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**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM****SUBJECT:** 2009-2010 One-Year Action Plan**DEPARTMENT:** Community Services**DIVISION:** Community Assistance**AUTHORIZED BY:** Michele Saunders**CONTACT:** Buddy Balagia**EXT:** 2389**MOTION/RECOMMENDATION:**

Approve the Seminole County 2009-2010 One-Year Action Plan, and authorize the Chairman to sign and execute any and all documents necessary for submittal to the U.S. Department of Housing and Urban Development (HUD), including the Standard Form 424, the Finding of No Significant Impact (on the environment) and Request for Release of Funds, and the applicable Grant Agreements with HUD for the CDBG, HOME, and ESG Programs.

County-wide

Buddy Balagia

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**BACKGROUND:**

As part of the five-year 2005-2009 Consolidated Plan approved by HUD in October 2005, the County is required to submit annual One-Year Action Plans. Each Action Plan depicts the current housing and community development needs of the County and how the County plans to use Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grants (ESG) Program funds to address these stated needs.

The attached 2009-2010 One-Year Action Plan provides for a number of activities to address the County's housing and community development needs for the next program year. A Countywide Public Hearing was held on April 15, 2009 to solicit input from community residents and agencies, and these are included in the Action Plan, and were used to guide the selection of the proposed activities.

Proposed activities address certain infrastructure deficiencies, and continue activities proven to address necessary public services to assist lower income households and persons (such as dental, child care, and prescription assistance, and rental subsidies).

The Action Plan must be submitted to HUD by August 15, 2009, and funding becomes available on or about October 1, 2009.

**STAFF RECOMMENDATION:**

Approve the Seminole County 2009-2010 One-Year Action Plan, and authorize the Chairman to sign and execute any and all documents necessary for submittal to the U.S. Department of Housing and Urban Development (HUD), including the Standard Form 424, the Finding of No Significant Impact (on the environment) and Request for Release of Funds, and the applicable Grant Agreements with HUD for the CDBG, HOME, and ESG Programs.

**ATTACHMENTS:**

1. 2009-2010 One-Year Action Plan

**Additionally Reviewed By:**

- County Attorney Review ( Arnold Schneider )
- Grant Review ( Jennifer Bero, Lisa Spriggs )



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## 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.

Date Submitted:8/15/2009	Applicant Identifier	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier: B-09-MC-12-0010	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
<b>Seminole County, Florida</b>		UOG Code: FL129117	
1101 East First Street		Organizational DUNS: 67834358	
		Organizational Unit: Seminole County	
Sanford	Florida	Department: Community Services	
32708	U.S.A.	Division: Community Assistance	
<b>Employer Identification Number (EIN):</b>		County: Seminole	
<b>59-6000856</b>		Program Year Start Date (MM/DD): 10/1/2009	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Local Government: County		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles: City of Sanford Stormwater Drainage Improvements Midway Potable Water System Rehabilitation Central Florida Family Health Center X-ray Retrofit Target Area Water/Sewer Connections Seminole Behavioral Healthcare Crisis Stabilization Unit Rehabilitation/Expansion Child Care Assistance Medical Assistance Rental Assistance Utility Assistance TBRA Implementation Planning & Administration		Description of Areas Affected by CDBG Project(s): Seminole County	
\$CDBG Grant Amount: \$2,413,069	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged: \$0		\$Additional State Funds Leveraged: \$0	
\$Locally Leveraged Funds: \$530,434		\$Grantee Funds Leveraged: \$60,000	
\$Anticipated Program Income: \$0		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s): \$590,434			

<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles: CHDO Set-Aside (Senior Citizen Rental Housing) Tenant-Based Rental Assistance (TBRA) Planning and Administration		Description of Areas Affected by HOME Project(s): Seminole County	
\$HOME Grant Amount: \$1,228,654	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged: \$0		\$Additional State Funds Leveraged: \$	
\$Locally Leveraged Funds: \$0		\$Grantee Funds Leveraged: \$0	
\$Anticipated Program Income: \$0		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$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)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles: Homelessness Prevention Rescue Outreach Mission: Homeless Shelter Assistance SafeHouse of Seminole: Homeless Shelter Assistance		Description of Areas Affected by ESG Project(s): Seminole County	
\$ESG Grant Amount: \$106,258	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged: \$0		\$Additional State Funds Leveraged: \$0	
\$Locally Leveraged Funds: \$1,000,000 (est.)		\$Grantee Funds Leveraged: \$22,000 (est.)	
\$Anticipated Program Income: \$0		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s): \$1,082,000 (est.)			
Congressional Districts of: Applicant Districts: 4, 5    Project Districts: 4, 5		Is application subject to review by state Executive Order 12372 Process?	
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" 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	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name: Buddy	Middle Initial	Last Name: Balagia
Title: Project Manager	Phone: 407-665-2389	Fax: 407-665-2399
eMail: <a href="mailto:bbalagia@seminolecountyfl.gov">bbalagia@seminolecountyfl.gov</a>	Grantee Website: <a href="http://seminolecountyfl.gov">seminolecountyfl.gov</a>	Other Contact
Signature of Authorized Representative		Date Signed



# Fifth Program Year Action Plan Narrative Responses

## GENERAL

### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 5 Action Plan Executive Summary:

Seminole County continues to address the needs, objectives, and priorities identified in its 2005-2009 Consolidated Plan.

CDBG funding is primarily aimed at making infrastructure improvements in lower income neighborhoods and communities, while maintaining public service funding to assist low and moderate income persons and households. ESG funding is used to the maximum extent allowable to prevent homelessness, and to assist emergency shelters with operational funds. HOME funds are used to assist extremely low and very low income households in paying rent through the TBRA activity, while also producing new and rehabilitated affordable housing units for very low and low income households.

Funded activities and allocated funding amounts in the 2009-2010 Action Plan are as follows:

<b>Community Development Block Grant Program</b>	
City of Sanford (Georgetown) Stormwater Drainage Improvements	\$190,875
Midway Potable Water System Rehabilitation	\$507,590
Target Area Water/Sewer Connections	\$251,725
Central Florida Family Health Center X-ray Retrofit	\$60,000
Seminole Behavioral Healthcare Crisis Stabilization Unit Rehabilitation/Expansion	\$442,280
Child Care Assistance	\$140,000
Medical Assistance (Dental)	\$100,000
Medical Assistance (Rx)	\$70,000
Medical Assistance (Diagnostic)	\$10,000
Rental/Utility Assistance	\$37,985
TBRA Implementation	\$120,000
Planning & Administration	\$482,614
<b>Total</b>	<b>\$2,413,069</b>

<b>HOME Investment Partnerships Program</b>	
Planning & Administration	\$122,865
CHDO Set-Aside (Senior Citizen Rental Housing)	\$629,028
Tenant-Based Rental Assistance (TBRA)	\$476,761
<b>Total</b>	<b>\$1,228,654</b>

<b>Emergency Shelter Grants Program</b>	
Homelessness Prevention	\$13,258
Rescue Outreach Mission: Homeless Shelter Assistance	\$61,000
SafeHouse of Seminole: Homeless Shelter Assistance	\$32,000
<b>Total</b>	<b>\$106,258</b>

Geographically specific CDBG activities are located in low and moderate income target areas that have received funding since the County's initial funding of the CDBG Program in 1986. CDBG Public Services activities, HOME TBRA, and ESG activities serve residents on a Countywide basis. HOME funding is aimed at producing new or rehabilitated units, for either owners or renters, for income eligible households in sites not yet identified.

A number of activities are aimed at both reducing the number of poverty households and meeting underserved needs. Many households live paycheck-to-paycheck, and these programs, many of them funded by other grant programs and the Board of County Commissioners' General Fund, assist in helping families get past household budgetary setbacks.

Seminole County made a continued and improved effort in the past 2008-2009 Program Year to cooperate and coordinate with other County governments, municipalities, housing providers (both for-profit and nonprofit), emergency shelters, and public/social service agencies (particularly with the Continuum of Care initiative) to better meet the housing and supportive services needs of the region, including the needs of homeless persons and families. This Action Plan includes the County's Discharge Coordination Policy to assist homeless persons released from publicly-funded facilities.

**Performance Measurement**

The following depicts the Objectives, Outcome Categories, Outcome Indicators, and Outcome Measures for 2009-2010 activities:

<b>Activity</b>	<b>Objective</b>	<b>Outcome Category</b>	<b>Outcome Indicator</b>	<b>Outcome Measure</b>
<b>CDBG Sanford Drainage Improvements</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	400
<b>CDBG Midway Water Rehabilitation</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	700
<b>CDBG Crisis Stabilization Unit Rehabilitation/ Expansion</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	816
<b>CDBG Water/Sewer Connections</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	100
<b>CDBG X-Ray Retrofit</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	3,600
<b>CDBG TBRA Implementation</b>	Decent Housing	Affordability	Number of households assisted	100
<b>CDBG Child Care Assistance</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	100
<b>CDBG Medical Assistance (Dental)</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	100
<b>CDBG Medical Assistance (Rx)</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	50
<b>CDBG Medical Assistance (Diagnostic)</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	50
<b>CDBG Rental/Utility Assistance</b>	Suitable Living Environment	Availability/ Accessibility	# of persons assisted with new or improved access to a service	90
<b>HOME CHDO Set-Aside</b>	Decent Housing	Affordability	Number of households assisted	20
<b>HOME TBRA</b>	Decent Housing	Affordability	Number of households assisted	80
<b>ESG Homelessness Prevention</b>	Decent Housing	Availability/ Accessibility	# of persons assisted with emergency financial assistance	70
<b>ESG Rescue Outreach Mission - Homeless Shelter Assistance</b>	Suitable Living Environment	Availability/ Accessibility	# of unduplicated persons assisted with overnight shelter	600
<b>ESG SafeHouse of Seminole - Homeless Shelter Assistance</b>	Suitable Living Environment	Availability/ Accessibility	# of unduplicated persons assisted with overnight shelter	300

### **Past Performance**

The evaluation of Federal funds used through the 2008-2009 Program Year shows that through infrastructure improvements in low income areas, public services, and a variety of housing assistance activities, the goals of the Consolidated Plan are being adequately addressed, considering the limited amount of local, state, and federal public funding available.

#### *CDBG Program*

Four specific community development goals were identified in the 2005-2009 Consolidated Plan for CDBG Program funds:

- 1) Community self-investment in low income neighborhoods;
- 2) Facilities and services to address critical social service needs;
- 3) Facilities and services for seniors, children, and persons with special needs; and
- 4) Expanded economic opportunities.

In the assessment of the use of CDBG funds with the priority needs and objectives identified in the Consolidated Plan, the activities funded from CDBG were based on the first three of these priorities, and they have helped thousands of lower income persons with a wide variety of activities. Progress toward the goals listed in the Consolidated Plan has been continually positive. Many of the Consolidated Plan's goals and objectives will be met even before the final program year of the five-year Consolidated Plan begins.

#### *HOME Program*

The expenditure of HOME funds, when combined with SHIP Program funds, has made positive progress to meet the 2005-2009 Consolidated Plan objectives. HOME funds have been historically geared toward funding TBRA and the creation of affordable housing, including more-than-required funding for the CHDO set-aside.

#### *ESG Program*

ESG funds were used by the County's Community Services Department to prevent homelessness for lower income households and by subrecipient agencies to supplement homeless shelter operations. ESGP-funded activities assisted client households characterized by or threatened with homelessness, plus the provision of meals by the Rescue Outreach Mission throughout the year to area homeless and extremely low income persons.

**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. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
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.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 5 Action Plan General Questions response:

**General Information**

Anticipated new program funding for housing and community development activities in Seminole County for Program Year 2009-2010 is as follows:

<b>CDBG</b>	\$2,413,069
<b>HOME</b>	\$1,228,654
<b>ESG</b>	\$106,258
<b>HOPWA</b>	0 <sup>1</sup>
<b>Section 8</b>	\$2,699,841 <sup>2</sup>
<b>Housing Credits</b>	n.a. <sup>3</sup>
<b>SHIP<sup>4</sup></b>	\$493,388
<b>General Fund</b>	\$80,000 <sup>5</sup>

<sup>1</sup> HOPWA Program funds are awarded to the City of Orlando on a regional basis, who administers and implements the program on a regional basis, including within Seminole County. Orlando's 2008-2009 HOPWA allocation is projected at \$3,234,000.

<sup>2</sup> Section 8 Program funds are awarded by HUD to the Housing Authority of the City of Sanford and the Seminole County Housing Authority. These funds are estimated.

<sup>3</sup> Housing Credits are offered by the State of Florida during each Program Year on irregular funding cycles, and are not pre-awarded. Any Housing Credits awarded to projects in Seminole County for Program Year 2008-2009 are unknown at this time.

<sup>4</sup> The State Housing Initiatives Partnership Program, designed to produce affordable housing for moderate, low, and very low income households.

<sup>5</sup> (Estimated)

Map 1 depicts the locations of the funded target area projects in Program Year 2009-2010. Funded activities for all 2009-2010 Action Plan programs are as follows:

**CDBG Program**

*Planning & Administration - \$482,614*

A total of \$482,614 is allocated for planning and administrative activities of the County's Community Development Office, which includes staff and operating expenses, and professional and consulting services (out-sourced tasks, training, technical assistance, etc.) for the implementation of projects and activities.

*Sanford/Georgetown Stormwater Drainage Improvements - \$190,875*

The City of Sanford will use these funds to eliminate and mitigate flooding problems in the Georgetown target area by rehabilitating and enhancing the stormwater drainage system.

*Midway Potable Water System Rehabilitation - \$507,590*

These funds will be used to rehabilitate a portion of Midway's potable water supply system to address known needs due to deterioration.

*Target Area Water/Sewer Connections - \$222,806*

These funds will be used to fund utility (potable water and sanitary sewer) connections to public systems, where available. Only low and moderate income residents in CDBG target areas will be assisted. The funding will also be used to install plumbing to connect to the centralized systems.

*Central Florida Family Health Center X-ray Retrofit - \$60,000*

This activity will install an X-Ray facility in an existing Family Health Center, which provides medical care and services to lower income households and persons.

*Seminole Behavioral Healthcare Crisis Stabilization Unit Rehabilitation/Expansion - \$442,280*

These funds will be used to relocate, rehabilitate, and expand an existing structure for use as a crisis stabilization unit for lower income individuals.

*TBRA Implementation - \$120,000*

This activity will fund the implementation (staff costs) to operate and manage the HOME Program-funded Tenant-Based Rental Assistance (TBRA) Program.

*Public Services – \$357,985*

*The following activities are offered on a Countywide basis, and are funded as Public Services. The County is using the regulatory maximum of 15% of its annual CDBG allocation for Public Services.*

*Child Care Assistance - \$140,000*

The Community Assistance Division will continue to provide this service to approximately 100 low income households with subsidized child care assistance. Some of the CDBG funding for this activity will be used in conjunction with the HOME TBRA Self-sufficiency Program.

*Medical Assistance - \$180,000*

The Community Assistance Division will continue to provide this service to provide medical assistance to over 200 low and moderate income persons on a County-wide basis.

*Rental/Utility Assistance - \$37,985*

This service will be provided by the Community Assistance Division to approximately 90 eligible households who have fallen behind on rental payments and have received notice of eviction for non-payment of rent. The household must be able to display its ability to resume timely rental payments as a result of receiving assistance.

