

**COLLIER COUNTY, FLORIDA  
CONSOLIDATED ANNUAL PERFORMANCE AND  
EVALUATION REPORT (CAPER)**

**FY 2010-2011**



**Collier County Board of Commissioners**

**Fred W. Coyle, Chair**

**Donna Fiala, Commissioner, District 1**

**Georgia Hiller, Commissioner, District 2**

**Tom Henning, Commissioner, District 3**

**Jim Coletta, Commissioner, District 5**

**County Manager**

**Leo Ochs**

**Public Services Administrator, Marla Ramsey**

**Housing, Human and Veteran Services Interim Department Director, Kimberley Grant**

**Grant Operations Manager, Margo Castorena**

The FY 2010-2011 CAPER was prepared by the staff of the  
**COLLIER COUNTY HOUSING, HUMAN & VETERAN SERVICES DEPARTMENT**

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TAB 1 TIMELINE

Collier County  
CAPER 2010-2011  
Timeline

## CAPER FY 2010-2011 DRAFT TIMELINE

### Consolidated Annual Performance and Evaluation Report

Task	Date
Update IDIS Report PR 03, and establish timeline, review CPMP tool, CAPER instructions	October 3-7 2011 Monday-Friday
Print out PR 03, start draft of CAPER, draft of public notice for Naples Daily and Immokalee Bulletin. Ensure Form HUD 40107-A is included in CAPER submission	October 10, 2011 November 10, 2011
Complete IDIS draws for 09/30/2011, Finalized PRO26 Admin and PS cap	October 3, 2011 Monday
Send advertisements (availability of CAPER, public comment period & public hearing notice) to Naples Daily News & Immokalee Bulletin (County channel 11/16)	October 17, 2011 Tuesday
Complete CAPER draft for Management to review	October 24, 2011 Monday
Submit CAPER for legal approval	October 24, 2011 Monday
CAPER public hearing notice advertisements (availability/15 day public comment) to run in Naples Daily & Immokalee Bulletin. Draft CAPER ready for copies and distribution	October 27, 2011 Thursday
Draft CAPER copies to Libraries, Clerk's office and other public locations, upload to County website	October 28, 2011 Friday
Public Comment Period Begins, Draft Executive Summary and Resolution (16 days 10/28 to 11/14)	October 28, 2011 Friday
Discuss CAPER at AHAC meeting	November 14, 2011 Monday
Public Comment Period Ends	November 14, 2011 Monday
Executive Summary/Novus upload Distribute to AHC & BCC	November 14, 2011 Monday
Complete WBE/MBE, Section 3 Reports	December 9, 2011 Monday
BCC approval of CAPER	December 13, 2011 Tuesday
Mail/Upload CAPER to HUD & Post on Website	December 16, 2011 Monday
Distribute final CAPER to sites	December 16, 2011 Monday
<b>CAPER due to HUD</b>	<b>December 29, 2011 Thursday</b>

Collier County Resolution

2011-XXX

**RESOLUTION NO. 2011 - \_\_\_\_\_**

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, APPROVING FISCAL YEAR 2010-2011 CONSOLIDATED ANNUAL PERFORMANCE AND APPRAISAL REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME) AND EMERGENCY SHELTER GRANT (ESG) PROGRAMS AS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO CERTIFY THE CAPER FOR SUBMISSION TO HUD.**

**WHEREAS**, HUD requires all entitlement communities to prepare a Consolidated Annual Performance and Evaluation Report (CAPER) annually to determine whether the recipient of HUD funds is in compliance with federal statutes and has the capacity to implement and administer these programs; and

**WHEREAS**, the CAPER provides a comprehensive review of the progress being made toward meeting overall goals and objectives identified in the Five-Year Consolidated Plan and One-Year Action Plan; and

**WHEREAS**, the purpose of the CAPER is to demonstrate how federal funds are being expended within very low to moderate-income communities;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA**, that based upon representations from staff that the information contained in the CAPER is accurate and reflects the activities actually accomplished during the reporting period, the Board of County Commissioners of Collier County approves the Fiscal 2010-2011 Consolidated Annual Performance and Appraisal Report (CAPER) for the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG) programs.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of County Commissioners is authorized to certify the CAPER for submission to HUD on behalf of the County.





HUD Certifications



# CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

<input type="checkbox"/> This certification does not apply.
<input checked="" type="checkbox"/> This certification is applicable.

## NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

12/13/11

Date

Fred W. Coyle

Name

Chairman, Board of County Commissioners

Title

3299 E Tamiami Trail Suite 303

Address

Naples FL 34112

City/State/Zip

(239) 252-8097

Telephone Number

ATTEST:  
Dwight E. Brock, Clerk

Approved as to form and legal sufficiency:

  
Jeffrey A. Klatzkow  
County Attorney

Jurisdiction

---

<input type="checkbox"/> This certification does not apply.
<input checked="" type="checkbox"/> This certification is applicable.

**Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2009, 2010, 2011, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Jurisdiction

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**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

12/13/11

Signature/Authorized Official

Date

Fred W. Coyle

Name

Chairman, Board of County Commissioners

Title

3299 E Tamiami Trail Suite 303

Address

Naples FL 34112


City/State/Zip

(239) 252-8097

Telephone Number

ATTEST:  
DWIGHT E. BROCK, CLERK

Approved as to form and legal sufficiency:

  
Jeffrey J. Klatzkow  
County Attorney

Jurisdiction

---

This certification does not apply.  
 This certification is applicable.


