on activities funded under the CDBG grant and Section 108 Loan Guarantee projects, prior to releasing these federal dollars and beginning the actual improvements. This environmental assessment is done to determine if there would be any significant negative impacts on the local environment that would result if the project is implemented. This review also is designed to assess each project's compliance with all applicable federal environmental laws.

The final step in this environmental review process is the publication of a legal notice stating the City's determination of the impact each project will have. This determination can either be a finding of no significant impact, (in which case, funds may be requested to be released from HUD), or a finding of significant impact, (in which case a full Environmental Impact Statement must be prepared). If the latter case is found, the Environmental Impact Statement must be completed prior to taking any further action on the project.

After one of these two findings has been made, and all additional requirements have been fulfilled, the Department of Urban Redevelopment will request the release of funds from the Department of Housing and Urban Development. An advertisement to

this effect will be placed in the legal section of a newspaper of general circulation stating a fifteen (15) day waiting period for public review and comments.

During the waiting period, HUD will accept an objection to its approval of the release of funds and acceptance of the certification only if it is on one of the following basis: (a) That the certification was not in fact executed by the chief executive officer or other officer of applicant approved by HUD; or (b) that applicant's environmental review record for the project indicates omission of a required decision, finding, or step applicable to the project in the environmental review process. Objections must be prepared and submitted in accordance with the required procedure (24 CFR Part 58), and may be addressed to HUD at the Department of Housing and Urban Development, Atlanta Area Office, 645 Peachtree Street, Atlanta, Georgia, 30323. Objections to the release of funds on basis other than those stated above will not be considered by HUD. These two notices, finding of no significant impact, and request for release of funds, will run together whenever possible.

VII. ANNUAL PERFORMANCE AND GRANTEE REPORTS

The City prepares and publishes annual final statement reports on the progress of CDBG and Section 108 Loan Guarantee assisted activities in accordance with federal regulations. The Consolidated Annual Performance and Evaluation Report (CAPER) shall be completed within ninety (90) days of the end of each program year and made available to all interested persons prior to submission to HUD.

These performance reports provide information on the program's progress for all funded activities, status of fund expenditures, number of persons benefiting, the housing assistance provided, in relationship to the City's objectives. Citizen comments are solicited by the City for HUD on this report for a period of at least fifteen (15) days.

The Annual Action Plan will be made available for public review in the Department of Urban Redevelopment from 8:00 A.M. until 5:00 P.M., Monday through Friday and on the City's website continuously. The Action Plan is due to HUD annually by August 15. This plan is reviewed during its inception by two separate public hearings to devise the actions that will be included in the plan.

Citizens will be notified that these reports are available for review by means of advertisements in the non-legal section of a local newspaper, and public comments will be received by the Department of Urban Redevelopment.

VIII. GRANT AMENDMENTS

The level of citizens' participation activities will vary with the scope of the grant amendment. If the amendment involves a budget change exceeding thirty (30) percent of the annual program budget, and/or changes funding from one eligible activity to another that has not been previously approved by the City Commission, the City shall conduct a public hearing on the amendment and publish the proposed amendment in a local newspaper and on the City's website. The Department of Urban Redevelopment will respond in writing to citizen comments, requests and/or complaints within fifteen (15) working days where practicable. A summary of comments received will be attached to substantial amendments. A thirty (30) day comment period will be allowed before the amendment is implemented.

For any other amendments not mentioned in the above guidelines, the City

Commission may take final action upon request or delegate authorization to the City Manager to amend the CDBG grant and Section 108 Loan Guarantee budget.

IX. TECHNICAL ASSISTANCE

The Department of Urban Redevelopment staff provides support for all activities. Technical assistance related to participation in the CDBG and Section 108 Loan Guarantee program is available to any interested party during every step of the process. Staff is ready to explain the CDBG and Section 108 Loan Guarantee programs in detail, review project eligibility, assist with proposal development, and provide information on activities funded in the present or past years. This assistance is available Monday through Friday, 8:00 A.M. to 5:00 P.M., at the Department of Urban Redevelopment, second floor, City Hall. Staff can be reached by phone at 772-467-3169 during these hours.