*Low and Moderate Income Target Area Benefit*

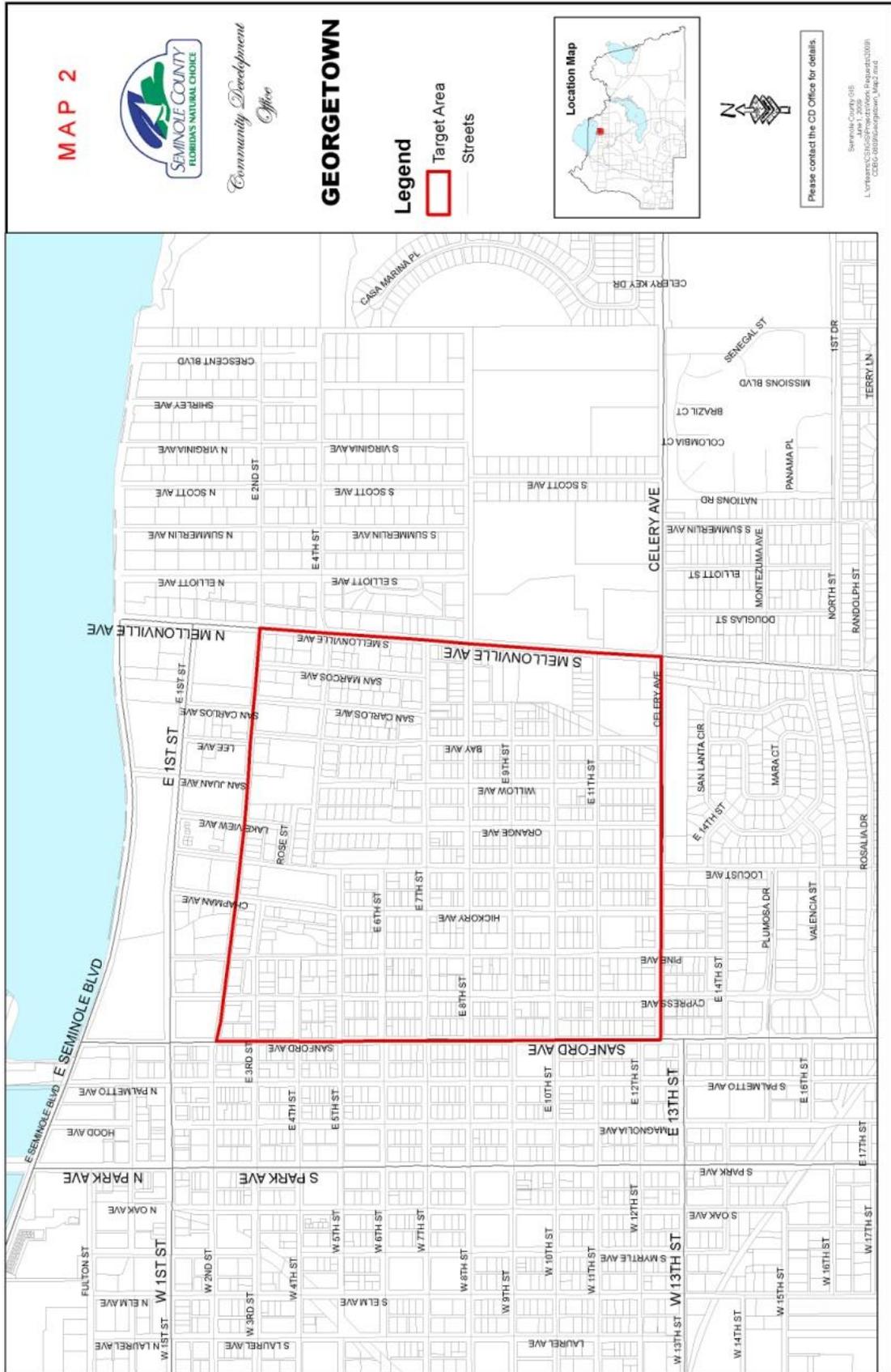
All of the CDBG activities listed above benefit low and moderate income persons or households. The section below entitled, "Description of Assisted Geographic Areas" depicts the percentages of low and moderate income populations within each target area for area

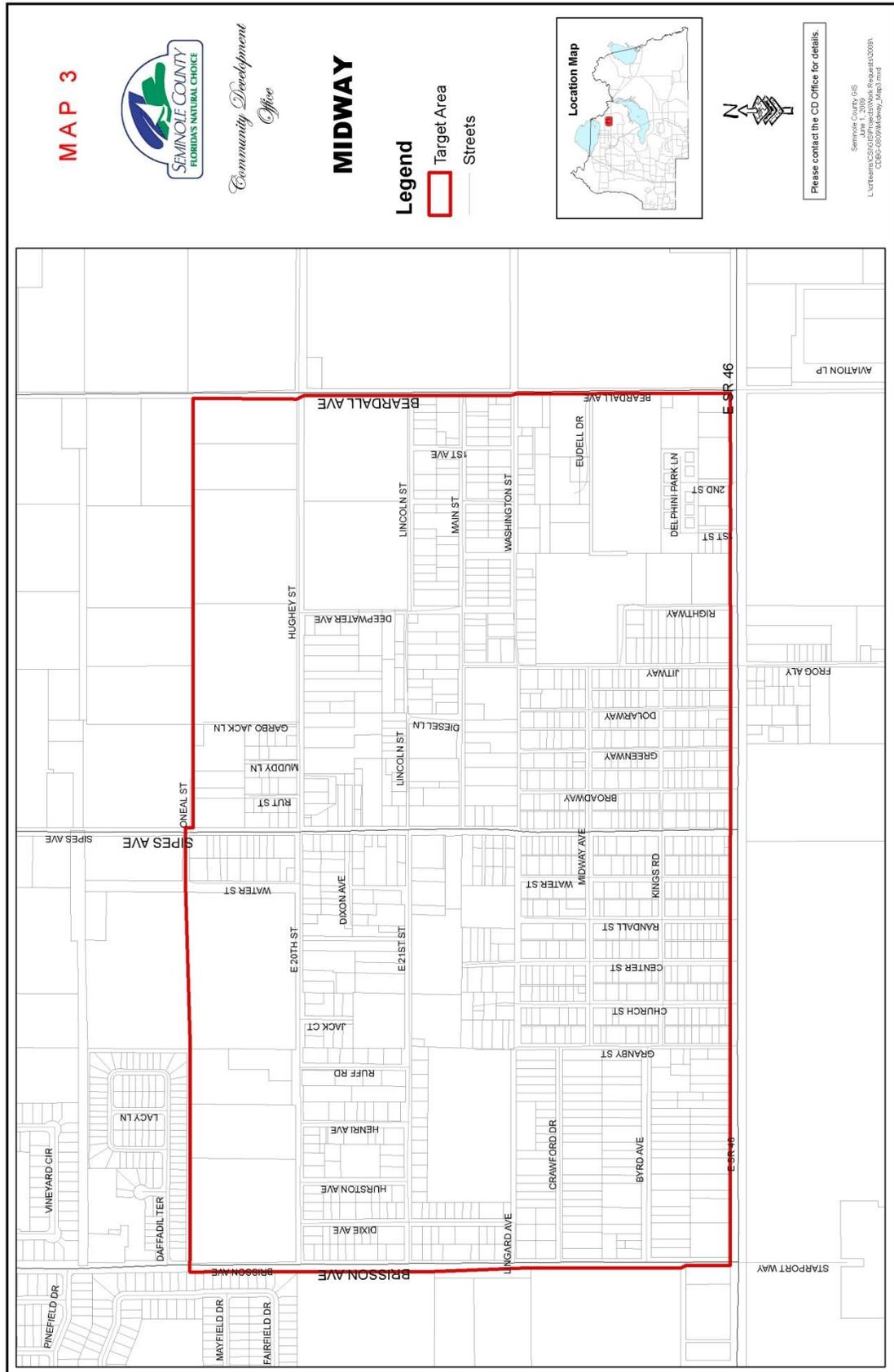
benefit activities. As a result, \$2,413,069, or 100% of Seminole County's 2009-2010 CDBG allocation is dedicated to low and moderate income target areas.

*Low and Moderate Income Benefit*

The estimated low and moderate income benefit for all CDBG activities is 100%.







## **HOME Program**

### *Planning and Administration - \$108,528*

A total of \$108,528 (10% of the grant allocation) is allocated for planning and administrative activities of the Community Development Office, which includes staff and operating expenses, and professional and consulting services (out-sourced tasks, training, technical assistance, etc.) for the implementation of HOME projects and activities.

### *CHDO Senior Citizen Rental Housing - \$629,028*

A portion of HOME funds are statutorily required to be awarded to a County-certified Community Housing Development Organization (CHDO). The funds will be granted to a CHDO that will provide affordable rental housing for lower income senior citizen headed households. This represents over 51% of the 2009-2010 HOME allocation, exceeding the minimum required by HOME regulations.

### *Tenant-Based Rental Assistance (TBRA) - \$476,761*

The TBRA Program will continue to be funded to provide rental assistance to extremely low and very low income households. Assistance will continue to be targeted for the County's Self-Sufficiency Program, or for elderly or disabled households.

## **ESG Program**

### *Homeless Prevention - \$13,258*

The County's Community Assistance Division will continue to provide homelessness prevention services for households under threat of eviction or foreclosure, to provide utility assistance to prevent the disruption of utilities, and/or for security deposit assistance for rental housing. The statutory dollar-for-dollar match will be provided by in-kind services and costs from the County's Community Assistance Division.

### *Rescue Outreach Mission: Homeless Shelter Assistance - \$61,000*

The Mission will be funded for operating and maintenance expenses. The Mission provides meals and emergency homeless shelter services to homeless persons. The grant is matched on a dollar-for-dollar basis by various grants, financial donations, and professional services..

### *The Seminole County Victim's Rights Coalition (a/k/a SafeHouse of Seminole): Homeless Shelter Assistance - \$32,000*

SafeHouse will be funded for operating and maintenance expenses. SafeHouse provides emergency shelter services to homeless victims of spousal abuse. The grant is matched on a dollar-for-dollar basis by various grants, financial donations, and professional services.

## **Description of Assisted Geographic Areas**

The following funded activities are located in geographic areas of Seminole County which are characterized by predominantly lower income populations and predominantly minority populations, as indicated:

### *Georgetown Stormwater Drainage Improvements*

This drainage improvements project benefits the population of the Goldsboro CDBG target area, located within the City of Sanford. This large target area is comprised of approximately 3,165 persons, according to the U.S. Census. This target area is 55.4% low and moderate income, of which 48.9% of the corresponding Census Tracts (which are not necessarily coincidental with the target area) are African-American. See Map 4 (page 16) for a map of this area.

### *Midway Potable Water System Rehabilitation*

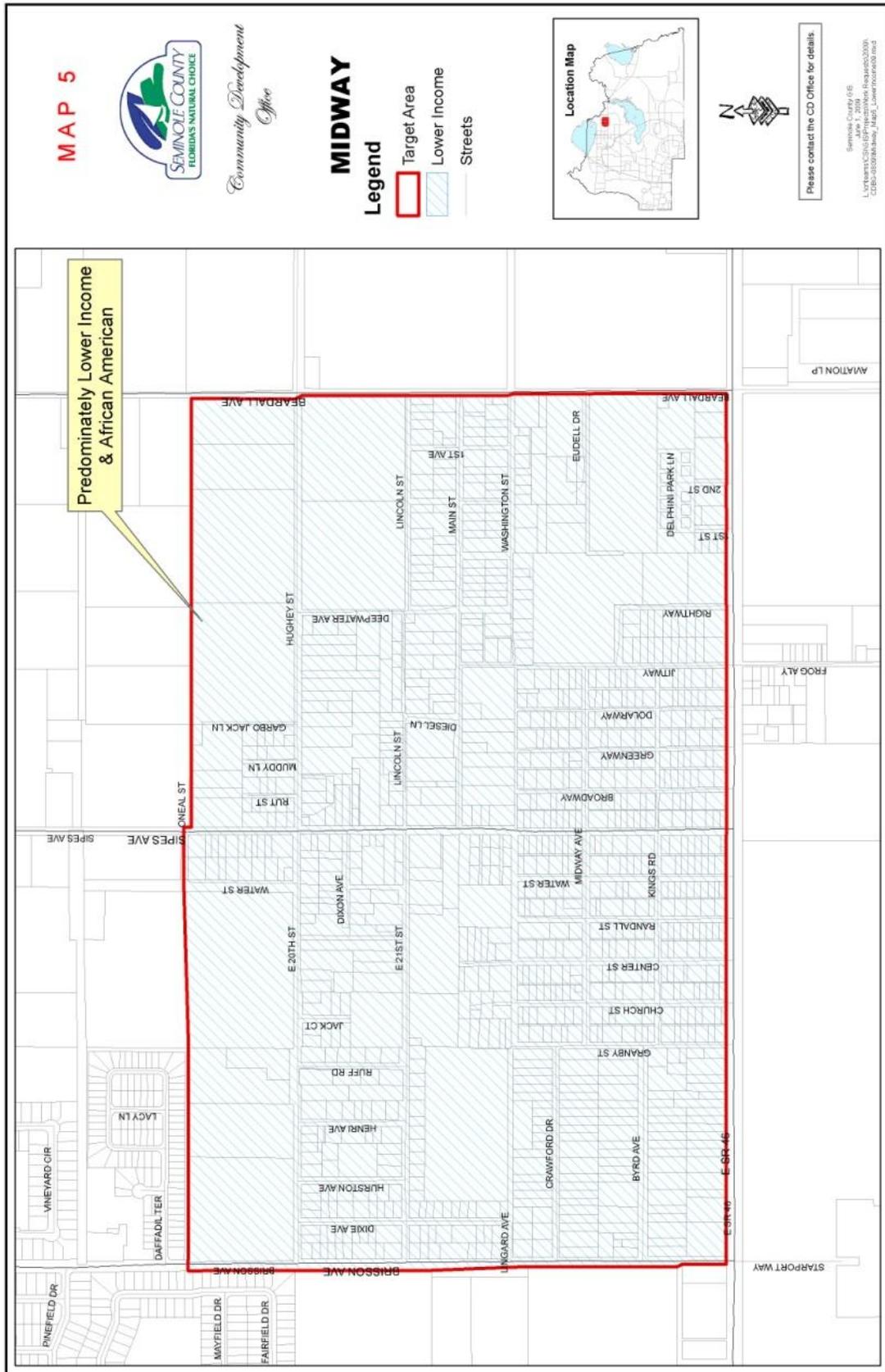
This potable water improvements project benefits the population of the County's Midway target area, the largest target area in Seminole County. Numerous CDBG-funded improvements have taken place in Midway since 1986. This service area is located in unincorporated Seminole County, but abuts the City of Sanford, and is comprised of approximately 1,818 persons, according to the U.S. Census. This target area is 70.4% low and moderate income, and predominantly (approximately 86.3%) African-American. See Map 5 (page 17) for a map of this area.

### **Basis for Allocating Investments**

Dozens of activities and millions of CDBG dollars have been invested in numerous target areas since Seminole County initially received CDBG funding in 1986. The basic infrastructure system of many (but not all) of the target areas is now complete. CDBG funds are now and will continue to be used to address unachieved goals in remaining target areas. The following activities are funded in existing low and moderate income target areas:

- *Georgetown Stormwater Drainage Improvements* - This activity is located in the predominantly African-American Georgetown target area located within the City of Sanford in north central Seminole County. This activity makes necessary improvements to control stormwater runoff and flooding.
- *Midway Potable Water System Rehabilitation* - This activity is located in the predominantly African-American Midway target area in the north-central portion of Seminole County, adjacent to the City of Sanford. Several CDBG projects have been funded in Midway since 1986, since the neighborhood lacked basic infrastructure prior to the County receiving CDBG funding. The water system predates 1986, and approximately half of the system was rehabilitated in 1997, but the remaining system, which was constructed in 1965, is undergoing severe deterioration. Currently, the residents are experiencing water-related problems, and repairs to the system are difficult due to its frail state.





The following activities are offered on a Countywide basis to income-eligible households, and are not limited to any specific geographic areas:

- *CDBG Target Area Water/Sewer Connections*
- *CDBG Central Florida Family Health Center X-ray Retrofit*
- *Seminole Behavioral Healthcare Crisis Stabilization Unit Rehabilitation/Expansion*
- *CDBG Child Care Assistance*
- *CDBG Medical Assistance*
- *CDBG Rental/Utility Assistance*
- *CDBG TBRA Implementation*
- *HOME Tenant-Based Rental Assistance (TBRA)*
- *ESG Homelessness Prevention*

The following activities provide funding to specific emergency shelters, both located within the City of Sanford, and both shelters assist persons from anywhere:

- *ESG Rescue Outreach Mission: Homeless Shelter Assistance*
- *SafeHouse of Seminole: Homeless Shelter Assistance*

The location(s) of the CHDO Senior Citizen Rental Housing activity is yet to be determined. Proposals will be solicited to offer CHDO set-aside funds to local CHDOs. In the proposal review process, the location of proposed developments/projects will be given major consideration in order to discourage the location of newly developed subsidized affordable housing in areas already predominated by subsidized housing and/or lower income populations.

**FAIR HOUSING/EQUAL OPPORTUNITY**

Funded area benefit activities in the CDBG Program are as follows:

- *Georgetown Stormwater Drainage Improvements*
- *Midway Potable Water System Rehabilitation*

The populations of each of these areas are predominantly lower income and African-American. Maps 4 and 5 (pages 16 and 17) depict the geographical locations of these populations, and the following tables show the racial and low and moderate income populations in the corresponding Census Tracts (most of these data were obtained from the U.S. Census, Summary File 1). (Note that Census Tract and Block Group boundaries do not necessarily coincide precisely with target area boundaries.)