**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

_____	12/13/11
Signature/Authorized Official	Date
Fred W. Coyle	
Name	
Chairman, Board of County Commissioners	
Title	
3299 E Tamiami Trail Suite 303	
Address	
Naples, FL 34112	
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(239) 252-8097	
Telephone Number	

Approved as to form and legal sufficiency:

  
Jeffrey A. Klatzkow  
County Attorney

**ATTEST:  
DWIGHT E. BROCK, CLERK**

---

Jurisdiction

---

This certification does not apply.  
 This certification is applicable.

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.


**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

<hr/>	12/13/11
Signature/Authorized Official	Date
Fred W. Coyle	
Name	
Chairman, Board of County Commissioners	
Title	
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Naples, FL 34112	
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(239) 252-8097	
Telephone Number	

ATTEST:  
DWIGHT E. BROCK, CLERK

---

Approved as to form and legal sufficiency:

  
Jeffrey A. Kutzkow  
County Attorney

Jurisdiction

---

This certification does not apply.  
 This certification is applicable.

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature/Authorized Official

12/13/11  
Date

Fred W. Coyle  
Name

Chairman, Board of County Commissioners |  
Title

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Telephone Number

ATTEST:  
DWIGHT E. BROCK, CLERK

---

Approved as to form and legal sufficiency:

  
Jeffrey A. Klatzkow  
County Attorney



<input type="checkbox"/> This certification does not apply.
<input checked="" type="checkbox"/> This certification is applicable.

### ESG Certifications

I, Fred W. Coyle , Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

Jurisdiction

authorities as specified in 24 CFR Part 58.

11. The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

12/13/11

Signature/Authorized Official

Date

Fred W. Coyle

Name

Chairman, Board of County Commissioners I

Title

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(239) 252-8097

Telephone Number

ATTEST:  
DWIGHT E. BROCK, CLERK

Approved as to form and legal sufficiency:

Jeffrey A. Klatzkow  
County Attorney

<input type="checkbox"/>	<b>This certification does not apply.</b>
<input checked="" type="checkbox"/>	<b>This certification is applicable.</b>

**APPENDIX TO CERTIFICATIONS**

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Drug-Free Workplace Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

Jurisdiction

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

12/13/11

Signature/Authorized Official

Date

Fred W. Coyle

Name

Chairman, Board of County Commissioners I

Title

3299 E Tamiami Trail Suite 303

Address

Naples, FL 34112


City/State/Zip

(239) 252-8097

Telephone Number

ATTEST:  
DWIGHT E. BROCK, CLERK

Approved as to form and legal sufficiency:

  
Jeffrey A. Klatzkow  
County Attorney

TAB 2 EXECUTIVE SUMMARY



# Fifth Program Year CAPER

The CPMP fifth Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

Collier County became eligible to receive federal Community Development Block Grant (CDBG) entitlement funds, on an annual basis, in 2001 as an Urban Entitlement County, along with the participation of the City of Naples and the City of Marco Island. In 2003, Collier County and its participating cities became eligible to receive federal HOME entitlement funds as a result of poverty figures reported by the Census Bureau in 2002. The County became a recipient of Emergency Shelter Grant (ESG) funding for the first time in 2004.

The U.S. Department of Housing and Urban Development (HUD) requires the development of a Five Year Consolidated Plan to incorporate the requirements for four separate entitlements: CDBG, HOME, Housing Opportunities for Persons with Aids (HOPWA), and the Emergency Shelter Grant (ESG) program. Collier County currently receives annual CDBG, HOME, and ESG funding, but does not have the required population to qualify for the HOPWA program. On an annual basis, the County must detail a specific one-year plan for the use of its HUD entitlement funds. This one-year action plan is based upon the community needs as defined in the Consolidated Plan.

As part of the Consolidated Plan process, HUD requires the submittal of a Consolidated Annual Performance and Evaluation Report (CAPER) to document the implementation and utilization of HUD funds to determine if the entitlement community is in compliance with federal statutes and has the capacity to implement and administer the entitlement programs. HUD uses the CAPER to perform a comprehensive performance review of yearly progress in meeting stated goals and objectives contained in the Consolidated Plan and the annual One Year Action Plan, as required by 24CFR 91.525.

The following accomplishments narrative provides greater detail on how available resources were utilized to address housing and supportive services over the reporting period. It is important to note that there is an overlap of funding and actual expended, and that these two should not be considered mutually exclusive. For example, federal funding may have been committed to the County in the reporting period for a particular program, but be only partially expended. Likewise, funding committed during the previous fiscal year may have been expended during this reporting period.

This Consolidated Annual Performance and Evaluation Report (CAPER) covers the period from July 1, 2009 to September 30, 2010\* for the County's CDBG, HOME, and ESG activities. (Please note: In 2011 Collier requested their Action Plan year be extended for 90 days (through September 30, 2011). This request was approved by HUD and allowed

Collier County to get in sync with HUD's, as well the County's fiscal year. References to other non-CAPER federal programs and state grant programs are made only to illustrate the coordination of all grant funding sources and the efforts within Collier County to improve the lives of our low and moderate income citizens.