X. COMMUNITYWIDE COUNCIL (ADVISORY BOARD)

The City desires to encourage participation of its citizens, especially low and moderate-income residents, in developing and implementing Community Development programs. Citizens are involved in an advisory role in defining policy issues and developing strategies for determining both short and long-term community development objectives.

Members: The Communitywide Council consists of seven (7) regular voting members and up to four (4) alternate members, to be appointed by the City Commission. The regular voting members consists of four (4) persons of low or moderate income from the CDBG target area and will be residents of federally assisted housing, representatives of community organizations or otherwise eligible for participation in the CDBG program, and three (3) members of the community at large. The alternate members shall consist of two persons from each group described above and shall have no voting powers, except to fill the seat of an absent regular voting member and vote in their stead, as required and as defined in City Resolution 10-54.

This will insure continued involvement of citizens and citizen organizations throughout all stages of the program. All members shall be appointed to serve a two (2) year term. No member shall serve more than two (2) consecutive terms.

Meetings: Meetings of the Communitywide Council shall be held on the second (2nd) Wednesday of the month beginning at 6:00 p.m. in the second floor conference room at City Hall. Meetings shall be held monthly.

XI. CITIZEN'S COMPLAINTS

Citizens who wish to register a complaint about any CDBG and Section 108 Loan Guarantee program activity may do so by writing the Department of Urban Redevelopment, at the following address:

City of Fort Pierce
Department of Urban Redevelopment
100 N. U.S. Highway #1
Fort Pierce, FL 34950
(772) 467-3169

Every effort will be made to provide written responses to complaints within fifteen (15) days. If the information requested cannot be provided by this office, if the City's response is not adequate, or if persons wish to object to approval of an application, citizens may contact the HUD Jacksonville, Florida area office at the address below:

U. S. Department of Housing and Urban Development
Office of Community Planning and Development
Charles Bennett Federal Building
400 W. Bay Street, Suite 1015
Jacksonville, FL 32202
(904)-232-1777

HUD will consider objections made for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with the available facts and data;
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; or
- The application does not comply with the requirements or applicable law; or
- The application proposed activities which are otherwise ineligible.

Such objections should include both an identification of the requirements not met and the data upon which the persons rely. Although HUD will consider objections submitted at any time, such objections should be submitted within thirty (30) days of the publication of the notice that the application has been submitted to HUD. In order to insure that objections submitted will be considered during the review process, HUD will not approve an application until at least forty-five (45) days after receipt of an application.

XII. CERTIFICATIONS

The City of Fort Pierce shall submit certifications to HUD each program year in accordance with the Housing and Community Development Act of 1974, as amended, and the Housing and Community Development (HCD) Act of 1987.

XIII. EFFECTIVITY

This Plan shall be effective July 2, 2012; all provisions concerning citizen involvement in implementing and assisting the program apply to activities that are ongoing as of this date, as well as to all future activities.

This Plan shall remain in effect until all Community Development Block Grant or Section 108 Loan Guarantee activities are completed, or until a new Citizens Participation Plan supersedes it.

RESOLUTION NO. 10-54

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA; PROVIDING FOR THE **MODIFICATION OF THE NUMBER OF VOTING MEMBERS OF THE COMMUNITYWIDE COUNCIL**; PROVIDING FOR ALTERNATE MEMBERS; PROVIDING PENALTIES FOR EXCESSIVE UNEXCUSED ABSENCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City of Fort Pierce Resolution No. 80-26 adopted a Citizen Participation Plan as an element of the City's Community Development Program, in which the City Commission created a Communitywide Council consisting of twelve (12) persons from the community of which seven (7) were to be minority representatives and of low and moderate income; and

WHEREAS, City of Fort Pierce Resolution No. 88-84 adopted an amended Citizen Participation Plan which changed the number of voting members on the Communitywide Council to fifteen (15) members and further specified that six (6) members should be of low and moderate income, six (6) members would come from the community at large and three (3) members would be residents of federally assisted housing, representatives of community organizations or otherwise eligible for participation in the CDBG program; and