<b>Georgetown</b>							
CT / BG	White	Black	Hispanic	Total Pop.	Low/Mod	L/M %	Disabled
201.01 / 1	354	336	34	709	539	76.02	658
201.02 / 2	49	331	34	408	298	73.04	140
201.02 / 3	348	125	25	527	293	55.6	223
202.01 / 1	637	329	65	998	347	34.77	261
202.01 / 2	87	425	10	523	277	52.96	282
Total	1,475	1,546	144	3,165	1,754	55.42	1,564

<b>Midway</b>							
CT / BG	White	Black	Hispanic	Total Pop.	Low/Mod	L/M %	Disabled
211 / all	209	1,609	47	1,865	1,313	70.4	1,248

### **Addressing Obstacles to Meeting Underserved Needs**

Seminole County will continue to fund the following programs to address obstacles in meeting underserved (and otherwise unmet) needs:

- *CDBG Medical Assistance* - This activity provides once per year assistance for lower income persons and households with no or little health insurance, and with little or no resources to meet health-related costs. This activity includes dental, medical, eyeglass, and prescription assistance, and is funded by the CDBG Program.
- *CDBG Child Care Assistance* - This activity provides long-term funding for lower income households (often single parent households) wishing to establish self-sufficiency in gaining employment and/or education. This activity is funded by the CDBG Program.
- *CDBG Rental/Utility Assistance* - This activity provides short-term (one time) assistance for lower income households to prevent homelessness.
- *CDBG TBRA Implementation and HOME TBRA* - These activities will combine to provide long-term rental assistance for very low income households to provide decent, safe, and sanitary affordable housing.
- *ESG Homeless Prevention* - This activity provides one-time assistance to low and moderate income households facing eviction or foreclosure, and assists in the payment of rent, mortgage, or utilities. This activity, intended to prevent homelessness in lower income households, is funded by the CDBG Program, the Federal/State Community Services Block Grant (CSBG) Program, the State Resources Alliance's utility assistance program, the Emergency Food and Shelter Program, and the County's Good Neighbor Program.
- *Indigent Care* - This activity funds emergency hospital care for lower income persons and households with no health insurance, and is funded by the Board of County Commissioners' General Fund.
- *Burial/Cremation* - This activity funds burials or cremations for households that cannot afford such services, or for indigent individuals. This activity is also funded by the Board of County Commissioners' General Fund.

### **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated 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.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 5 Action Plan Managing the Process response:

The Seminole County Community Development Office is the primary agency for all projects and activities funded under the 2005-2009 Consolidated Plan, including the 2009-2010 One-Year Action Plan. The Community Development Office is overseen by the Community Assistance Division Manager who, in turn, is overseen by the Community Services Department Director. Both of these staff positions are located within the same office and constant communication is maintained. Also, regular contact is maintained with the County Manager's Office and the Board of County Commissioners, especially when policy guidance by the former, and official action by the latter, is required.

When municipal entities are funded for activities located within their jurisdictions, direct oversight and project management is maintained over those municipalities by Community Development Office Project Managers. These Project Managers maintain close relationships with city staff and contractors, are involved in major decisions with the activities, assist city staff in project management, and ensure, through project management monitoring, compliance with appropriate CDBG rules and regulations.

Numerous housing and community development agencies were invited to participate in the development of the 2009-2010 One-Year Action Plan. As noted below (see Citizen Participation), in addition to the involvement of several private citizens, several agencies and community groups were involved in the planning phase, including:

- Homeless Services Network of Central Florida, Inc.
- Florida Community Partners
- Habitat for Humanity in Seminole County, Florida, Inc.
- GoldenRule Housing and Community Development Corporation, Inc.
- The Center for Affordable Housing, Inc.
- Great Honor House, Inc.
- Seminole County Sheriff's Office
- Sanford Housing Authority
- Seminole County Housing Authority
- Seminole County Victims' Rights Coalition
- Seminole County Disability Advisory Council
- Seminole County Affordable Housing Advisory Committee
- Northland, A Church Distributed
- Recovery House of Central Florida
- Seminole Behavioral Healthcare
- Florida SPECS
- City of Winter Springs
- City of Sanford
- The Hope Foundation
- Seminole Work Opportunity Program
- Intervention Services
- Lockhart's Subdivision
- Midway community
- Corinthian Builders, Inc.
- Rescue Outreach Mission of Sanford, Inc.

Continued concentrated efforts will continue in Program Year 2009-2010 to allow a wider variety and greater number of citizens, lower income neighborhoods, agencies, and community groups to participate in the planning process. Community interaction meetings will be organized and held or attended by staff at neighborhood organization meetings to provide a discussion forum for such parties to network, share information, combine efforts, discuss funding options, and otherwise work together for the benefit of Seminole County's lower income populations.

## **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the 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.
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.  
Program Year 5 Action Plan Citizen Participation response:

### **Citizen Participation Process**

The Citizen Participation process for the 2009-2010 One-Year Action Plan began when a Notice of Funding Availability (NOFA) was published in the Orlando Sentinel (Seminole section) on January 4, 2009 (a copy of the advertisement is enclosed as Exhibit A), and on the County's web site. This NOFA solicited the submission of funding proposals under the CDBG, HOME, and ESG Programs.

The published NOFA stated the anticipated funding, the Specific Objectives from the 2005-2009 Consolidated Plan, and the due date of February 27, 2009 for the submittal of all funding proposals. Extensive contact information was provided. Although it was noted in the advertisement that Seminole County would directly implement some of the activities expected to be funded, any organization was invited to apply for funding for any activities within the defined Specific Objectives.

A Public Hearing was scheduled and advertised for April 15, 2009, at which Community Development Office staff entertained public comment and input for the County's Housing and Community Development Needs for the 2009-2010 Program Year (for inclusion within this Action Plan). The Public Hearing was advertised in the Orlando Sentinel (Seminole section) on April 5, 2009 and in the Orlando Times (a weekly African-American newspaper) on April 12, 2009 (copies of the advertisements are enclosed as Exhibit B) and on the County's web site.

On May 12, 2009, at a regular public meeting, the Board of County Commissioners authorized Community Development Office staff to advertise the list of activities recommended for funding for public comment. The display advertisement was published in the Orlando Sentinel (Seminole section) on May 17, 2009 (a copy of the advertisement is enclosed as Exhibit C) and on the County's web site during the comment period. The advertisement established the required 30-day public comment period, ending June 1, 2009. Comments received are noted below. The list of recommended activities and the draft Action Plan was also posted on the County's web site for increased public information and awareness.

Finally, the 2009-2010 One-Year Action Plan was approved by the Board of County Commissioners on July 28, 2009, authorizing submission to HUD by the August 15, 2009 deadline. All Board of County Commissioners meetings are advertised and shown live on SGTV, as well as the County's web site.

### **Summary of Public Comments**

A summary of citizen comments is as follows:

- At the April 15, 2009 Public Hearing, the following housing and community development needs were noted for Seminole County:
  - Additional emergency shelter beds for homeless persons, with supportive services, including physical/mental health care.
  - Additional emergency shelter beds for families.
  - Detoxification and stabilization services for homeless and indigent persons.
  - Scattered site transitional housing, with associated case management and supportive services for homeless persons.
  - Substance abuse recovery programs for homeless and indigent persons.
  - Substance abuse prevention programs.
  - Foreclosure prevention, with appropriate counseling.
  - Housing rehabilitation.
  - Affordable housing for senior citizens.
  - At least one homeless services center for homeless persons that provides showers, meals, postal services, counseling, supportive services, veteran services, etc.
  - Potable water and sanitary sewer systems in the Lockhart's Subdivision.
  - Potable water rehabilitation and sanitary sewer installation in Midway.
  - Additional group homes for special needs populations.
  - Environmental clean-up.
  - Utility assistance.
  - Food assistance.
  - Clearance and demolition of vacant, dilapidated structures in Midway.
  - Crime prevention measures.
  - Child care assistance.
  - Homeless prevention activities.
- Two comments were received during the 30-day comment period:
  - Both suggested that CDBG funding be spent to re-roof and make other improvements to the historic Hopper Academy in the Georgetown area of Sanford.
- Additional comments were received regarding the housing and community development needs, as follows:
  - Low cost loans, including float loans, are needed for nonprofit housing developers to use for housing construction.
  - Sanitary sewer needs to be extended to East Franklin Street in Oviedo.

Despite the amount of comments received at the Public Hearing, Seminole County is unable to address the majority of the needs expressed. With limited funding available, activities funded are intended to complete already-begun (i.e., Phase 1) activities, to continue previously funded Public Services activities at a reasonable level, and to supplement activities funded by the General Fund to serve additional households.

### **Efforts to Broaden Public Participation**

In summary of the County's efforts to broaden public participation in the development of the Action Plan, the following efforts were taken:

- Extensive use is made of the County's web site to solicit funding proposals, to advertise the required Public Hearing and relevant Board of County

Commissioners meetings, and to invite public comment on the development of the Action Plan via the Public Hearing and the 30-day public comment period prior to submittal of the Action Plan to HUD. The notices were published on the County's home web page with links to specific and detailed information.

- To advertise the April 15, 2009 Public Hearing, a display advertisement was placed in the Orlando Sentinel and an African-American weekly newspaper, the Orlando Times.
- The County has also re-instituted more frequent visits to neighborhood and community meetings in lower income areas and to other interest groups to enhance communication and broaden public participation.

To facilitate participation by citizens, as well as to adhere to Fair Housing requirements, on all public notices, a telephone number is given for persons with disabilities to arrange for accommodation in meetings, hearings, and in providing comments.

## **Institutional Structure**

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

Program Year 5 Action Plan Institutional Structure response:

During the development of the 2009-2010 One-Year Action Plan, specific coordination was made with the two local Public Housing Authorities (the Housing Authority of the City of Sanford and the Seminole County Housing Authority) to discover their needs. Specific attention will be given to deteriorating housing and/or infrastructure.

As required by Florida Statute, the County will continue to inventory and make available County-owned developable land for conveyance to nonprofit affordable housing developers, when appropriate. Suitable land for nonprofit affordable housing providers may also be sought from local municipalities, if available.

Continued technical assistance and close monitoring will be maintained with the Center for Affordable Housing, the Seminole County Housing Authority, and the Sanford Housing Authority to ensure increased and sufficient capacity to administer and implement the County's TBRA Program.

The Community Development Office will continue to work with the Homeless Services Network of Central Florida to expand the Continuum of Care network. Using Shelter Plus Care and HOME funding for rental transitional housing, the parties will continue to coordinate and work together to expand the existing transitional housing infrastructure to include better homeless shelter involvement in locating and managing clients, and in keeping them housed. Consideration will also be given to developing and establishing self-sufficiency in clients who are able to be gainfully employed, and in reducing alcohol and drug dependency.

As part of the County's Community Assistance Division, the Community Development Office coordinates and works closely with other Division staff to supplement funding for public services. CDBG funding will be used, as is currently, to fund Medical, Child Care, Rental, and Utility Assistance for low and moderate income persons and households. Also, the County will continue to use ESG funding for homelessness prevention for low and moderate income households. The Board of County Commissioners also allocates General Funds and

Federal/State Community Services Block Grant (CSBG) funding for these activities, as well as for utility bill assistance, rental assistance (to supplement HOME TBRA and Shelter Plus Care TBRA), indigent burial assistance, and information referral for other services.

As mentioned above, State CSBG funding is used to “fill the gap” in the need for rental assistance for very low income households. Assistance is provided from several months to one year, and is used to assist households aiming at self-sufficiency.

Close coordination is maintained to provide funding for public services agencies from a combination of both CDBG Public Services funding (15% maximum) and the County’s Community Service Agency (CSA) Partnership Program, which is funded by the County’s General Fund. Community Assistance Division staff is working closely together to reconfigure the funding process to:

- Prevent joint funding (i.e., duplication of funding) by agencies from both CDBG Public Services funding and the CSA Partnership Program;
- Continue funding critical and essential services; and
- Provide limited funding for, and phase out nonprofits providing non-critical and non-essential services, and promote self-sufficiency among long-established nonprofits.

## **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.

Program Year 5 Action Plan Monitoring response:

Most project and activity monitoring is scheduled to take place from January to September of each year, since the last quarter of the year is reserved almost exclusively to develop the Consolidated Annual Performance and Evaluation Report (CAPER). The Monitoring Plan (see Exhibit D) is developed each year to schedule, describe, and plan for monitoring to take place during the next Program Year. Annual Monitoring Plans and corresponding Monitoring Reports are kept on file at the Community Development Office for review.

Training of inexperienced staff is done on a one-on-one basis when transitioning projects to new staff. Staff and supervisors also attend HUD-sponsored training seminars and workshops for continued and improved project management and programmatic training.

Routinely, when subrecipients, contractors, CHDOs, and other agencies are funded for CDBG, HOME, and/or ESG activities, respective project managers schedule and conduct “kick-off” meetings with those agencies. These meetings are meant to familiarize agency staff with corresponding program regulations, rules, and other requirements (labor standards, auditing, acquisition/relocation, etc.), and with contractual requirements. The kick-off meetings are scheduled to precede any activity funded under the respective funding agreement.

On construction activities, whether housing or public facilities, pre-construction conferences are always held to familiarize appropriate personnel with the Federal requirements on such activities. Discussion items include, but are not limited to, Federal Labor Standards Provisions (including Davis-Bacon wages and corresponding points of compliance), certified payroll reports, project time frames, and labor interviews.

Project managers typically monitor their own assigned projects and the corresponding subrecipients and funded agencies, including file management, and project and program compliance.

Each Project Manager holds the responsibility to monitor and track payroll reports for his/her respective construction projects. S/he also conducts labor interviews during the project construction. That staff person will then ensure that appropriate wages were paid and hours reported before the corresponding invoice to the contractor is paid.

In-house monitoring (of County staff-administered activities) is conducted on a continual basis, and training for staff unfamiliar to the process takes place on an on-going basis. Staff is trained on file management and program compliance, with experienced staff providing necessary consultation and guidance. Timeliness of commitment and expenditures for all grant programs is also closely tracked by Community Development Office staff, and adjustments in staff assignments and project management priorities are made on occasion to meet the applicable requirements.

Since the TBRA Program can be difficult to administer, implement, and manage, especially with agencies new to the program, Community Development Office staff is sensitive to the need to monitor respective agencies frequently and extensively, and to offer extensive technical assistance, where needed. Among other things, files are monitored for completeness, income certifications are checked for accuracy, units are inspected on a random basis to check for minimum Housing Quality Standards (HQS) compliance, and the overall program of each subrecipient is tested and analyzed for regulatory compliance, efficiency, and effectiveness.

CHDO monitoring is performed only on CHDOs with open contracts; however, when a previously unfunded CHDO is anticipated to receive HOME set-aside funding, pre-monitoring takes place before funding is awarded to ensure CHDO certification and capacity to carry out the funded activity. Since an organization's board structure can change drastically with little or no notice (even *after* CHDO certification), and since the low income representation requirement can be misunderstood or neglected, an updated board roster is requested to check compliance with board structure requirements. Project and program capacity is also assessed, and forms are provided to the CHDO to ease and standardize the processing of HOME reports and payments, and to ensure proper file management.

Long-term rental monitoring is performed on an annual basis (every unit is monitored at least every other year), except where otherwise required, to ensure compliance with affordability periods imposed upon HOME and SHIP funded rental units. A computerized spreadsheet is maintained in the Community Development Office to track when affordability periods expire, and to track respective contract rents and utility allowances, and to ensure that they do not exceed rent limits established by HUD and by the Florida Housing Finance Corporation (on SHIP-funded units). Monitored elements include, but are not limited to:

- income compliance,
- rent limit compliance,
- comparison of household size to unit size,
- compliance with sets-aside for very low income-dedicated units (HOME Project Rule),
- conducting HQS inspections on all monitored units, and
- Affirmative marketing efforts, Section 504 compliance, and other related fair housing requirements.

Before any subrecipients are funded with CDBG, HOME, or ESG Program funds, they are comprehensively analyzed as to financial and compliance capacity. Any agencies not demonstrating capacity are provided with appropriate and customized technical assistance to build capacity before providing funding. Any agencies receiving funds, but are not performing well, are also provided with technical assistance to rectify any shortcomings, as well as to build compliance capacity.

## **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, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 5 Action Plan Lead-based Paint response:

The County, in funding and subsidizing affordable housing development, will encourage the development of new affordable units, or the rehabilitation of existing units built after 1977, as opposed to rehabilitating pre-1978 units, both for renters and homebuyers, in order to increase the inventory of lead-free housing units. However, since the County also accepts and occasionally funds proposals to renovate existing housing units (sometimes built prior to 1978), all housing units built prior to 1978 will be comprehensively tested for lead-based paint. If such units contain lead-based paint and are approved for funding, then they will be dealt with by encapsulating, abating, or clearing the lead-based paint. Housing units with chipped or peeling lead-based paint will be avoided to the extent feasible and possible, due to the anticipated expense, and owners of such units will be encouraged to eliminate any hazards. In all situations, the County will comply with Federal regulations (24 CFR 35) in dealing with lead-based paint in residential properties. Any treatment or abatement of lead-based paint will be funded by participating agencies, but closely monitored by the County.