\*Please note: Because of the 90 day extension, Public Service (PS) Activities percentages appear to exceed the 15% PS cap. This is not the case; as the expended amounts are for a 15 month period.

## **Resources**

A total of \$3,376,051 in CDBG, HOME, and ESG was added to the County's entitlement allocation for the 2010-2011 program year. Total expenditures were \$2,329,249.70

## **Goals and Objectives**

The overriding goal of the Consolidated Plan is to create additional opportunities to develop affordable housing and provide for rehabilitation of existing affordable housing stock.

Collier County typically expends all of its entitlement funding for the benefit of very low and low income individuals and neighborhoods. However, HUD regulations do allow for the provision of services to individuals and families ranging from very low to moderate-income.

With the passage of the second Consolidated Plan (2006-2011) on April 25, 2006, the Board of County Commissioners continued to focus on affordable housing initiatives. However, in the 2007-2008 timeframe Collier County saw a marked downturn in both the economy and the housing market. Housing stocks grew to an all time high because of tighter credit restrictions, lower demand, and a large increase in the number of foreclosures and short sale homes.

Collier County had to change its focus to assisting and maintaining neighborhoods to prevent slum and blight. During this time Collier County also received American Reinvestment and Rapid Re-Housing (ARRA) funds to assist those individuals who had been displaced and were homeless or at risk of becoming homeless.

Collier is now focusing on rental assistance, rehabilitation of owner occupied homes, and using State of Florida SHIP funds to provide down payment assistance to homebuyers as the housing market slowly recovers from historic lows. Collier is also focusing on public facility and infrastructure projects in order to stimulate the economy.

TAB 3 NARRATIVES AND ACCOMPLISHMENT DATA



## General Questions

### 1. Assessment of the one-year goals and objectives:

**Describe the accomplishments in attaining the goals and objectives for the reporting period.**

Collier County continues to use Entitlement Funds to achieve the goals and objectives established in our Five-Year Consolidated Plan (2006-2010) which has been adjusted to account for the changes in the local economy and housing market.

### Housing

**Goal:** Provide affordable rental and home ownership opportunities for families earning 80% or below of the Area Median Income

#### Accomplishments with Entitlement Funds:

CDBG: A total of 185 homes have been completed in Habitat for Humanity's (HFH) Regal Acres. To date 33 homes are occupied.

CDBG: Habitat for Humanity (HFH) has completed its Rehab/Resale project of 8 homes.

HOME: 1 Owner occupied Single Family Rehabilitation was completed.

HOME: 1 first time Homebuyer was assisted with ADDI down payment assistance.

#### With Other Federal and/or Florida State Funding:

CDBG-R: Big Cypress has begun energy efficiency upgrades to 79 farm worker designated rental units in Immokalee.

NSP: 19 single family homes were acquired/rehabilitated and sold to LMI buyers.

State of Florida SHIP: Down payment assistance to 141 first time homebuyers.

### Homeless

**Goal:** Provide services to prevent homelessness for families with children, lessen chronic homelessness, add beds for emergency shelter, transitional and permanent housing

#### Accomplishments with Entitlement Funds:

ESG: St. Matthew's House: ESG funds provided operational support and maintenance for this homeless shelter.

CDBG: Collier County Housing, Human and Veteran Services: Senior Meals Program provided hot congregate meals for seniors throughout the county.

CDBG: The Housing Development Corporation of SW FLA (HDC OF SWFLA) and Empowerment Alliance of SW Florida provided foreclosure prevention, credit counseling, and credit counseling to LMI citizens throughout the county.

CDBG: Shelter for Abused Women & Children (SAWCC) provided legal services to victims of domestic abuse. The services include child support, restraining and custody orders.

ESG: SAWCC was provided with salaries for supportive services and staff at the shelter.

CDBG: David Lawrence Center was provided funds for salaries for psychiatrists to see LMI clients.

CDBG: HHVS Utility payments were made to assist LMI clients at risk of becoming homeless.

CDBG: HDC OF SWFLA provided 122 clients legal counseling foreclosure, rental and credit issues.

With Other Federal and/or Florida State Funding:

HPRP/FY 2009 ARRA stimulus funds

HPRP: CCHA: worked to provide rapid re-housing to 68 citizens at risk of homelessness.

HPRP: Youth Haven, Catholic Charities, Salvation Army, Legal Aid provided 100 persons short and medium term rental and deposit assistance as well as legal assistance to persons who were having tenant related issues or have lost their home to foreclosure and at risk of homelessness.

HPRP: HDC of SW FI provided credit repair and credit counseling to 66 households referred from the above agencies.

Continuum of Care (CoC): \$330,761

SAWCC: Operations and supportive services for this domestic abuse shelter.

HMIS: Operating expenses to provide statistical data on homelessness prevention and re-housing activities throughout the county.

St. Matthew's House: Operations and supportive services for this homeless shelter.

State of Florida Challenge Grant: \$63,397

SAWCC: Supportive services

St. Matthew's House: Maintenance and Operations

Youth Haven Inc. Salaries for case workers & supportive services

HMIS: Operation of the Homeless Management Information System.

**Non- Homeless Special Needs**

**Goal:** Provide supportive housing for persons with special needs

Accomplishments With Entitlement Funds:

Four (4) handicapped accessible units at Big Cypress Apartments in Immokalee have reached 100% occupancy.