WHEREAS, City of Fort Pierce Resolution No. 98-08 further amended the Citizen Participation Plan and changed the composition of members of the Communitywide Council to eleven (11) members, consisting of four (4) persons of low and moderate income, five (5) from the community at large and two (2) residents of federally assisted housing, representatives of community organizations or persons otherwise eligible for participation in the CDBG program; and

WHEREAS, citizen participation on the Communitywide Council waned during a period in 2008 and 2009, making it impossible to convene a Council meeting with a quorum of members present, effectively preventing any Council votes on agenda items, the final meeting being held on July 8, 2009, at which time a quorum was not present and no action was taken; and

WHEREAS, the Community Services Department was disbanded by the City in February 2010, and the responsibilities for the administration of all federally-funded CDBG programs was transferred to the newly formed Department of Urban Redevelopment in March 2010; and

WHEREAS, the members of the existing Communitywide Council, having been polled by Department staff to ascertain their interest in continued public service and public applications having been advertised, accepted and appointed to fill certain vacancies by the Fort Pierce City Commission, the Communitywide Council was reconstituted on October 18, 2010; and

WHEREAS, the new Communitywide Council, having observed certain problematic issues in convening a quorum by the previous body, considered, voted and approved certain changes in the makeup of the Council, as reflected in the minutes of the October 18, 2010, Council meeting and requested that those changes be conveyed to the Fort Pierce City Commission for their consideration; and


NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Fort Pierce, Florida as follows:

SECTION 1: The Communitywide Council shall consist of seven (7) regular voting members and four (4) alternate members, to be appointed by the City Commission, the regular voting members consisting of four (4) persons of low and moderate income from the CDBG target area and will be residents of federally assisted housing, representatives of community organizations or otherwise eligible for participation in the CDBG program and three (3) members of the community-at-large; the alternate members shall consist of two (2) persons from each group described above and shall have no voting powers, except to fill the seat of an absent regular voting member and vote in their stead, as required, as determined and requested by the Chairman of the Communitywide Council, based on the seating seniority of the alternate; alternate members shall fill the vacant seats of regular voting members that may be term-limited or dismissed from the Council for cause; the City Commission shall appoint replacement alternates as the need arises.

SECTION 2: Any regular voting member who has three or more unexcused absences from Council meetings within a twelve month period will be dismissed from the Council and his or her seat taken by the senior alternate.

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its adoption.

IN WITNESS WHEREOF, this Resolution was duly adopted this 6th day of December, 2010.



Robert J. Benton, III, Mayor

ATTEST:



Cassandra Steele, City Clerk

(CITY SEAL)

RESOLUTION NO. 80-26

RESOLUTION OF THE CITY OF FORT PIERCE ADOPTING
A CITIZEN PARTICIPATION PLAN FOR THE CITY'S
COMMUNITY DEVELOPMENT PROGRAM

WHEREAS, the City of Fort Pierce is carrying out a Community Development Program; and

WHEREAS, Federal funding for assistance in carrying out the Community Development Program are provided under the provision of Title I of the Housing and Community Activity of 1974, as amended; and

WHEREAS, said Federal fundings are used to provide community improvements.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commission of the City of Fort Pierce;


- (1) That the Citizen Participation Plan of the City of Fort Pierce is hereby adopted; and condition of said Citizen Participation Plan shall apply to all activities carried out under the City's Community Development Grant Program

BE IF FURTHER RESOLVED that this Resolution shall become effective upon its adoption.

ADOPTED this 21st day of July, 1980


MAYOR COMMISSIONER

ATTEST:


CITY CLERK

Communitywide Council
Meeting Date: 03/09/2016
Re:

7. a.

Information

SUBJECT:

Discuss, score and make recommendations for Staff to present to City Commission on 2015-2016 Public Service Grant awards

Form Review

Form Started By: Linda Cox
Final Approval Date: 03/07/2016

Started On: 03/07/2016 05:46 PM