## **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.

Program Year 5 Action Plan Specific Objectives response:

The five-year Housing Objectives contained in the 2005-2009 Consolidated Plan are as follows:

- Provide direct down payment/closing cost assistance to 400 low and moderate income first homebuyers.
- Preserve the existing housing stock by funding the acquisition and rehabilitation of 100 existing units for new lower income owner households.

- Provide tenant-based rental assistance to 100 households that participate in a 'Welfare-to-Wages' program or attend job skills training programs for up to two years.
- Acquire property and construct 50 units of owner occupied housing (on an infill basis) in select target area neighborhoods.
- Acquire and/or rehabilitate 50 units in small rental complexes throughout the County for affordable rental housing.
- Build 200 new mixed-income rental units in conjunction with private sector rental housing (LIHTC) providers.
- Provide credit counseling and homeownership training assistance to 500 perspective low income homebuyers.

Realistic one-year objectives for the 2009-2010 Action Plan are as follows:

- **Provide down payment/closing cost assistance to 40 lower income homebuyers.** This will be provided via the ADDI and SHIP Programs, and supplemental funding will be used from the Florida Assist Program (i.e., the State's mortgage bond program, when possible, for additional down payment subsidies. This provides for a potential combined down payment subsidy of up to \$100,000 (up to \$80,000 from the County for a very low income household from SHIP; up to \$10,000 from the State Bond Program [for essential services workers] and up to \$10,000 from the ADDI Program) for a single eligible very low income household. ADDI down payment assistance is used to reduce a homebuyer's monthly mortgage payment to a comfortably affordable front-end ratio to allow for contingencies in the household's budget, but not enough to over-subsidize (see Exhibit F for the HOME ADDI/SHIP PROGRAM ASSISTANCE POLICY). Existing housing sales prices, which have greatly declined since 2005, increases the number of eligible housing units for eligible homebuyers, especially lower income homebuyers, from previous years.
- **Preserve the existing housing stock by funding the acquisition and/or rehabilitation of five existing units for lower income owner households.** This is funded under the SHIP Program, and units will be provided to very low and low income households.
- **Provide Tenant-Based Rental Assistance (TBRA) to 100 households.** Three agencies (the Seminole County Community Assistance Division, the Seminole County Housing Authority and the Sanford Housing Authority) are currently funded to administer and implement the TBRA Program, and Subrecipient Agreements with the latter two extend into Program Year 2009-2010.
- **Acquire and/or rehabilitate 10 rental units for affordable rental housing for lower income households.** HOME and/or SHIP funds will be used for this activity. The availability of funds will be made known by a widely-published NOFA.
- **Build ten new rental units for lower income households.** HOME and/or SHIP funding will be used to subsidize the construction of new affordable housing units. Funded agencies will be encouraged (via the afore-mentioned NOFA) to build units for very low and extremely low income households.
- **Provide homeownership counseling and training to 50 perspective lower income homebuyers.** This is an ongoing program funded under the SHIP Program, and is mandatory for all households receiving down payment assistance through the Community Assistance Division. Approximately 50 households are estimated to receive homeownership counseling or foreclosure prevention counseling.

## 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.

Program Year 5 Action Plan Public Housing Strategy response:

Both Public Housing Authorities (PHAs) in the County (the Seminole County Housing Authority and the Housing Authority of the City of Sanford) have both public housing units and Section 8 vouchers. Both PHAs also administer and implement TBRA vouchers for the Board of County Commissioners.

As required, both housing authorities have at least one public housing resident on their own Boards of Commissioners. The Seminole County Housing Authority also has an advisory board made up of public housing residents, which meets quarterly to help in their strategic planning and in the development of their Annual Plan. The Sanford Housing Authority has a resident advisory board that meets twice annually to advise on their Annual Plan, and they meet occasionally to advise their Board of Directors on the usage of their Capital Fund.

The Executive Directors of both PHAs were canvassed for their perspective on their housing and community development needs of Seminole County, and were informed of the April 15, 2009 Public Hearing. Staff from both PHAs attended the Public Hearing, but no funds were specifically requested. Their respective expressed needs are depicted in the following table:

	<b>Sanford Housing Authority</b>	<b>Seminole County Housing Authority</b>	<b>Estimated Total</b>
Current no. of Section 8 tenants	225	473	698
Households on Section 8 waiting list	90	1,180	1,270
Current no. of Public Housing units	480	30	510
Households on Public Housing waiting list	1,200	315	1,515
Est. need for additional rental assistance	700	1,000	1,700
Est. funding need for additional units	\$5,320,000.00	\$6,500,000	\$11,820,000
Est. need for down payment assistance for Public Housing residents	12	0	12

## Barriers to Affordable Housing

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

Program Year 5 Action Plan Barriers to Affordable Housing response:

It is understood that some households, particularly those with incomes less than 30% of area median income (i.e., poverty level income), plus many with incomes up to 50% of the area median income (very low income), cannot afford to purchase housing without large down payment subsidies, usually in the form of grants or deferred payment loans. It is also understood that, even with large purchase assistance subsidies, many households cannot afford to maintain housing ownership due to the need for continued necessary home maintenance and contingencies. It is for these households that subsidized rental units or rental assistance is often a better option.

Beginning in Program Year 2006-2007, more emphasis was placed on developing new affordable rental units for senior citizen-headed households. Using over \$1.2 million in HOME CHDO funds, seven senior citizen units were developed in 2008 in the Goldsboro target area in the City of Sanford. Other projects are under consideration.

Additional funding totaling \$1,857,253 in 2005-2006 and 2006-2007 HOME and 2005-2006 SHIP funding (\$600,000 total in SHIP funding was included) was offered in a local Countywide Notice of Funding Availability (NOFA) on January 14, 2007. In this NOFA, specific emphasis was given to extremely low income households, especially small and large families, elderly households and households with persons with disabilities. Currently funded projects (i.e., projects currently underway) are as follows:

<b>Project</b>	<b>Funded Amount</b>	<b>Program</b>	<b>Description</b>
Holly Avenue Townhomes	\$1,155,000	HOME	Fifteen new townhomes in Sanford for very low and low income households (home ownership), developed by the Center for Affordable Housing. Another \$1,899,100 in private mortgage will leverage this project.
Transitional Housing	\$400,000	HOME	Four existing single family units will be purchased and matched with \$250,000 in SHP funding.

Another NOFA was issued on January 4, 2009 including 2007-2008 HOME, HOME CHDO, and SHIP funding, and proposals were due on February 20, 2009. Nine proposals were received, and the following projects were funded:

<b>Project</b>	<b>Funded Amount</b>	<b>Program</b>	<b>Description</b>
Habitat for Humanity - Merthie Avenue	\$644,355	SHIP	Five new single family homes in Sanford for very low income households (home ownership).
Milestone Group Home	\$61,835	SHIP	Rehabilitation of a group home for six male adolescents.
Atlantic Housing	\$150,000	SHIP	A new Housing Credit development for either families or senior-headed households (number of units undetermined).

During Program Year 2007-2008, the Community Assistance Division obtained approval from the Board of County Commissioners to decrease both the subsidy levels for very low and low income households, and the maximum sales price for assisted units under the SHIP Down Payment Assistance Program. The same subsidy limits are used for the Neighborhood Stabilization Program (NSP), but the NSP maximum subsidies include any funding needed for rehabilitation. The following depicts maximum subsidy levels:

	<b>Max. Subsidy</b>
Very Low Income Down Payment Subsidy	\$80,000
Low Income Down Payment Subsidy	\$50,000
Moderate Income Down Payment Subsidy	\$20,000

Following a County-wide Request for Proposals (RFP), the County is providing the Center for Affordable Housing with \$400,000 to purchase five single family housing units for use as transitional housing for homeless families. This project is being leveraged with an additional \$250,000 in Supportive Housing Program (SHP) funding from the Homeless Services Network of Central Florida for case management and assistance to move occupants of these units to market housing.

ADDI funds, although extremely limited, are used to supplement SHIP Down Payment Assistance funding on income eligible households, usually very low income households, who need additional funding to qualify for assistance and to secure a comfortable front end ratio.

With additional funding provided under the American Recovery and Reinvestment Act of 2009 (ARRA), coordination and cooperation with the Continuum of Care network will be maintained and increased to better meet the housing and supportive services needs of the homeless and marginally homeless population of Seminole County. Although off to a slow start, agency and client participation in the County's Shelter Plus Care Program escalated during 2007-2008, and was maintained at an optimum level during 2008-2009. An additional Shelter Plus Care grant was approved for Seminole County in February 2009 in the amount of \$568,920 to house an additional eleven chronically homeless individuals with disabilities.

The ability to secure housing at a cost that is not a burden for low and moderate income households has become a challenge for many working households, disabled persons, and elderly (i.e., retired) households throughout Seminole County. Consequently, Tenant-Based

Rental Assistance (TBRA) has been a key activity under the County's HOME allocation to assist households working toward self-sufficiency, or are disabled or elderly (all TBRA recipients must also be certified as very low income) in maintaining decent, safe, and sanitary housing at an affordable level.

**SHIP Program Requirements**

As required by the SHIP Program, on July 24, 2008 the Board of County Commissioners appointed an eleven-member Affordable Housing Advisory Committee (AHAC) to provide recommendations for incentive strategies to reduce regulatory barriers to developing affordable housing in the County. These recommendations were presented to the Board of County Commissioners on December 9, 2008, and the Board asked the AHAC to return with a prioritized list accompanied by projected costs to the County. The prioritized recommendations were taken back to the Board on March 24, 2009, and are as follows:

**1. Public-Private Partnerships**

The County shall facilitate the establishment of collaborative partnerships between the County, developers, community, service providers, and nonprofit agencies.

*Estimated Cost to County: \$0*

**2. LEED-Certified Energy Efficiency**

The County shall encourage and promote LEED-Certified Energy Efficiency development in all affordable housing.

*Estimated Cost to County: \$0*

**3. Density Flexibility - Zoning Changes**

The County shall assign a technical adviser that could expedite the rezoning process to reduce the amount of time it takes to obtain the R-AH (or similar) zoning classification.

*Estimated Cost to County: \$0*

**4. Mentoring - Technical Training**

The County shall provide technical training to nonprofit agencies and developers who provide affordable housing.

*Estimated Cost to County: \$0*

**5. Employer Assisted Housing - Leverage Private Employers**

The County shall participate in a private employer-assisted housing program by matching 1:3, up to a maximum of \$2,500 in County contribution. A maximum of \$50,000 in funds shall come from the annual SHIP allocation for lower income households, including moderate income households (with incomes of up to 120% of the area median income).

*Estimated Cost to County: \$0 in General Funding; only SHIP set-aside*

**6. Impact Fee Waivers or Modifications - Reduction of fees or Waivers**

In urban high density areas where an existing infrastructure is being utilized, the County will consider reducing or rebating impact fees for senior and affordable housing through a waiver or exemption.

*Estimated Cost to County: Only SHIP Program set-aside; no GR funds.*

**7. Impact Fee Waivers or Modifications - Reduction of fees or Waivers**

In calculating impact fees which would reduce, subsidize or exempt impact fees for residential dwelling units ("DU"), the County will create additional designations that could be added to the existing structured fee schedule based on the type of residential dwelling unit, i.e., educational system impact fees, single family, multi family, disabled, senior, or mobile home.

*Estimated Cost to County: Only SHIP Program set-aside; no GR funds.*

### **8. Linkage Fee Program**

The County shall explore further whether to adopt or create a Linkage Fee for the affordable housing program to fund a land bank.

*Estimated Cost to County: \$0*

Also, the SHIP Program requires the County to adopt the following policies, which are currently in place:

- Expedite permits for affordable housing projects to a greater degree than other projects, and
- Have an ongoing process for the review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing, prior to their adoption.

## **HOME Program**

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

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.
  - 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.
  - 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.

Program Year 5 Action Plan HOME/ADDI response:

**Other Forms of Investment Not Described in 24 CFR 92.205(b)**

Other forms of investment other than described in 24 CFR 92.205(b) will be made with SHIP Program funds. The SHIP Program allocation provides for the following strategies:

- Purchase Assistance
- Foreclosure Prevention
- Acquisition and Rehabilitation
- New Construction for Seniors
- Home Repair
- Housing Reconstruction
- Rental Construction and Rehabilitation
- Disaster Relief
- Rental Security and Utilities Deposits

All assistance will be made in the form of either deferred payment loans (e.g., forgivable loans with ADDI down payment assistance) or outright grants (e.g., to a CHDO to develop new affordable rental units). In any situation, an appropriate affordability period will be imposed, depending upon the per-unit subsidy, and protected by a mortgage deed, promissory note, and HOME written agreement or, in the case of rental units, a binding restrictive use covenant.

**Refinancing Existing Multi-family Housing Debt**

HOME Program funds will not be used to refinance existing debt for any multi-family housing units being rehabilitated with HOME funds.

**Affirmative Marketing Policies and Procedures**

See Exhibit E for the Affirmative Marketing Policies and Procedures.

**Minority Outreach Program**

See Exhibit F for minority outreach policies.

**HOME Investment Protection**

The recapture method will be used with all home purchases and subsidized rental units under the HOME Program. The entire amount of assistance will be recaptured if the unit is resold during the affordability period.

**HOME Match**

The required HOME match is met by the County's SHIP allocation. The Purchase Assistance Program under SHIP is a HOME look-alike program that more than provides the necessary

match. The HOME Match Log is included in the Consolidated Annual Performance and Appraisal Report (CAPER), submitted to HUD each December.

### **Gaining and Maintaining Homeownership**

The following three activities/strategies are used to assist lower income households in gaining or maintaining homeownership in Seminole County:

- Homeownership counseling is provided to all households approved for SHIP or ADDI down payment assistance. Counseling is provided pre- and post-purchase, with specific focus on household budgeting, home maintenance, and foreclosure prevention.
- A Foreclosure Prevention Program is funded annually under the SHIP Program to assist very low and low income households when facing foreclosure. Up to \$5,000 is provided to assist with mortgage arrears and to prevent foreclosure for salvageable mortgages.
- The ESG-funded Homelessness Prevention activity is available for very low and low income households when threatened by foreclosure.

### **Tenant-Based Rental Assistance**

In 2004 (data provided by HUD), of the 5,467 extremely low income renter households, 78% had housing problems, and 68% paid over 50% of their income for housing, which is considered severely cost-burdened. Among very low income renters, a HUD survey found that approximately 40% were severely cost-burdened. Among low income renters, only 6% were severely cost-burdened. However, among elderly renter households in Seminole County, 61% of extremely low income, 45% of very low income, and 14% of low income were severely cost-burdened.

In 2003, the Florida Housing Finance Corporation conducted a Rental Market Study of the Orlando metropolitan area to determine the characteristics of the renters in its affordable housing complexes. This study found that the average affordable housing renters' cost burden was 38% of their income, and that, among senior citizen households, the average was 50% of income.

Based upon the above data, and because TBRA is designed generally not to exceed two years in tenure for recipient households, Seminole County restricts its TBRA assistance to very low income households who are either headed by senior citizens, contain a disabled family member, or with the head of household in vocational or educational training full time.

### **Annual Housing Goals**

The following table (CPMP Table 3B) depicts the annual housing goals, both renter and owner, for Seminole County for Program Year 2009-2010. Established goals are higher for renter households than for owners due to the inability of many renter households to achieve affordable housing. This is particularly true of households earning at or below 45% of area median income, and especially since housing sales prices have escalated a great degree since 2001, and numerous apartment complexes in the Orlando region underwent conversion to ownership condominiums in the past few years. The HOME TBRA Program is aimed at meeting the affordable housing needs of these (sub-very low and extremely low income) households. Also, any new HOME-funded rental housing developments will be strongly encouraged to provide a substantial number of units for extremely low income households.

<b>ANNUAL HOUSING COMPLETION GOALS (CPMP TABLE 3B)</b>					
<b>ANNUAL AFFORDABLE RENTAL HOUSING GOALS (Sec. 215)</b>	<b>Annual Expected Number Completed</b>	<b>Resources used during the period</b>			
		<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>
Acquisition of existing units					
Production of new units	25		X		
Rehabilitation of existing units					
Rental assistance	100		X		
<b>Total Section 215 Rental Goals</b>	125		X		
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (Sec. 215)</b>					
Acquisition of existing units					
Production of new units					
Rehabilitation of existing units					
Homebuyer assistance	0				
<b>Total Section 215 Owner Goals</b>	0				
<b>ANNUAL AFFORDABLE HOUSING GOALS (Sec. 215)</b>					
Homeless	900			X	
Non-Homeless					
Special Needs					
<b>Total Section 215 Affordable Housing</b>	900			X	
<b>ANNUAL HOUSING GOALS</b>					
Annual Rental Housing Goal	125		X		
Annual Owner Housing Goal	0		X		
<b>Total Annual Housing Goal</b>	125		X		

## 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.

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.
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.
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.
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.