With Other Federal and/or Florida State Funding:

CoC Shelter Plus Care (S+C): This grant was just received and will provide rental vouchers with wrap around mental health and supportive services for two (2) persons for a five year term.

**Community Development**

**Goal:** Support the revitalization of low income neighborhoods and public facilities in neighborhoods like Immokalee and River Park and provide public services to low income families.

Accomplishments With Entitlement Funds:

CDBG: City of Naples completed roof air conditioning and upgrade to sound system in River Park Community Center.

CDBG: HHVS Meals Program; a total of 10,005 meals a year have been served to 43 LMI Seniors.

CDBG: Neighborhood Park adjacent to Carver Apartments in the City of Naples is complete and awaiting close out.

- CDBG: City of Marco Island Sidewalk Project (1235 linear feet) has been completed and awaiting reimbursement and close-out.
- CDBG: Immokalee Non-Profit Housing (INPH) Fencing & Exotic Removal Project has been completed. 2,850 linear feet of fencing & gates have been installed and land has been cleared of vegetation and exotics.
- CDBG: David Lawrence Center Mental Health Assistance Project has now been completed.
- CDBG: Boys & Girls Club closed on property to be used for a new B&GCCC in Immokalee.
- CDBG: Shelter for Abused Women & Children (SAWCC) has completed their Legal Services Project and served 510 clients.

With Other Federal and/or Florida State Funding:  
N/A

**Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**

- Affordable Housing/Rehabilitation activities totaled \$444,772.04
- Acquisition/Clearance/Demolition activities: \$615,740.00
- Public Facilities activities totaled \$339,709.36
- Public Services activities totaled \$ 526,625.70
- Emergency Shelter Grant activities totaled \$82,575.12

Total CPD expenditures drawn in 2010-2011 totaled \$2,329,249.70

**If applicable, explain why progress was not made towards meeting the goals and objectives.**

- Economic Development- Collier County unemployment rates for most of the reporting period have been consistently above 10%. HHVS staff has continued to coordinate with non-profits to create more jobs with career potential for very low to moderate income workers. However, with the continued slow trend of the economy, businesses have been hesitant to add to their work forces. In 2010-2011 Collier County continued their partnership with the Immokalee CRA to create a "business incubator" which will hopefully jump-start the economy in this low income area.
- Housing- Unfortunately, many of the same problems that plagued Collier County in 2009-2010 have continued into the current reporting period. Population counts are still down for the county. Overall the number of housing sales within Collier County has increased, but the number of sales by price range has been very uneven. The million dollar plus category has far outpaced middle income and affordable housing sales. It appears that many LMI clients who purchased homes within the last 5-7 years were the most vulnerable to the downturn in the economy. Collier County has witnessed a marked increase in the number of foreclosures of LMI assisted homeowners. Also single family home projects have stalled in Immokalee as a result of lack of demand. We are also working with the CHDO to see if these homes can be sold on a rent to own basis.

**2. Describe the manner in which the recipient would change its program as a result of its experiences.**

The staff at Housing, Human & Veteran Services Department plans to make the following improvements in the management of its program:

- Shift the focus of the HOME program emphasis from LMI single family ownership to increasing the number Tenant Based Rental Assistance (TBRA) vouchers provided to the Collier County Housing Authority (CCHA).
- Continue to expand technical assistance (TA) provided to non-profit organizations through both group and individual TA presentations to include grant application preparation; project implementation training; and project management. Assistance is needed to improve organizational capacity and assist all organizations to complete projects in a timely manner.
- Engage Non-profit directors early and often to ensure they take responsibility for timely use of funds and program administration.
- Increase the monitoring frequency for both new and experienced sub-recipients. The monitoring will be to assist them by customizing pay request paperwork, as well as increasing emphasis on better reporting and completing projects in a timely manner. By assisting our non-profit partners in better defining their proposed budgets and timelines, we hope to decrease pay reimbursement time and the decrease the number of amendments processed.
- Increase outreach efforts to solicit more grass-roots community participation. Extra emphasis has to be given to the development of existing CHDOs and the addition of new CHDOs and CDBOs. Consideration will be given to nearby communities.
- Continue to seek out and attend HUD training for staff on Section 3, environmental, entitlement program administration, and fiscal management. A special emphasis will be given to understanding procurement and bid specification requirements.
- Closely track the progress of projects to mitigate potentially problematic issues before they become major issues.
- Pinpoint slow moving or cancelled projects and identify them for possible reprogramming.
- Continue to provide & improve sub recipient training at project initiation. HHVS will initiate a pilot program to provide designated appointment dates/times for pay requests (PRs). PRs will be reviewed in-depth during a face to face intake appointment. Missing and/or incorrect data will be annotated and the subrecipient will know immediately if their submission can be accepted for payment. PR tracking spreadsheets are updated as needed to ensure management knows the status of all PRs.

**3. Affirmatively Furthering Fair Housing:**

**Provide a summary of impediments to fair housing choice.**

Collier County adopted a Fair Housing Ordinance in 1986 that was amended in 1992. The County plays an active role in affirmatively furthering fair housing through the promotion of homeownership and efforts to increase provisions for more affordable and accessible housing. Furthermore, in 2003, the Board of County Commissioners (BCC) adopted a resolution opposing discrimination of all Collier County residents. The BCC directed the

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County Manager to establish and administer, through the Communication and Customer Relations Department, an information and referral service to the public on matters affecting discrimination.