Program Year 5 Action Plan Special Needs response:

**Sources of Funds**

**Overview of Homeless Population and its Characteristics**

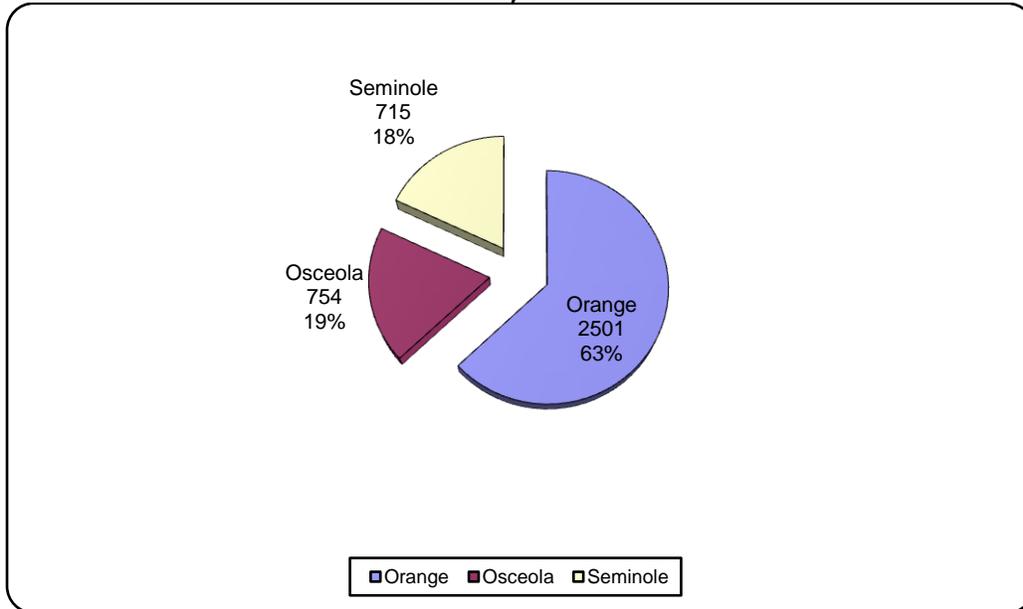
The Homeless Services Network of Central Florida (HSN) is the lead agency for the Continuum of Care, which encompasses Orange, Seminole and Osceola Counties. The County works in partnership with HSN to meet the needs of its homeless population. HSN is mandated by HUD to conduct an annual count of the region's homeless population in its Continuum of Care. HSN completed a Point-in-Time Count in January 2009 in partnership with the University of Central Florida. The count included the sheltered homeless, as well as a segment of the unsheltered homeless living in camps or on the streets who receive services at soup kitchens, drop-in shelters, and food pantries in Orange, Osceola, and Seminole Counties, and the City of Orlando.

Persons being discharged from a hospital or correctional facility without access to shelter were not included because of barriers to obtaining accurate data. Unsheltered homeless persons living in abandoned buildings, on the streets or in approximately 140 of the 180 camps in Orange, Seminole, and Osceola Counties were not counted individually due to a lack of financial and staffing resources.

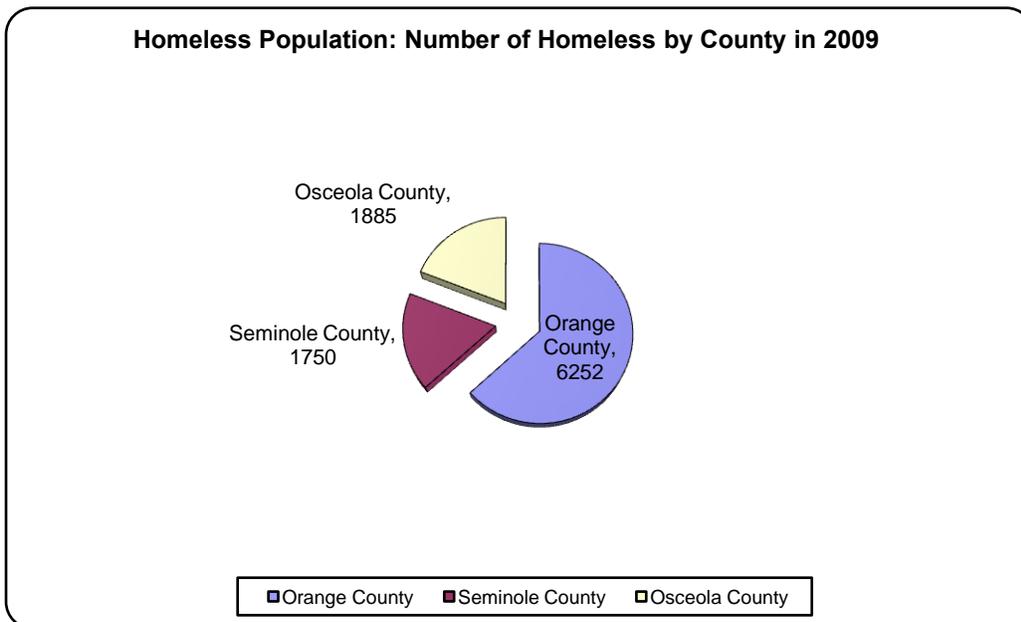
Not included in the count were homeless children and their parents (who are classified as homeless by the U.S. Department of Education, but do not meet HUD's definition of homelessness).

Based on the limited point-in-time count that was conducted, the results of the 2009 Point in Time count produced the following data about the homeless population in Seminole County.

**TABLE 1A: NUMBER OF HOMELESS IN CENTRAL FLORIDA ON ANY GIVEN NIGHT IN 2009: 3,970**



**TABLE 1B: NUMBER OF PERSONS WHO WILL EXPERIENCE HOMELESSNESS IN CENTRAL FLORIDA IN 2009: 9,887**



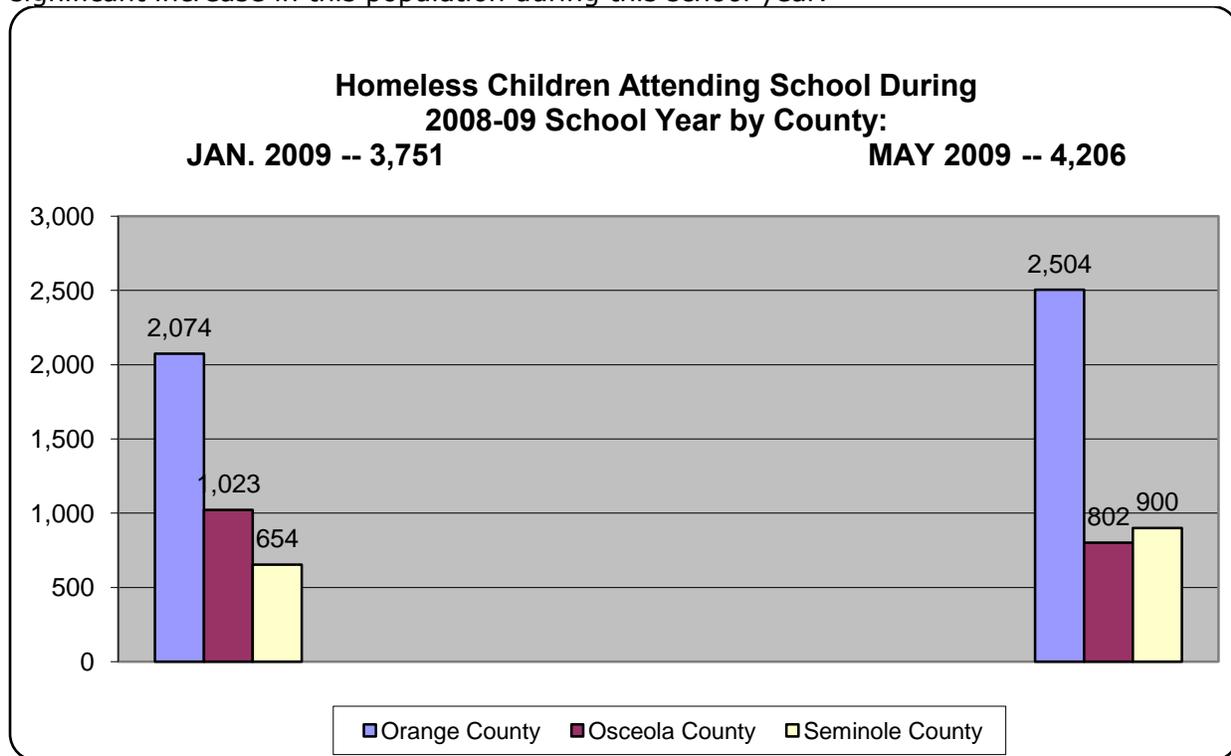
This data shows a 17% increase in the number of homeless persons in the region over 2008 results. Seminole County's homeless population remained flat over 2008 results. However, HSN was unable to obtain data from the following sources, resulting in an undercount:

- 75 homeless camps in the county with 2-5 persons in each camp
- Homeless inmates incarcerated in County correctional facilities; national research shows that approximately 30% of incarcerated individuals are homeless.
- Homeless individuals being discharged from County hospitals.

The most significant changes have occurred in the following categories:

*The number of homeless veterans in the region has increased from 1,185 in 2008 to 1,680 in 2009.* HSN estimates that there are 325 homeless veterans in Seminole County. National data indicates that the number of homeless veterans will increase in future years. On average, Vietnam War veterans became homeless six years after discharge. By contrast, Gulf War and Iraq War veterans are becoming homeless within 18 months of discharge, reflecting the intense pressure on the veterans' medical system to serve returning veterans with post traumatic stress disorder, traumatic brain injury and serious physical disabilities.

*The number of homeless families with children, as defined by US Department of Education regulations, has increased dramatically since 2008 as shown below.* At the end of the 2007-08 school year, 650 homeless children attended Seminole County public schools. The following chart reflects data collected in January 2009 and May 2009 to illustrate the significant increase in this population during this school year.



The Seminole County School District *Families in Transition Program* reports that the district will serve more than 1,200 homeless children in the 2008-09 school year, nearly double the number served in 2007-08.

These homeless families with children are living for months in motel rooms with an entire family including 2-3 children occupying one room, doubled up with families or friends where a lease or code violations are occurring or living in cars or abandoned buildings.

The high occupancy rate of the limited number of shelter beds for families with children and the increase in the total of Department of Education-defined homeless children are leading indicators of an impending increase in the number of homeless families with children expected during the next 12 months.

***Homeless Population Characteristics***

Based on HSN surveys of the homeless population and results of the 2009 Point-in-Time County the following data emerges on the homeless in Seminole County;

DEMOGRAPHICS:

- 53% of the homeless are white.
- 35% are African-American.
- 15% consider themselves Hispanic or Latino.
- 17% of the homeless population is veterans.

DURATION OF HOMELESSNESS:

- 30% of the homeless population has been homeless more than one year.
- 25% of the homeless reported being homeless for three months to one year.
- 15% of the homeless reported that they had been homeless for one to three months.
- 11% reported that they had been homeless from one week to one month.
- 19% did not provide a response.

***Precariously housed population analysis***

There are 15,313 households in Seminole County who are precariously housed (or cost burdened, i.e., paying more than 50% of their income for rent/mortgage), including 2,022 households in Sanford. These households are most vulnerable to becoming homeless if confronted with a major change in their monthly expenses—unexpected uninsured medical expenses, loss of income, increase in the cost of necessities, loss of transportation to employment, loss of employment, or increases in child care expenses.

***Critical Needs***

Based on a gap analysis completed during the development of its 2009 Continuum of Care plan, HSN has identified the following critical needs in Seminole County:

**ONE:** Implement rapid re-housing for homeless families and individuals by offering sufficient housing capacity to serve those in need:

A -- Expand availability of rent/utility assistance for precariously housed, including those facing eviction.

B -- Expand funding for motel/hotel vouchers for homeless individuals and families when shelters are at full capacity.

**TWO:** Develop additional permanent supportive housing for homeless persons to serve the needs of the chronically homeless in the County.

**THREE:** Remove barriers to community reintegration of homeless individuals and families:

A -- Establish a Homeless Court to dispose of criminal charges, court fees and fines.

B -- Develop ongoing monthly access to one-stop ID center services to obtain birth certificates and identification needed for housing, employment and access to services.

**FOUR:** Expand access to health care for the homeless in the County.

**FIVE:** Expand mental health and substance abuse services for the homeless to improve access to detoxification, crisis stabilization, and treatment facilities.

**SIX:** Develop and implement a comprehensive housing discharge planning process for the County's correctional facilities and hospitals to ensure that clients are not discharged to homelessness:

A -- Increase transitional housing for recent homeless discharges from hospitals and mental health/substance abuse facilities.

**SEVEN:** Implement a regional "No Wrong Door" homeless services referral process within the county:

A -- Develop team of assessment specialists to provide effective housing triage in a centralized process to swiftly serve client needs and direct clients to available shelter.

B -- Develop and implement a universal intake form to consistently assess barriers to re-housing.

C -- Expand participation of service provider's participation in the regional HMIS system to coordinate the referral and service delivery process for clients unable to find resources in Seminole County to agencies in other counties.

D -- Develop homeless prevention centers to provide convenient access to assessment, referral, and direct delivery of urgently needed services for the homeless.

E -- Develop a comprehensive outreach program to unsheltered homeless individuals and families to expand access to basic services and housing and reduce the number of unsheltered chronically homeless persons.

***Specific Homeless Prevention Elements***  
**Sources of Funds**

Seminole County received \$991,180 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds under ARRA. These funds will be used to provide short- and medium-term rental subsidies, case management, and other forms of assistance to transition both homeless households and those at risk of becoming homeless, into self-sufficiency.

The County's Community Assistance Division will administer and implement most of these HPRP funds, while out-sourcing some of the funds to external agencies. This will provide a better means of outreach and improved access for households in need.

The County plans to use all ESG funds to address the needs of homeless individuals and families. The distribution of ESG funds (the total grant is \$106,258) is as follows:

- Homelessness Prevention - \$13,258.
- Homeless Shelter Operation & Maintenance - \$93,000.

The Homelessness Prevention activity is administered and implemented directly by County staff in the Community Assistance Division, and the maximum of 30% of each annual allocation is set aside for this activity. This activity is matched by County General Funds for the same purpose.

Funding provided to homeless shelters for operation and maintenance is solely used for those purposes, and is matched dollar-for-dollar by each funded shelter. Matching funds come from a variety of sources, including the United Way, private donations, corporate funds, and other non-Federal grants.

<b>ESG Activity</b>	<b>2009-2010 ESG Funding</b>	<b>Anticipated Match Funding</b>	<b>Total Proposed Funding</b>
Homelessness Prevention – <i>Community Assistance Division</i>	\$13,258	\$22,000 (est)	<b>\$95,258</b>
Operating & Maintenance – <i>Rescue Outreach Mission</i>	\$61,000	\$425,000 (est)	\$486,000
Operating & Maintenance – <i>SafeHouse of Seminole</i>	\$32,000	\$625,000 (est)	\$657,000
<b>Total</b>	<b>\$106,258</b>	<b>\$1,072,000</b>	<b>\$1,238,258</b>

**Homelessness**

The specific homeless objectives of the County’s 2005-2009 Consolidated Plan are as follows (note that these are five-year objectives):

1. Provide funds for emergency shelter operations to benefit 5,000 homeless persons.
2. Expand the number of shelter beds by 50.
3. Provide funds for homeless prevention for 1,000 families.
4. Expand the number of transitional/supportive housing beds by 100.

Objective #1 will be met by the ESG funding (\$74,568) of operation and maintenance assistance for the Rescue Outreach Mission and SafeHouse of Seminole.

No proposals for funding were submitted by any agency to meet objective #2. Objective #3 will be addressed by the homeless prevention set-aside under the ESG Program. This activity will continue to be administered and implemented by the County’s Community Assistance Division. This activity is also funded annually by the Board of County Commissioners from its General Fund.

Objective #4: the Community Development Office is using HOME funds to supplement a Supportive Housing Program grant received by the Center for Affordable Housing (through HSN) to provide 36 transitional housing beds with supportive services, for homeless families. Further, Seminole County successfully received (again, through HSN) and additional \$568,920 in 2009 in funding for 11 Shelter + Care beds for chronically homeless individuals with disabilities. This will supplement the current Shelter + Care grant assisting approximately 22 individuals.

Seminole County is working closely with HSN to reduce the number of homeless families with children and chronic homeless, particularly through the ESG and S+C Programs. A CDBG-funded shelter for women and children was built in 1998, and is owned and operated by the Rescue Outreach Mission of Sanford. In 2007 a facility was completed to house homeless victims of domestic violence, and is owned and operated by the Seminole County Victims Rights Coalition (known as “SafeHouse of Seminole”). Homeless prevention and transitional housing are addressed above.

The chief identified obstacle to meeting the needs of more, if not all, of the homeless population of Seminole County continues to be a lack of sufficient funding. The annual ESG allocation is very minimal.

**Chronic Homelessness**

Specific steps to eliminate chronic homelessness by 2012 include the following:

- Increase the number of emergency shelter beds, either in existing or new shelter facilities.
- Consider a joint effort with the Rescue Outreach Mission of Sanford to convert a Mission-owned building to a Single Room Occupancy (SRO) facility (i.e., with efficiency units and common kitchen/bathroom facilities) for homeless men.
- Use HOME or HOME CHDO funding to provide transitional housing for homeless families, coupled with supportive services.

Barriers to achieving these steps include land use/zoning restrictions (to site any potential new emergency shelter facilities or the SRO).

Seminole County has partnered with the Homeless Services Network to fund the Sanford HOPE Team, a new program that will provide outreach, mental health and substance abuse counseling and shelter referrals to 120 chronically homeless individuals in Sanford and the surrounding area over the next two years. This innovative program was designed based on research-based best practices. It began operation in May 2009 at Seminole Behavioral Healthcare.

### **Regional Commission to End Homelessness**

“Ten2End” is the regional commission to end homelessness which includes representatives from Orange, Osceola, and Seminole Counties and the City of Orlando. One of the founding members of the Commission is the immediate past Chairman of the Board of Seminole County Commissioners. The Commission includes the top leadership from the business community, the provider community, the faith community, the healthcare community, the philanthropic community, the educational system, and the legal community in the region.

The Commission is implementing a regional ten year plan to end homelessness through a public/private partnership. However, costs of implementing the recommendations of the Commission are significant and involve serious commitment from local governments. The estimated incremental annual funding required across the three counties and the City of Orlando to implement the recommendations approximates \$50 million, and the capital spending over a ten year period approximates \$110 million. This comes at a time when local public funding is very limited. The Commission is in its first year of operation and is studying funding options, exploring collaborations across the region and methods to leverage existing funds to bring more Federal and state funding for homeless services into the region.

### **Shelter Plus Care**

Annually, there are approximately 935 unsheltered homeless men and women in Seminole County. The incidence of severe disabilities, including mental illness, long-term addiction to alcohol and/or drugs, co-occurring disorders, and HIV/AIDS is substantial, with approximately two out of three homeless individuals suffering a severe disability.

The housing and service needs of this population differ significantly from the needs of people who have become homeless because of job loss, domestic violence, or relocation, and from the housing needs of working families who have become homeless because of the lack of affordable rental housing (due to escalating rents, condo conversions, etc.).

This population makes extensive use of limited resources:

- Emergency room visits
- EMT costs and ambulance fees
- Hospital admissions
- Arrests, incarceration, and court costs

- Treatment costs in acute behavioral health programs
- Emergency shelter beds.

Through HSN's Continuum of Care funding process, Seminole County has successfully applied for two Shelter Plus Care grants (2005 and 2009, both currently underway) to provide housing subsidies to homeless persons with disabilities. This grant requires a 100% match using the in-kind value of ongoing supportive services provided by various agencies to Shelter Plus Care participants, once they are in their apartments.

Seminole County is working in partnership with the HSN to create a comprehensive process to move chronically homeless individuals from the shelters, streets, and homeless camps through intensive case management and into permanent housing (subsidized or non-subsidized), thereby improving the quality of life for these clients and substantially reducing the cost of County services used by this group. The essential characteristics of such a program include:

- An integrated referral system which includes all County service agencies that provide services to this homeless group.
- Intensive case management to prepare clients for permanent (i.e., market) housing and provide ongoing case management to ensure that clients remain securely and stably housed.
- Skilled housing placement specialists who are familiar with this high risk population, the local housing stock, and the barriers to successfully housing such individuals.
- Housing subsidies, as these clients typically subsist on SSI benefits of less than \$700 per month.

HSN provides an integrated referral system to identify clients in this population group. HSN staff facilitates housing selection and placement, and ensures that clients maintain treatment plans. HSN partner agencies and HSN staff coordinate community-based services to support long-term housing retention of at least one year and prevent a return to homelessness. HSN member agencies and other social services providers deliver case management to prepare clients for permanent housing (including substance abuse treatment, psychiatric and counseling services, medication, and medical treatment). HSN staff process and qualify applications, issue vouchers and pay monthly rental subsidies to clients.

The existing Shelter Plus Care grants will serve approximately 33 (as of October 2009) chronically homeless individuals with disabilities (including substance abuse, mental illness, co-occurring disorders, HIV/AIDS and/or physical disabilities) whose income is extremely low or very low.

### **Discharge Coordination Policy**

Seminole County has begun a more concerted effort, begun in the 2006-2007 Program Year, to cooperate and coordinate with other county governments, municipalities, housing providers, emergency shelters, and supportive service agencies (particularly with the Continuum of Care initiative) to better meet the housing and supportive services needs of the region, including the needs of homeless persons and families. Contact was made with relevant parties and efforts began in the 2006-2007 Program Year to develop a comprehensive Discharge Coordination Policy with necessary facilities and service agencies to prevent homelessness among those released from such facilities. By May 2008 all applicable agencies approved of the Policy, which is as follows:

### **DISCHARGE COORDINATION POLICY FOR HOMELESS PERSONS**

#### ***Definition of Homeless Person\****

A person is considered homeless if s/he is living in a place or places not meant for human habitation, such as automobiles, parks, sidewalks, abandoned buildings, outdoor homeless camps, on the street, or otherwise outdoors on a permanent or continued basis. In addition, a person is also considered homeless if:

- S/he resides in an emergency shelter facility, or resided in an emergency shelter facility prior to admittance to a mental health, alcohol or drug abuse treatment facility, medical treatment facility, or jail.
- S/he is being evicted within a week from a private or publicly owned dwelling unit and no subsequent residence has been identified and the person lacks the resources or support needed to procure housing.
- S/he is being discharged within a week from an institution, such as a mental health, alcohol or drug abuse treatment facility, medical treatment facility, or jail, and no subsequent residence has been identified and the person lacks the resources or support needed to procure housing.
- S/he is fleeing from a domestic violence situation and no subsequent residence has been identified and the person lacks the resources or support needed to procure housing.

*\* This definition was derived and modified from the Iowa Discharge Coordination Policy.*

### **Guiding Principles**

- Every reasonable effort must be made through thorough and careful discharge planning to work with homeless clients and with available community resources to seek adequate, permanent shelter. Only as a last resort is a person discharged from a publicly funded facility or institution with directions to seek shelter in an emergency shelter facility or homeless shelter.
- If temporary or emergency/homeless shelter placement is unavoidable, the reasons for this should be documented. If available, necessary supportive services will also be sought for the client. Also, reasonable attempts will be made to identify and procure an on-going case manager from an appropriate agency.
- If the client exercises the right to refuse aid with housing or shelter placement or with the provision of supportive services, this should be documented.
- If a homeless client receiving outpatient services from a publicly funded facility or institution becomes homeless, reasonable efforts will be made with the client and with available community resources to locate suitable housing or shelter. Only as a last resort is the client discharged with directions to seek shelter in an emergency shelter facility or homeless shelter.

### **Agency Discharge Policies**

- Upon entry by any homeless person to any publicly funded facility or institution, facility staff will begin developing an individual discharge plan that includes client involvement and input. This discharge plan will be completed by the time of discharge.
- Reasonable efforts will be made to keep in contact with local community resources and supportive service agencies to maintain awareness of available housing, shelter, and services options, or other community resources available to clients.
- In the case of households or related individuals, reasonable efforts will be made to keep families together in placement.
- Publicly funded facilities and institutions should collaborate to the fullest extent feasible to reduce any duplication of services and administrative functions, and to ensure adequate treatment and/or procurement of housing or shelter. All agencies responsible for the re-entry of homeless persons into the community will use all necessary and available resources as efficiently as possible.

- Any gaps in supportive services and/or inadequacies in resources—staffing, shelter or otherwise—will be identified, documented, and reported to the Seminole County Community Assistance Division, and addressed as soon as possible.
- Discharge planning systems will make full use of all necessary and available resources and services, including the Seminole County Community Assistance Division, HSN, agencies administering Section 8 or other similar rental assistance programs (including the HOME and Shelter Plus Care TBRA Programs), the Rescue Outreach Mission of Sanford, Pathways to Care, Recovery House, etc. Such resources will not necessarily be limited to those located or operating within Seminole County.

\* \* \* END OF DISCHARGE COORDINATION POLICY \* \* \*

### **Continuum of Care**

HSN continues its work as the lead agency for the Continuum of Care in Orange, Osceola, and Seminole Counties (also including the cities of Orlando and Kissimmee). HSN has more than 60 agencies that provide outreach, emergency shelter, meals, transitional housing, education, counseling, job training, substance abuse/mental health services, and permanent housing to the region's homeless men, women, and children.

HSN is designated as the lead agency for the allocation and management of HUD's Supportive Housing Program (SHP), as well as funding from the Florida Department of Children and Families through the grant-in-aid, Challenge Grant, and Homeless Housing Assistance Grants. Since its inception, HSN has brought more than \$45 million to Central Florida. The annual Continuum of Care plan leverages these financial resources with support from the nonprofit community, private foundations, local businesses, and the faith community to deliver the majority of services to the area's homeless.

### **Other Activities**

To assist in the prevention of homelessness of low and very low income households, Seminole County will use 2009-2010 CDBG funds to provide both rental and utility assistance. These two new Public Services activities will supplement existing programs funded by the County's General Fund.

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 5 Action Plan ESG response:

*[Not applicable]*

## 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.

Program Year 5 Action Plan Community Development response:

**Non-Housing Community Development Needs Priorities**

Seminole County's Community Development Priorities identified in the 2005-2009 Consolidated Plan are:

- Completion of its target area infrastructure improvement program.
- Increased access to public facilities and activities for low income elderly.
- Increased access to public facilities and activities for low income residents.
- Expanded economic opportunities.

**Long and Short Term Community Development Objectives**

In addition, the County has identified the following long-term (five-year) Non-Housing Community Development Objectives in its 2005-2009 Consolidated Plan:

<b>03 Public Facilities and Improvements (General) 570.201(c)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Physical Improvements in Low Income Neighborhoods	Two linear miles of storm drainage and road paving.	CDBG
<b>03A Senior Centers 570.201(c)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Senior Citizens	Expand Existing (Winter Springs) Senior Center	CDBG, Local (City of Winter Springs)
Construct a New Regional Senior Center (if required)	One New Regional Senior Center	CDBG
<b>03F Parks, Recreational Facilities 570.201(c)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Public Facilities in Low Income Neighborhoods	Two new and/or expanded park and recreation centers.	CDBG
<b>04 Clearance and Demolition 570.201(d)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Demolition of unsafe structures in Neighborhood Target Areas	Demolish 50 unsafe structures.	CDBG
<b>05 Public Services (General) 570.201(e)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Public Services	Provide needed social services to eligible groups: 1,500 persons	CDBG, State, Local
<b>16B Non-Residential Historic Preservation 570.202(d)</b>		
<b>Objective</b>	<b>Measurement</b>	<b>Funding Source</b>
Historic Preservation	Preserve One Historic Structure	CDBG, Local, State

Short-term Non-Housing Community Development Objectives for Program Year 2009-2010 (one-year objectives) are as follows:

<b>03 Public Facilities and Improvements (General) 570.201(c)</b>			
<b>Objective</b>	<b>Activity</b>	<b>Measurement</b>	<b>Funding Source</b>
Physical Improvements in Low Income Neighborhoods	Georgetown Stormwater Drainage Improvements	10,850 linear feet of improved drainage	CDBG
Physical Improvements in Low Income Neighborhoods	Midway Potable Water System Rehabilitation	541 water service replacements	CDBG
Physical Improvements in Low Income Neighborhoods	Target Area Water/Sewer Connections	200 service connections	CDBG
Physical Improvements to Public Facilities	X-ray Retrofit	One completed system	CDBG
Physical Improvements to Public Facilities	Crisis Stabilization Unit Rehabilitation/Expansion	One rehabilitated facility	CDBG
<b>05 Public Services (General) 570.201(e)</b>			
<b>Objective</b>	<b>Activity</b>	<b>Measurement</b>	<b>Funding Source</b>
Public Services	Child Care Assistance	Assist 90 low/mod households with Child Care Assistance.	CDBG, local (County General Fund)
Public Services	Medical Assistance	Assist 200 low/mod persons with Medical Assistance.	CDBG, local (County General Fund)
Public Services	Rental/Utility Assistance	Provide one-time rental assistance for VLI households to prevent homelessness.	CDBG, ESG, CSBG, General Fund

### Antipoverty Strategy

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

Program Year 5 Action Plan Antipoverty Strategy response:

Seminole County will initiate or continue the following actions to assist in reducing the number of poverty level families in its jurisdiction:

- Continue its HOME TBRA Self-Sufficiency Program, supplemented by State Community Services Block Grant (CSBG) funding, to empower families and individuals to gain education and employment skills for employment marketability to afford market housing.
- Continue its Housing Rehabilitation (funded by the SHIP Program), New Construction (funded by HOME and SHIP), Down Payment Assistance (funded by

ADDI and SHIP), and Housing Reconstruction (funded by SHIP) Programs to assist lower income households in building wealth through housing equity.

The County will also continue to fund child care assistance, medical assistance, and other public services for employable adults in income eligible households, who are in pursuit of opportunities to improve their financial status.

## 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.

Program Year 5 Action Plan Specific Objectives response:

#### ***Non-Homeless Special Needs (24 CFR 91.220 (c) and (e))***

The non-homeless objectives included in the Seminole County 2005-2009 Consolidated Plan are as follows:

1. New or expanded facilities to serve persons with special needs: 100 beds
2. Rehabilitate/upgrade facilities to serve persons with special needs: 50 beds
3. Supportive services to serve persons with special needs: 500 persons

These objectives deal with providing housing and supportive services for persons with special needs including, but not limited to, HIV/AIDS patients, persons with mental disabilities, persons with physical disabilities, and frail elderly persons. The County's non-homeless priority (as stated in the Consolidated Plan) will continue to support the provision of supportive housing for persons with special needs, including the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, and/or persons with alcohol or other substance abuse problems.

Within the past few years, the County used SHIP funding to assist agencies in purchasing and rehabilitating three single family units for use as group homes for persons with disabilities.

### **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.
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.

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.
4. Report on 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.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the 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.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
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.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 5 Action Plan HOPWA response:

Seminole County does not receive HOPWA Program funds directly from HUD. The City of Orlando receives HOPWA funding through the U.S. Department of Housing and Urban Development (HUD) to assist lower income families and individuals living with HIV/AIDS. The City contracts with regional nonprofit agencies to provide eligible HOPWA services.

### **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.

Program Year 5 Specific HOPWA Objectives response:

HOPWA goals and objectives are established on a regional (i.e., MSA) basis and funds are awarded to the City of Orlando for the entire MSA. The County collaborates with the City of Orlando (the regional HOPWA grantee) to determine strategies and approaches to meeting the needs of persons with AIDS in Seminole County with their HOPWA allocation, including the direct funding of local nonprofits to work with such populations. Beginning in Program Year 2006-2007, the City of Orlando began administering the HOPWA grant directly.

Two specific goals are listed in the City of Orlando's Consolidated Plan, namely:

- Support development of diverse affordable housing models for persons with HIV/AIDS and their families.
- Support studies, reports, or other means of analysis to determine housing and/or support service needs of persons with HIV/AIDS and their families.

HOPWA funding is expected to be spent for the following three activities, as needed, in Seminole County:

- Supportive Services
- Short-term Rent, Utilities, Mortgage (STRUM)
- Tenant-based Rental Assistance (TRA)

**Other Narrative**

Include any Action Plan information that was not covered by a narrative in any other section.

**CONSOLIDATED PLAN AMENDMENTS**

**Activity Funding Amendments**

In conjunction with the approval of the 2008-2009 One-Year Action Plan, and in order to reallocate unobligated CDBG funds, and following appropriate advertising for public comment, on November 18, 2008 the Seminole County Board of County Commissioners amended the following One-Year Action Plans accordingly:

*2008-2009 One-Year Action Plan*

- Add \$7,019,514 in CDBG funding set aside for the new Neighborhood Stabilization Program (NSP).
- Add \$991,180 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funding, authorized by the American Recovery and Reinvestment Act (ARRA) of 2009.
- Add \$648,202 in CDBG-R funding, authorized by the American Recovery and Reinvestment Act (ARRA) of 2009.