A Fair Housing Seminar activity was hosted by Collier County in conjunction with Collier County Housing Authority (CCHA) and The Empowerment Alliance of SW FL (EASF) on June 30, 2011 at Hodges University to ensure landlords and tenants are aware of fair housing requirements and tenant rights.

Collier County's first Analysis of Impediments to Fair Housing (AI) was prepared in 2001 by Florida Planning Group (FPG). A second analysis was completed in 2006. Information on fair housing was compiled from a number of sources, including HUD's Office of Fair Housing, The Florida Commission on Human Relations, the Home Mortgage Disclosure Act, the Collier County Banking Partnership, Naples Area Apartment Association, and the Naples Area Board of Realtors. In addition, all the County's non-profit agencies, including the NAACP, were surveyed regarding fair housing issues. The project was done in conjunction with the Consolidated Plan (2006-2010) which was submitted to HUD in May 2006. The 2011-2016 Consolidated Plan was recently approved by the BCC and includes an updated AI. It will be used in the reporting of the 2011-2012 CAPER.

Historically, the major impediment to fair housing in Collier County has been its lack of affordable workforce housing. For many years, Collier County has had the highest Medium Family Income (MFI) in the State of Florida. The Shimberg 2007 Housing Report listed Collier County as 63rd of 66 counties as having the least affordable housing. At that time over 30,000 families were cost burdened (spending over 30% of their income). This lack of affordable housing caused a thriving housing market to overheat in 2002-2006 period, as families rushed to take advantage of lax credit rules and double digit housing appreciation. However, in late 2006 the home construction industry started to stall.

By 2007, the collapse of the housing industry had begun to spill into all areas of Collier County's economy. The circumstances witnessed in 2007 have continued into 2009-2010 with only marginal relief. It should be noted that in 2010, Collier County's AMI dipped to \$72,300, down slightly from 2009's \$76,000. However rental rates for a three (3) bedroom apartment rose from \$1392 to \$1473 during the same period. The tight rental market has caused landlords to shy away from low/moderate income rental applicants with marginal credit ratings, breaks in employment history, and previous foreclosures and/or evictions.

**Identify actions taken to overcome effects of impediments identified.**

- Affordable Housing Advisory Committee investigating local banking practices for income qualified applicants.
- The Board of County Commissioners adopted a resolution establishing April as Fair Housing Month.
- The Housing, Human and Veteran Services Department continues to fund affordable housing and rental rehabilitation programs through non-profit organizations.
- Neighborhood Stabilization Program (NSP1) has purchased and sold a total of 19 foreclosed properties to use as affordable housing.
- Fair housing notices and fair housing pamphlets (English/Spanish) were provided to all libraries, social service agencies and churches.
- Collier County has encouraged local newspapers to run a complete fair housing notice on a weekly basis in English and Spanish.
- Collier County is continuing to expand its Section 3 activities. Collier County has

drafted a county wide Section 3 Plan and is expected to have The Board of County Commissioners approve the plan by January 2012.

- Collier County's Communications and Customer Relations Department was tasked with taking calls and/or complaints on housing and job discrimination and referring callers to the appropriate services. They have recently completed new printed materials for use by the public.
- Housing, Human and Veteran Services staff members speak to numerous organizations and hold exhibits and expos on housing related issues throughout the year.

**4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

There are a wide range of obstacles within the local community including:

- Foreclosures and short sales at record levels.
- Continued high unemployment rates and an overall decrease in hours worked.
- Lack of funding, both in the public and private sectors.
- NIMBYism (Not in my backyard mentality).
- Lending institutions changing eligibility & down-payment guidelines.
- New segments of the population becoming homeless.

Efforts to address these issues occur on a number of different levels including workshops with elected officials and community leaders, coordination with nonprofits and for profit organizations interested in addressing the obstacles; partnerships involving public and private sector and regional wide initiatives.

Collier County staff has created new projects and initiatives to ensure stimulus and ARRA funding is utilized efficiently. HHVS continues to provide funding for homelessness prevention activities as well as ensure entitlement funds are used to benefit LMI citizens and LMA areas of the county.

**Eliminate barriers to affordable housing:**

The County continues to operate incentive programs to encourage affordable housing. Actions taken include density bonus for affordable housing and expedited permitting process.

During the reporting period, the County used both State of Florida Disaster Recovery Initiative (DRI) and SHIP as well as Federal funds to build and/or rehabilitate single and multi-family units for affordable housing. DRI funds are also used to rehabilitate, maintain and hurricane harden shelters, public housing & multi-family affordable housing units.

**Overcome gaps in institutional structure and enhance coordination:**

The County in conjunction with its non-profit housing and social service partners continues to carry out a myriad of housing and community development activities. The County currently certifies and supports four (4) Community Housing Development Organizations (CHDOs) in developing affordable housing. County staff also provides technical assistance to non-profit service providers to help them obtain grants and leverage other available resources. Coordination is enhanced through monthly meetings with groups including the Affordable Housing Advisory Committee, Collier County Hunger and Homeless Coalition, the Continuum of Care and the Immokalee Interagency Association.

Efforts are ongoing to ensure input and support for county initiatives. Meetings in various locations and sectors of the community including: rural Immokalee, Copeland, the business community, and minority groups are held periodically.