**Text Amendments (Violence Against Women Act)**

The estimated annual housing needs for victims of domestic violence, dating violence, sexual assault, and stalking are as follows:

<b>Category</b>	<b>Estimated Housing Need (No. of Units)</b>
Domestic violence	1,410
Dating violence	1
Sexual assault	252
Stalking	138

Source: Seminole County Sheriff's Office

Both SafeHouse of Seminole and the Rescue Outreach Mission of Sanford provide emergency housing for victims of domestic abuse, that being the primary mission of the former agency. SafeHouse also provides long term transitional housing and relocation programs for victims of domestic abuse. SafeHouse' transitional housing units provide up to two years of residence for eligible households, and helps meet a portion of the need for housing for victims of domestic violence. Also, due to the nature of domestic violence,

victims may not consider it desirable to remain in the same geographic area and, for their own safety, often move to other cities and/or states. However, the need for housing for victims of domestic violence is substantially greater than the resources available. Often, victims of domestic violence will take no action to move out of a dangerous situation due to lack of options.

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Orlando Sentinel

SUNDAY, JANUARY 4, 2009 J5

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**NOTICE OF FUNDING AVAILABILITY SEMINOLE COUNTY GOVERNMENT ONE YEAR ACTION PLAN FOR 2009-2010**

On October 1, 2009, Seminole County will receive federal funding from the U.S. Dept. of Housing and Urban Development (HUD) for activities that benefit low and moderate income persons. The County will receive approximately \$2,400,000 in Community Development Block Grant (CDBG) funds, approximately \$1,200,000 in HOME funds, and approximately \$1,050,000 in Emergency Shelter Grants (ESG) funds. Projects may be implemented by the County, or the County may contract with local governments, nonprofit agencies, for-profit organizations, or other agencies to undertake activities. The three main categories of activities are:

**CDBG PROGRAM**

The Community Development Priorities are:

- Activities geared toward completing the County's target areas infrastructure.
- Activities providing increased access to public facilities/activities for low income elderly.
- Increased access to public facilities/activities for lower income residents.
- Expanded economic opportunities. (job creation)

**HOME PROGRAM**

The County is seeking funding proposals for the HOME Program. The HOME Objectives are:

- Expansion or new construction of housing to serve lower income persons with special needs.
- Rehabilitation of existing housing units to serve eligible persons with special needs.
- New construction or acquisition/rehabilitation, and home ownership or rental activities by a certified Community Housing Development Organization (CHDO).
- [Seminole County is required to set aside at least 15% of its HOME allocation toward activities developed by CHDOs]

**ESG PROGRAM**

The County will accept funding proposals for the ESG Program for operation and maintenance assistance to homeless shelters. The Homeless Objectives are:

- Provide funds for emergency shelter operations.
- Expand the number of shelter beds
- Expand the number of transitional housing beds (with supportive services)

Only one proposal will be accepted by any agency. All proposals are due to the Seminole County Community Development Office (CD Office) no later than Friday, February 27, 2009 at 5:00 p.m.. Faxed proposals and e-mailed proposals will not be accepted. Proposals may be submitted in digital format (scanned, with signatures), with original signatures submitted separately.

Funding applications will be available from the Seminole County website at [www.seminolecountyfl.gov](http://www.seminolecountyfl.gov) on Monday, January 5, 2009 or at the CD Office:

**Address:** Buddy Balagia, CD Project Manager  
Seminole County Community Development Office  
Reflections at Hidden Lake  
534 West Lake Mary Boulevard  
Sanford, FL 32773

For further information call or email Buddy Balagia at:  
Phone: 407-665-2389  
E-mail: [bbalagia@seminolecountyfl.gov](mailto:bbalagia@seminolecountyfl.gov)

**NOTICE OF FUNDING AVAILABILITY FOR AFFORDABLE HOUSING DEVELOPERS SEMINOLE COUNTY COMMUNITY DEVELOPMENT OFFICE**

Seminole County Government is conducting a solicitation for funding proposals from developers of affordable housing.

Federal HOME and State SHIP funding is available for housing developers to provide affordable housing for very low and low income households. Developers may be for-profit companies, nonprofit agencies (including Community Housing Development Organizations, or CHDOs), or joint partnerships. Eligible projects include the development of new housing or the rehabilitation of existing housing. Eligible projects may be for rental housing or for home ownership housing. Preferences are for very low income households (i.e., households with incomes not exceeding 50% of the area median income), with an emphasis on extremely low income households (not exceeding 30% of the median income).

**AVAILABLE FUNDING IS AS FOLLOWS:**

HOME CHDO Set-aside funding:	\$ 570,000
HOME Affordable Housing funding:	\$ 262,506
SHIP funding:	\$ 640,000
<b>Total funding:</b>	<b>\$1,472,506</b>

Only CHDO organizations may receive the CHDO set-aside funds; however, CHDOs may also receive both the non-CHDO and SHIP funds. Non-CHDO agencies are not eligible for the CHDO Set-aside funding. All CHDO applicants must demonstrate CHDO qualification in their proposal (contact the Purchasing and Contracts Division for eligibility criteria). CHDO certification must be approved prior to funding.

HOME and SHIP Program rules restrict sales prices, rents, and amounts of subsidy per unit, and require that rental projects remain affordable for a specified time period, depending upon the amount of subsidy provided. Any rental housing proposal must contain a Pro Forma with debt service ratios projected to 20 years, and a Sources and Use of Funds Statement.

Applications for funding are available at the following URL beginning Monday, January 12, 2009, and are due to the County by 5:00 pm, Friday, February 20, 2009:

<http://www.seminolecountyfl.gov/comdev/commdev/index.asp>

Seminole County staff reserves the right to negotiate with potential developers and to make recommendations to the Board of County Commissioners on project award and funding. Successful applicants will be required to execute a developer's agreement with Seminole County. Call or write for further details. *No faxed or e-mailed proposals are permitted.*

**Contact Information:**

**Buddy Balagia, CD Project Manager**  
Seminole County Community Development Office  
534 W. Lake Mary Blvd.  
Sanford, FL 32773

407-665-2389  
Fax: 407-665-2399  
Email: [bbalagia@seminolecountyfl.gov](mailto:bbalagia@seminolecountyfl.gov)

**Legal notices**

**ANY CLAIM FILED TO**  
IN THE CIRCUIT COURT FOR SEMINOLE COUNTY, FLORIDA  
Case No. 09-12279

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EXHIBIT B

B/S: PubDate: 04-05-2009 Zone: SEM Edition: SM Page: J-3 User: Ibaquero Time: 04-05-2009 16:52 Color: R

Orlando Sentinel

SUNDAY, APRIL 5, 2009 J3

**NOTICE**  
TAX IMPACT OF VALUE ADJUSTMENT BOARD

OFFICE  
P.O. BOX 100  
SANFORD, FL 32773  
TEL: 407-885-7200

County of Seminole Tax Year 2008

**Members of the Board:**

President: Bob Colvin	Board of County Commissioners - District 1
Vice President: Dick Van De Walle	Board of County Commissioners - District 2
Member: Jeanne Martin	Seniors' Exempt, District No. 1
Member: Deborah Martin	Subject: owner within the school district
Member: Ed Finney	For and on behalf of the county

The Value Adjustment Board (VAB) meets each year to hear petitions and make decisions regarding property tax assessments, exemptions, classifications, and so on.

**Summary of Year's Actions**

Type of Property	Number of Petitions				Reduction in Value From Board Action	Shift in Tax Dollars
	Overvalued	Undervalued	Revised	Revalued		
Residential	0	1	173	885	23K \$5,838,901	\$68,054
Commercial	0	0	31	277	10K \$45,835,142	\$738,987
Industrial and miscellaneous	0	0	15	72	21K \$3,774,957	\$64,059
Automobiles or trailers	0	0	1	19	1K \$20,828	\$2,291
Machinery and equipment	0	0	0	0	0	\$0
Historical landmarks or structures	0	0	0	0	0	\$0
Business machinery and equipment	0	0	0	83	5K \$2,133,422	\$69,945
Manufactured storage	0	0	5	84	3K \$2,133,422	\$69,945
<b>TOTALS</b>	<b>0</b>	<b>1</b>	<b>204</b>	<b>953</b>	<b>45K \$35,966,617</b>	<b>\$877,731</b>

If you have a question about these actions, contact the chair or the clerk of the Value Adjustment Board.

Chair: Honorable Bob Colvin, Commissioner (407) 885-7200

Clerk: Ms. Myrae Foss, Clerk of Court (407) 885-7200

**PUBLIC HEARING NOTICE**  
Seminole County, Florida  
Community Development Office

Seminole County receives annual Federal grants through three programs administered by the U.S. Department of Housing & Urban Development (HUD). These programs include the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Shelter Grants (ESG) Program. Listed below are the estimated funding amounts from HUD for the 2009-2010 Program Year beginning October 1, 2009, and ending September 30, 2010.

CDBG	\$ 2,386,570
HOME	\$ 1,085,290
ESG	\$ 1,065,525
<b>TOTAL</b>	<b>\$ 4,537,385</b>

These programs fund a wide variety of housing and community development activities for the benefit of lower income persons and neighborhoods throughout Seminole County. The County is in the process of preparing the 2009-2010 One-Year Action Plan to meet the needs identified in the Five-Year 2005-2009 Consolidated Plan and to develop and fund activities to meet those needs.

**Community Input:** Seminole County is holding a Public Hearing to solicit citizen comments and input on:

- The County's housing and community development needs for Program Year 2009-2010;
- The County's proposed CDBG-R Program, which is an additional \$648,202 in CDBG funding authorized by the American Reinvestment and Recovery Act of 2009 (a/k/a the "Stimulus Bill"); and
- The County's proposed Homelessness Prevention and Rapid Re-Housing Program (HPRP), which is an additional \$991,180 in ESG funding, also authorized by the American Reinvestment and Recovery Act of 2009.

Information is available at the Seminole County Community Assistance Division, 534 W. Lake Mary Boulevard, Sanford, Florida 32773. For further information, please call Buddy Balagia at 407-665-2389 (fax - 407-665-2399) or email him at bbalagia@seminolecountyfl.gov.

The meeting will be held on **Wednesday, April 15, 2009 at 6:30 p.m.** in the Seminole County Services Building, Room 1028 (Commission Chambers), 1101 E. 1st Street, Sanford, Florida 32771.

**PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING AT (407) 665-7941.**

**Backyard Waterpark**  
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Toll Free: 877-346-5526  
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Call DOTS at 1.866.928.4375 (ext. 1) For More Information

**PICK-UP LOCATIONS & TIMES**  
Service from Daytona Beach / Orange City / Sanford

TUESDAYS, WEDNESDAYS, THURSDAYS & SATURDAYS		
<b>K-MART</b> DAYTONA BEACH International Speedway Blvd. & Cyclops Avenue Blvd. 7:00 AM	<b>PARK &amp; RIDE</b> West Volusia 1-4 and Bacon Blvd. 8:15 AM	<b>WAL-MART</b> Sanford 417 East 54 Highway Blvd. 9:30 AM

For group charter information, please call the Seminole Hard Rock Hotel & Casino 877.529.7653

**THE GAME IS ON.**  
If you or someone you know has a gambling problem, please call 1-888-488-6111. 1-4 at North Orient Road 813.627.ROCK (7526) | SEMINOLEHARDROCK.COM

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### Business

### PUBLIC HEARING NOTICE

Seminole County, Florida  
Community Development Office

Seminole County is using an initial phase of grants through three programs administered by the U.S. Department of Housing & Urban Development (HUD). These programs include the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Shelter Grants (ESG) Program. Lists of where the restricted funding amounts from HUD for the 2005-2010 Program Year (beginning October 1, 2005) are being September 30, 2005.

CDBG	\$3,266,470
HOME	\$ 835,246
ESG	\$ 1,102,528
<b>TOTAL</b>	<b>\$5,204,244</b>

These programs fund a wide variety of housing and community development activities for the benefit of lower income persons and neighborhoods through out Seminole County. The County is in the process of preparing the 2005-2010 One-Year Action Plan and the needs identified in the One-Year 2005-2009 Consolidated Plan and to determine if and whether an additional needs.

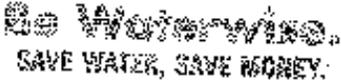
Community Input: Seminole County is holding a Public Hearing to solicit your comments and input on:

- The County's housing and community development needs for Program Year 2005-2010.
- The County's proposed CDBG Program, which is authorized under the CDBG Act of 2005 (also the "Sunshine Act") and
- The County's proposed Homeless Prevention and Rapid Re-housing Program (HPRP), which is authorized under the Emergency Shelter Act of 2005.

Information is available at the Seminole County Community Assistance Division, 511 W. Lake Mary Boulevard, Sanford, Florida 32773. For further information, please call Sandy Smith at (407) 665-6166 (ext. 401) or (407) 665-6166 or email Kim.L.Holmes@seminolecountyfl.gov.

The meeting will be held on Wednesday, April 13, 2005 at 6:00 p.m. in the Seminole County Services Building, Room 1023 (Commission Chambers), 111 S. 1st Street, Sanford, Florida 32773.

**PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT FOR ACCOMMODATION 48 HOURS IN ADVANCE OF THE MEETING AT (407) 665-7541.**



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**WaterSense**  
The WaterSense Program

March 2005 to March 2006  
160 West Anderson Street, Orlando, FL 32807, (407) 405-3333

**INVITATION FOR PUBLIC COMMENT  
2005-2009 FIVE-YEAR CONSOLIDATED PLAN  
PROPOSED USE OF FUNDS FOR THE  
2009-2010 ONE-YEAR ACTION PLAN  
SEMINOLE COUNTY, FLORIDA**

**Notice to Citizens:**  
Seminole County is a recipient of federal grant funds through the U.S. Department of Housing and Urban Development (HUD). These grant funds include the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Shelter Grants (ESG) Program. These programs assist lower income and homeless residents.

**Consolidated Plan Summary:**  
The Proposed One-Year Action Plan represents the efforts and solicitation of ideas from County staff, County residents, local organizations, social service providers, and a Countywide Public Hearing. The County also used its Five-Year Consolidated Plan to design activities and projects in conformance with the goals established therein. Based on this information and analysis, the County developed the following 2009-2010 One-Year Action Plan.

The proposed use of funds for the fiscal year beginning October 1, 2009 is:

<b>Community Development Block Grant Program</b>	
City of Sanford (Georgetown) Stormwater Drainage Improvements	\$190,875
Midway Potable Water System Rehabilitation	\$507,590
Target Area Water/Sewer Connections	\$222,806
Central Florida Family Health Center-X-ray Retrofit	\$90,000
Child Care Assistance	\$140,000
Medical Assistance (Dental)	\$100,000
Medical Assistance (Rx)	\$70,000
Medical Assistance (Diagnostic)	\$10,000
Rental/Utility Assistance	\$37,985
TBRA Implementation	\$120,000
Planning & Administration (undetermined)	\$482,614
	\$471,199
<b>HOME Investment Partnerships Program</b>	
CHDO Set-Aside (Senior Citizen Rental Housing)	\$500,000
Tenant-Based Rental Assistance (TBRA)	\$605,789
Planning & Administration	\$122,965
<b>Emergency Shelter Grants Program</b>	
Homelessness Prevention	\$13,258
Rescue Outreach Mission: Homeless Shelter Assistance	\$61,000
SafeHouse of Seminole: Homeless Shelter Assistance	\$32,000

**Thirty-Day Public Comment Period:**  
There will be a 30-day public comment period for the County's 2009-2010 One-Year Action Plan. Comments will be received at the Seminole County Community Development Office until 5:00 p.m., Wednesday, June 17, 2009. During this period, the Action Plan will be in draft form and will be available for public review at the Community Development Office, Reflections Plaza, 534 W. Lake Mary Boulevard, Sanford, Florida 32773, and at all branch libraries. Public comments will be forwarded to the Board of County Commissioners prior to their July 28, 2009 meeting for final approval of the 2009-2010 One-Year Action Plan.

**Contact Information:**  
Contact: Buddy Balagala, Project Manager at 665-1389 (fax: 407-665-1398), or address e-mails to: [bbalagala@seminolecountyfl.gov](mailto:bbalagala@seminolecountyfl.gov). Mailing address is above. The County will respond within fifteen days, in writing, to all public comments received.