**Improve public housing and resident initiatives:**

Collier County and Collier County Housing Authority (CCHA) have developed a successful Tenant Based Rental Assistance (TBRA) program to help address some of the rental needs of the very low-income special needs population. The CCHA partners with other local organizations on educational initiatives, supportive services, and other activities to benefit very low and low-income residents. County staff has encouraged the CCHA to apply for additional vouchers, rental rehabilitation of its existing units, acquisition, rehab and development of scattered site units. In 2010-2011 Collier County provided funding to Big Cypress Housing Corporation (BCHC) to provide energy efficiency upgrades in 79 farm worker rental units at their Main Street Village location. The bid award was recently completed for this project and we expect completion by January 2012. CDBG-R funds are also being used to provide energy efficient upgrades at BCHC's Eden Garden Apartments in Immokalee.

**Reduce the number of persons living below the poverty level:**

Collier County Housing, Human and Veteran Services (HHVS) Department supports and encourages economic development initiatives to assist the creation of new, higher paying, career path jobs in the community. Southwest Florida Workforce Development Board (SWFWDB) promotes entry into the workforce through education and job experience. Local education and training programs are coordinated and offered through Workforce Development, Collier County Public Schools, Empowerment Alliance, and Economic Development Council (EDC) to build a more skilled workforce, and enhance the County's efforts to attract, grow, and expand job-creating businesses. HHVS will continue to require sub-recipients to hire Section 3 employers/employees when possible and abide by all Section 3 requirements.

In 2010-2011 HHVS funded a business incubator project presented by the Immokalee Community Reinvestment Area (CRA). This project will not only stimulate business and economic development in Immokalee, but will require assisted business to create jobs for local LMI workers.

**5. Leveraging Resources**

**Identify progress in obtaining "other" public and private resources to address needs.**

- State Housing Initiatives Partnership (SHIP) provided funds for down payment/closing cost assistance to 141 homebuyers.
- HHVS' operation of the Homeless Management Information System (HMIS) has resulted in lower overhead and operating costs for the program. Program savings have been used to upgrade computer hardware at the HMIS participating agencies.
- HHVS, as Lead Agency, secured Continuum of Care funding of \$330,763 for Homeless Management Information System (HMIS) and two other homeless initiatives; a domestic violence shelter and emergency homeless shelter. Moreover, as a result of the high score of Collier's CoC Application, the county was awarded a Shelter Plus Care (S+C) grant. This grant will fund two rental voucher for persons with mental and/or alcohol abuse problems who require wrap-around mental health services.

- CDBG funds helped leverage private foundation funds and other private funding sources along with State resources for affordable housing and public services projects; and
- Each agency receiving the annual ESG entitlement is providing dollar for dollar match for the grant.
- NSP1 funds were used to acquire/rehabilitate and resell foreclosed homes in areas throughout the county.
- DRI SFR expended \$307,049.45 throughout the county to hurricane harden 4 homes and replace 3 severely damaged homes in Immokalee with new energy efficient hurricane resistant homes, of which \$153,072.22 was actually disbursed during the period of July 1, 2010 through September 30, 2011.

**How Federal resources from HUD leveraged other public and private resources.**

- Continuum of Care application funding
- Florida State Office on Homelessness-Challenge Grant funding
- Private foundation match funding
- State SHIP program
- State of Florida DREF funding
- HPRP funding
- CDBG-R funding
- DRI funding
- NSP1 funding

**How matching requirements were satisfied:**

HOME activities conducted in FY 2009-2010 received the following match:

- Match funds required in 2010-2011 totaled \$156,891.56 SHIP match funds in the amount of \$481,986 exceeded the 25% requirement. ESG Subrecipients provide dollar for dollar match from private donations.

All nonprofit organizations submitting applications requesting CDBG or HOME funding are asked to identify sources of match or leverage. Some of the funding sources provided include private donations, thrift store proceeds and other state or federal funds.

**Managing the Process**

**1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.**

Collier County Housing, Human and Veterans Services Department follows HUD's and internal policies and procedures for meeting grant requirements; uses sound accounting and financial procedures; attends HUD-sponsored training sessions; consults with HUD representatives on technical questions; and utilizes information from public input. In addition, Collier County Housing, Human and Veteran Services Department is responsible for the development and implementation of the County's Housing Element of the Comprehensive Plan, and to ensure that efforts are being made to adhere to the goals, objectives, and policies of the adopted Housing Element.



## Citizen Participation

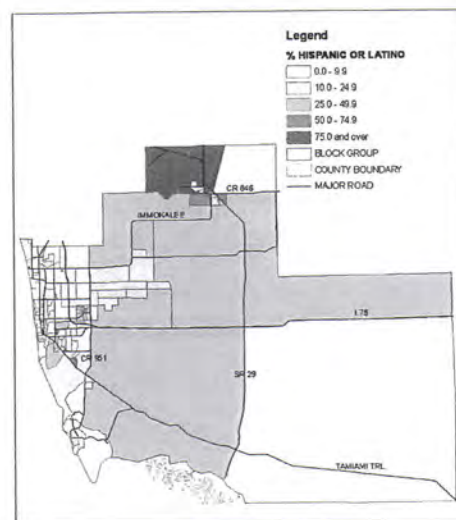
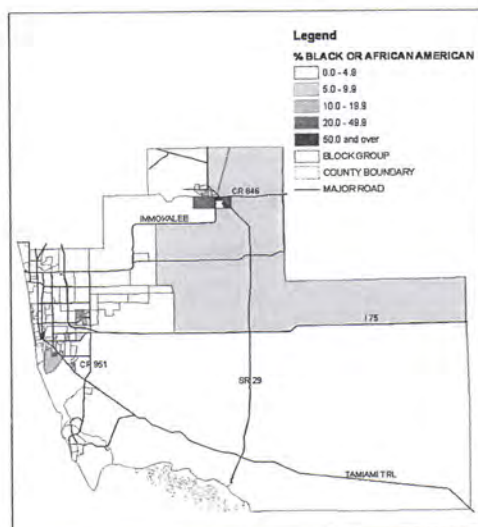
### Provide a summary of citizen comments.

Collier County received no public comments on the contents of the 2010-2011 CAPER.

The notice of the CAPER availability was published for a 15-day public comment period beginning October 28, 2011 through November 14, 2011. The advertisement was published in English and Spanish on October 27, 2011. The notice was published in two newspapers (general circulation - Naples Daily News, and a local paper - Immokalee Bulletin). The CAPER was also available for public review and comment in six county libraries, the County's Public Information desk, the County's Housing, Human and Veteran Services Department, and on the County's website.

- In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.**

- Immokalee Census Tracts: 112.04;112.05;113;114 \$472,504 in CDBG funds were awarded and \$540,474 in HOME funds were awarded to non-profits in Immokalee.
- City of Naples-River Park Census Tract 7.00 \$120,434 was passed thru to the City of Naples for Anthony Park-5<sup>th</sup> Ave Parking.



## **Institutional Structure**

### **1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.**

The County continues to work closely with non-profit housing and social service providers as partners to carry out its various housing and community development activities. HHVS has expanded the number and types of technical assistance provided to non-profit and for profit service providers. Staff provides training seminars for prospective grant applicants; meets one on one with non-profits to help them tailor their grant applications, and inform applicants of leverage, match, and other requirements. These training also provide information on other available grant resources. Coordination is enhanced through monthly meetings with groups including the Affordable Housing Advisory Committee, Collier County Hunger and Homeless Coalition, and Immokalee Interagency.

The County is the lead agency for the Continuum of Care program. As the lead agency, the County establishes the needs of the community and fosters the Continuum of Care application process.

Efforts continue to be made to ensure input from all sectors of the community including: rural Immokalee, Copeland, the business community, minority groups and social service advocates. This coordination is accomplished through workshops held throughout the county, attendance at civic and community meetings, and attendance at expos.

## **Monitoring**

### **1. Describe how and the frequency with which you monitored your activities.**

Projects are monitored during the program year through the use of monthly progress reports, as well as periodic desk monitoring and project site visits. Project monitoring takes place through the review the sub recipients' monthly progress reports, review of the sub recipients' payment reimbursement requests, phone calls, desk monitoring, written correspondence and site visits by the project grant coordinator and management. Projects may receive short notice of site visits during the program year to gauge the effectiveness and participation level in the project. At grant closeout, a formal site visit is performed. Files are reviewed, notes are compared, and a letter stating the results of the monitoring visit is sent to the sub-recipient. Collier County also conducts an annual external single audit of all HHVS grant functions.

### **2. Describe the results of your monitoring including any improvements.**

In the course of monitoring sub-recipients, any negative results of monitoring require a "corrective action" and response. Sub recipients may be put on an Action Plan which outlines corrective actions to be taken and lays out a timeline for repair. Severely negative findings have resulted in a request for meetings with key agency personnel and special conditions in future agreements. Minor infractions result in "suggestions for improvements" or "recommendations." In a few instances, adjustments in timelines and amendments to agreements have occurred. Past performance by subs recipient is now an element used in the determination of future funding.

### **3. Self Evaluation**

**Describe the effect programs have in solving neighborhood and community problems.**

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Collier County has a strong commitment to improve, maintain, and resolve neighborhood and community issues. Neighborhoods which have received the most positive impact of federal funds include: Carver Park, River Park in the City of Naples, East Naples (Naples Manor), Golden Gate City, and Immokalee. However, in some neighborhoods, there are a number of serious problems, and the implementation of CDBG and HOME projects are only able to affect improvements in small areas.

During the reporting period, Habitat for Humanity acquired/rehabilitated/resold 8 foreclosed homes in the Naples Manor area of Collier County. These homes helped to maintain the neighborhood and prevented blight in the area. Currently Habitat for Humanity is working to Acquire/Rehab/Resell 4 additional units.

The continued expansion and use of the Homeless Management Information system (HMIS) has assisted the County and the homeless service providers in assessing the needs of the homeless population and the level of effort required to serve the homeless population. Since HHVS assumed responsibility for the HMIS system, agencies have been instructed how they can utilize the system to maximize their efforts. New printers, scanners, and computers have also been distributed to HMIS agencies to assist them in decreasing client processing time.

While Collier County strives to utilize federal resources in the most efficient manner possible, the demand for assistance far exceeds available resources. As a result the County must continue to evaluate its priorities and partner with the sub-recipients who are efficient in meeting the needs of LMI citizens.

**Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.**

Collier County Entitlement funds expended in 2010-2011 benefited very low, low, and moderate income persons.