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1-888-887-3094  
Assisted Living Facility #9705

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**EXHIBIT D**

**HOME PROGRAM MONITORING PLAN**

*Seminole County*

*February, 2009*

**Subject:** *HOME Program Monitoring*

**Contact:** *Buddy Balagia, 407.665.2389*

**MONITORING OBJECTIVES**

**Primary:**

- *To ensure that all HOME subrecipients and Community Housing Development Organizations (CHDOs) are complying with all applicable rules and regulations, including financial management systems.*
- *To ensure that subrecipients are performing and delivering services and products in a timely manner.*

**Secondary:**

- *To identify areas where technical assistance may be needed to build capacity and/or to correct any concerns or findings.*

**PROCEDURES**

- *Prepare for each monitoring visit by reviewing HOME rules, monitoring workbook, and appropriate HUD monitoring checklists.*
- *Notify subrecipient/CHDO of and arrange date/time for monitoring visit by email or telephone contact*
  - *Notify of and confirm date, scope, focus of review, and items to be reviewed*
- *Conduct desk monitoring as follows:*
  - *Request necessary information and/or documentation from subrecipient/CHDO to be submitted via email or postal mail*
  - *Document, compile, analyze, and make notes in file*
  - *Review payment requests to verify propriety and performance*
  - *Prepare monitoring spreadsheet/report and file*
- *Conduct on-site visit as follows:*
  - *Hold entrance interview with appropriate staff*
  - *Document, gather information, compile, analyze, and make notes in file (on monitoring spreadsheet)*
  - *Arrange, schedule, and conduct HQS inspections, as necessary*
  - *Hold exit interview to report results*
- *Conduct Housing Quality Standards (HQS) inspections to ensure compliance with HOME regulations, and to provide safe, decent, and sanitary housing for all client tenants*
- *Follow up with letter to report results, praise, and/or findings/concerns, and request response, if necessary and appropriate*

**RISK ASSESSMENT**

**Factors warranting "medium to high" risk:**

- *Agencies not previously funded, or not funded for more than two years (high)*

- Agencies undertaking multiple activities or multiple projects (high)
- Agencies undertaking new activities (high)
- Agencies undertaking rental housing activities (medium)
- Agencies undertaking activities involving new construction (medium or high)
- Agencies undertaking activities involving real property acquisition (high)
- Agencies with new management (medium or high)
- Agencies with little HOME Program experience (high)
- Agencies with recent previous concerns, findings, or numerous complaints (medium or high)

**Risk Ranking:**

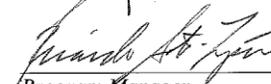
- The Center for Affordable Housing, Inc. – high risk (TBRA, new ownership housing development, multiple activities, slow CHDO activity expenditure/performance, numerous complaints)
- SafeHouse of Seminole – high risk (transitional/homeless rental activity, previous concerns)
- Seminole County Housing Authority – medium risk (TBRA)
- Sanford Housing Authority - high risk (TBRA, new activity, new management)
- Lisa Merlin House – high risk (slow performance, new management, troubled cash flow)

**SCHEDULE (subject to change)**

March, 2009	Center/Aff. Hsg. - TBRA
March, 2009	Center/Aff. Hsg. – CHDO rental housing (Cedar Grove Apts.)
March, 2009	Center/Aff. Hsg. – CHDO owner housing (Holly Ave. Townhomes)
March, 2009	Center/Aff. Hsg. - Long-term rental monitoring
April, 2009	HANDS/Leland - Long-term rental monitoring
April, 2009	Concord - Long-term rental monitoring
May, 2009	Seminole County Housing Authority – TBRA
May, 2009	Sanford Housing Authority - TBRA
May, 2009	Threshold, Inc. - Long-term rental monitoring
May, 2009	American Living - Long-term rental monitoring
June, 2009	SafeHouse – transitional rental housing
June, 2009	The Watson Group - Long-term rental monitoring
June, 2009	Lisa Merlin House – rental housing

  
 \_\_\_\_\_  
 Monitoring Specialist

2/16/09  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Program Manager

2/19/09  
 \_\_\_\_\_  
 Date

## EXHIBIT E

### **SEMINOLE COUNTY HOME PROGRAM AFFIRMATIVE MARKETING PROCEDURES & REQUIREMENTS (EQUAL HOUSING OPPORTUNITY)**

It is the policy of the Seminole County (Community Services Department, Community Assistance Division, Community Development Office) not to discriminate against any person on the basis of ethnicity, color, national origin, sex, religion, familial status, or disability:

- In the sale or rental of housing or real property;
- In advertising the sale or rental of housing of any type;
- In the financing or refinancing of housing;
- In the provision of real estate or mortgage/lending services; or
- In the appraisal or insuring or title of housing.

#### PURPOSE (24 CFR 92.351 (a) (1))

These Affirmative Marketing Procedures and Requirements (the Procedures) are developed for use in HOME Investment Partnerships (HOME) Program-funded projects in accordance with the HOME Program regulations including, but not limited to, 24 CFR 92.351. The Procedures are a commitment by Seminole County, a HOME Participating Jurisdiction (PJ), and any HOME-funded agency (Partner), for rental and homebuyer projects containing five (5) or more HOME-assisted housing units. Each funded Partner shares responsibility with the County to inform the public about the Federal Fair Housing Laws, solicit eligible persons without regard to ethnicity, color, national origin, sex, religion, familial status or disability into the affordable housing market, and to annually evaluate the effectiveness of these marketing efforts.

The Procedures are documented and maintained in the Community Development Office files and shall be used in all County-issued HOME Requests for Proposals (RFPs) and HOME funding agreements. Each Partner is held to the terms of the Procedures by the requirements in all applicable subrecipient agreements or Community Housing Development Organization (CHDO) agreements.

In accordance with the regulations of the HOME Program and in furtherance of Seminole County's commitment to fair housing and equal housing opportunity, these Procedures establish ways and methods to affirmatively market rental or homeowner units constructed, rehabilitated, or otherwise assisted under the County's HOME Program. These procedures are designed to assure that individuals who normally might not apply for available housing units because they are socially and/or economically disadvantaged are provided an ample opportunity to apply.

#### **PROCEDURES AND REQUIREMENTS**

1. **METHODS THE COUNTY WILL USE TO INFORM THE PUBLIC, POTENTIAL TENANTS, AND POTENTIAL OWNERS ABOUT FEDERAL FAIR HOUSING LAWS AND AFFIRMATIVE MARKETING PROCEDURES AND REQUIREMENTS. [24 CFR 92.351 (a) (1)]**
  - A. The Seminole County Community Development Office shall implement the Procedures and evaluate their effectiveness as required by the HOME Program regulations. This responsibility shall include, but is not limited to the following:
    - 1) Inform the community about the Procedures through periodic updates with its Partners through, (a) training workshops and roundtable

meetings with its active and potential HOME Partners; (b) advertisements in local newspapers of general circulation and other media outlets targeted to special groups and areas, including Seminole Government Television (SGTV); (c) posting the Procedures at various sites known to be frequented by very low income and other hard-to-reach populations (such as Public Housing Authority offices, offices of nonprofit housing providers, bulletin boards at publicly subsidized rental housing complexes, etc.; and (d) posting the Procedures on the County website ([www.seminolecountyfl.gov](http://www.seminolecountyfl.gov)).

- 2) Display the HUD Equal Housing Opportunity logo on all graphic presentations by the County and its Partners relating to the HOME Program including, but not limited to, press releases and advertisements.
- 3) Provide each Partner with copies of the brochure "*Fair Housing, Equal Opportunity for All*," provided by HUD, or a similar document at the time they apply for HOME funding. Each Partner shall provide homeowners, tenants, rental property owners, and other applicants with copies.
- 4) Provide general information and telephone numbers for persons to contact the Community Development Office with questions regarding Affirmative Marketing, Fair Housing, tenant's rights, affordable housing, special needs housing and the correction of substandard conditions in tenant-occupied dwellings.

**2. REQUIREMENTS AND PRACTICES ALL HOUSING PARTNERS MUST ADHERE TO IN ORDER TO CARRY OUT THE COUNTY'S AFFIRMATIVE MARKETING PROCEDURES AND REQUIREMENTS. [24 CFR 92.351 (a) (2) (ii)]**

At a minimum, each Partner of a housing project assisted or partially assisted with HOME Program funds shall:

- 1) Incorporate the Equal Housing Opportunity logo or statement in its correspondence (including any lease or purchase agreement), which shall be used relating to the HOME Program.
- 2) Affirmatively state a position of equal opportunity in housing when advertising the units or vacancies. *At a minimum*, each Partner must:
  - a) Use the Equal Housing Opportunity logo in print and visual electronic advertising media;
  - b) Broadcast an Equal Housing Opportunity statement, if radio advertising is utilized; and
  - c) Display the HUD Fair Housing poster in a high traffic area of its central sales/rental offices.
  - d) Provide required information in Spanish.

**3. PROCEDURES TO BE USED BY PARTNERS OF PROJECTS THAT HAVE FIVE (5) OR MORE HOME-ASSISTED UNITS TO INFORM AND SOLICIT APPLICATIONS FROM PERSONS IN THE HOUSING MARKET AREA WHO ARE NOT LIKELY TO APPLY FOR HOUSING WITHOUT SPECIAL OUTREACH. [24 CFR 92.351 (a) (2) (iii)]**

A. Each Partner of a project that has five (5) or more HOME-assisted units shall, at a minimum:

- 1) Consider factors such as price or rent of housing, the ethnic characteristics of the neighborhood in which housing is to be located,

the population within the housing market area, public transportation routes, etc., to determine which group or groups of the existing population are believed to be the least likely to apply without special outreach. The Partner may use Census data, neighborhood surveys, and information from local government agencies, real estate associations and community-based organizations as acceptable sources to gather this information.

- 2) Describe the marketing plan to be used in the initial sales/rental phase as well as the ongoing marketing phase, to attract all segments of the eligible population, especially those groups designated as least like to apply. This shall include the type of media to be used, identity of the circulation or audiences of the media identified in the plan, and other community contacts and organizations used to reach populations or identifiable groups of persons needing special outreach.
- 3) Post and/or distribute information about the project to any such special outreach populations that are being targeted for residence in the units.

4. **RECORDS THAT WILL BE KEPT TO DESCRIBE ACTIONS TAKEN BY THE COUNTY AND BENEFICIARIES TO AFFIRMATIVELY MARKET UNITS AND RECORDS TO ASSESS ACTIONS. [24 CFR 92.351 (a) (2) (iv)]**

- A. Seminole County will keep the following records:
  - 1) Copies of all meeting agendas and related materials of the County's Affordable Housing Partnership pertaining to these Procedures, and all agendas and training materials of any HOME/CHDO training workshop pertaining to these Procedures.
  - 2) Copies of all press releases, advertisements and other written and electronic materials that pertain to this Policy.
- B. The County shall also require all Partners assisted with HOME funds to maintain records of how housing unit vacancies are advertised for availability. All Partners shall maintain a record of classified advertisements, flyers, electronic media spots, or other marketing materials used to affirmatively market HOME-assisted units for at least two years.
- C. A Partner of a project that has five (5) or more HOME-assisted units shall also maintain a record of applicants for vacant units with a general profile of the applicant, and shall denote the following:
  - 1) How the applicant learned of the vacancy;
  - 2) The outcome (acceptance or rejection) of the applicant; and
  - 3) If rejected, why?
- D. Each Partner shall submit to the County annual reports through September 30<sup>th</sup>, as established by any HOME or HOME/CHDO Agreement, identifying persons served.

5. **DESCRIPTION OF HOW SEMINOLE COUNTY WILL ASSESS THE EFFECTIVENESS OF THE AFFIRMATIVE MARKETING PROCEDURES AND REQUIREMENTS, AND WHAT CORRECTIVE ACTIONS WILL BE TAKEN. [24 CFR 92.351 (a) (2) (v)]**

- A. The Procedures will be assessed on an annual basis and will include a summary of the "good faith efforts" taken by the County and by HOME and HOME/CHDO Partners in the Consolidated Annual Performance and Evaluation Report (CAPER).
- B. The Community Development Office will evaluate the information compiled in Section 4 (recordkeeping), and will estimate the degree to which statutory and policy objectives were met. If the required steps were taken, the County will make an assumption that good faith efforts were made to carry out these procedures.
- C. In conjunction with the annual on-site monitoring reviews conducted by the County, each Partner shall produce records of:
  - 1) Affirmative marketing efforts;
  - 2) Applicants; and
  - 3) Outcomes.
- D. The County will take corrective action if it is determined that a Partner has failed to carry out affirmative marketing efforts as required. The County will provide written notice to the respective Partner of the problems that have been identified, and the corrective action steps that need to be taken. The County shall follow all procedures for taking corrective action as provided in the Seminole County Consolidated Plan for the HOME Program.



**EXHIBIT F**

**MINORITY OUTREACH POLICY  
[24 CFR 92.351 (b)]  
HOME PROGRAM  
SEMINOLE COUNTY GOVERNMENT**

It is the policy of Seminole County, in administering and implementing its HOME Investment Partnerships (HOME) Program and its projects, to involve minorities and women, including minority business enterprises and women business enterprises, to the fullest extent possible. This relates, where necessary, to minority and women vendors, contractors, subcontractors, labor, real estate firms, construction firms, appraisal firms, financial institutions, underwriters, accountants, and providers of specialized legal services, in all contracts entered into by the County, in the provision of affordable housing for lower income households.

Seminole County will take affirmative steps to assure that small business enterprises, minority business enterprises, and women business enterprises are used when possible in the procurement of property, goods, and services. Affirmative steps may include, but are not limited to, the following:

1. Placing known, available, and qualified small business, minority business, and women business enterprises on solicitation lists for HOME Program activities;
2. Assuring that small business, minority business, and women business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible and allowed by the State or the County's Administrative Procurement Code, into smaller tasks or quantities to permit maximum participation by small business, minority business, and women business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small business, minority business, and women business enterprises;
5. Using the services and assistance of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, and the Small Business Development Centers of Seminole Community College and the University of Central Florida; and
6. Requiring prime contractors, if subcontracts are to be let, to take the affirmative steps listed in items 1 through 5 of this paragraph.



## EXHIBIT G

### HOME SHIP PROGRAM ASSISTANCE POLICY

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HOME funds will be leveraged with funds from the State Housing Initiatives Partnership (SHIP) Program.

The following is a description of the planned use of the HOME and SHIP funds, when such funds are used for homeownership activities:

The homebuyer's annual household income limits shall be at or below 80% of the Area Median Income (AMI) for the Orlando Metropolitan Statistical Area.

- The goal is to assist homebuyers with purchase assistance. Maximum County assistance per unit is not to exceed \$80,000 (for very low income households) or \$50,000 (for low income households). Homebuyers may also be eligible for additional subsidies, including assistance via the Florida Housing Finance Corporation State Bond Program.
- The maximum contract sales price of the home to be purchased must not exceed 90% of the average purchase price in the Orlando-Kissimmee Metropolitan Statistical Area in which the eligible housing is located. This limit is adjusted from time to time.
- Each housing unit must pass a Section 8 Housing Quality Standards (HQS) inspection as well as a conventional real estate home inspection, both performed on behalf of Seminole County.
- The home to be purchased must become the buyer's primary residence.
- Selling or refinancing of the housing unit during the affordability period is discouraged. Should the homebuyer sell or refinance the home during each respective affordability period, repayment must be made to Seminole County, unless local policy dictates otherwise.
- Only existing single family homes, town homes, and condominiums constructed after 1977 are eligible as potential housing units for HOME purchase assistance. Mobile homes and manufactured homes are **not eligible** for purchase assistance, due to SHIP rules.
- To be eligible as a first time homebuyer, the homebuyer must not have been a homeowner within three years prior to making application for purchase assistance. This rule does not apply to:
  - A displaced homemaker, as defined by HUD;
  - An individual or household living in a substandard dwelling that cannot be brought into compliance with local building and housing codes for less than the cost of constructing a permanent structure and there is no mortgage, taxes due or liens on the property

- If the homebuyer has been granted bankruptcy, the homebuyer must be discharged of bankruptcy for at least one (1) year prior to making application for purchase assistance.
- The homebuyer must execute a Promissory Note, a Mortgage, and a written HOME Agreement, all of which will be recorded in the land records of Seminole County and shall remain in full force during the entire affordability period.
- Outreach efforts for public notification of the availability of HOME and SHIP funds will be made to residents and tenants of publicly-assisted housing, including public housing residents, and residents of manufactured housing. The Seminole County web site is also used to notify potential homebuyers of the purchase assistance program.
- The housing unit to be purchased must already be occupied by the seller or, if having been a rental housing unit, the unit must be vacant for at least three (3) months prior to closing on the housing unit. Housing units containing tenants are not eligible for purchase assistance. It is not the intent to displace tenant households.
- HOME assistance for very low income homebuyers will be provided to assist the homebuyer in achieving a 24-27% front end ratio (exceptions may be made on a case-by-case basis, with extenuating circumstances). This ratio will include all associated fees (PITI) and will help the homebuyer qualify for the contract sales price.
- HOME assistance for low income homebuyers will be provided to assist the homebuyer in achieving a 27-30% front end ratio (exceptions may be made on a case-by-case basis, with extenuating circumstances). This ratio will include all associated fees (PITI) and will help the homebuyer qualify for the contract sales price.