The needs of the community have changed dramatically from the past in which there was a great need to build new affordable housing and maintain existing affordable housing stock. HHVS is now trying to assist the homeless and those LMI citizens who are at risk of becoming homeless. HHVS is also concentrating on foreclosure counseling, preventing neighborhood blight due to foreclosures, and trying to use public facilities/infrastructure projects to create jobs. While many of the 2010-2011 public facilities projects have not yet reached the construction stage; HHVS believes these projects will assist in stimulating the economy.

**Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.**

Utilizing our SHIP Down Payment and Closing Cost Assistance Program, the County provided 141 families financial assistance to achieve their dream of owning their first home. The County continued to partner with nonprofit developers to build affordable single family owned and multi-family rental housing for the low to moderate income population.

Due to the change in the housing market, our focus has been changed from building new homes to the acquisition and renovation of foreclosed properties. During 2010-2011 AP year NSP and HOME funds were been committed to this strategy.

The County continues to encourage local non profit and for profit businesses to hire low income neighborhood residents for implementation of projects in conformance with Section 3.

ADDI Funds assisted one (1) first time Homebuyer with down payment assistance.

**Indicate any activities falling behind schedule.**

During 2010-2011 the County closed out some lingering previous year's projects as well as made substantial progress on our 2009 projects. As a result the County not only met but exceeded HUD's timeliness ratio for expending CDBG funds.

However, a large Public Facility/Infrastructure project (Sidewalks in Naples Manor) had to be canceled for convenience. This project is now being advertised for reprogramming and should be able to be used for another Public Facility/Infrastructure project in the Immokalee. Once the reprogramming is approved, HHVS expects the Immokalee project to be completed by September 2012.

Staff turnover within the City of Marco Island (COMI) has caused COMI a delay in completion of their entitlement project.

While bank failures and bank mergers have caused delay in some of our infrastructure/housing projects, environmental issues continue to be the most taxing reason for project delay. One large housing project has been caught up in FEMA flood plane and panther mitigation issues for over a year. The sub-recipient has spent over \$5.2 million dollars in both federal and private funds for panther/vegetation mitigation, roads leading to the project site, and engineering ( as of 9/2011) but can't build because FEMA has not released flood plane maps for the area. If an exception cannot be made, the sub recipient may have to re-pay HUD funds due to circumstances beyond its control.

EASF's Esperanza Place in Immokalee is behind schedule; the platting phase of the project is now awaiting permitting, however because of the extremely soft market in Immokalee, the CHDO will phase in the homes slowly.

**Describe how activities and strategies made an impact on identified needs.**

During the reporting period, the County answered the need for affordable housing by shifting its emphasis from new affordable housing construction to the acquisition/rehabilitation/resell of foreclosed homes, utilizing sub-recipient programs to repair existing single family owned homes, focusing on multi-family rental units, and using HPRP rental vouchers to re-house persons displaced by foreclosure.

These strategies helped conserve existing housing stock; prevented neighborhoods hard hit by foreclosures from falling into slum and blight; assisted homeless persons to be re-housed; and assisted farm worker designated rental units to lower utility costs for their tenants.

HHVS' efforts will continue to: Develop new local tools and incentives; leverage available resources (i.e. NSP, DRI, SHIP, DREF, CDBG, CDBG-R, HOME); and support both for profit and non profit housing developers to create a range of housing opportunities for very low, low and moderate-income households.

**Identify indicators that would best describe the results.**

- (1) Timely expenditure of annual federal and state funding, and
- (2) Monthly progress reports from sub-recipients reflecting implementation of housing, community development, and economic development initiatives.

**Identify barriers that had a negative impact on fulfilling the strategies and overall vision.**

The use of federal funds for the purchase of foreclosed homes in Collier County has become an issue for debate.

In Collier County, there is a dichotomy between earned wages and personal income. Collier County continues to have the highest Median Family Income (MFI) in the State of Florida (\$72,300 for 2010). However, this figure is distorted due to the high number of affluent retirees, snow-birds and families that maintain a second home in Collier.

High unemployment rates, financial instability, and economic uncertainty have caused many working families to shy away from the housing market.

The number of "terminations for convenience" of our sub recipient agreements has increased. A few have cited cuts in budget and/or staff positions to carry out funded activities.

Banks have tightened lending standards and have made it increasingly difficult to secure mortgage funds.

**Identify whether major goals are on target and discuss reasons for those that are not on target.**

While major goals are on target, new single family homeowner projects are lagging and are having trouble coming to market. Lack of demand, especially in the Immokalee area has caused project sponsors to consider alternates such as "rent to own" options. Most LMI buyers are still struggling to maintain full employment and those that have, are not yet convinced the economy has recovered sufficiently to support a long time commitment like home ownership.

**Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.**

In 2010-2011 Collier County has placed more emphasis on job creation by undertaking both a public facility/infrastructure and a business incubator project. The business incubator project is now underway at the Immokalee Airport and seems like it will be successful. Currently a new project is being considered for funding using prior year re-programmed funds in the Immokalee area. The project will build for an entry gateway and main plaza in the heart of the downtown Immokalee business area.

Collier County will focus on using HPRP funds to provide rental and deposit assistance to the most vulnerable of our LMI citizens who are at risk of homelessness.

## **Lead-based Paint**

### **1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.**

Collier County's Health Department has historically monitored and responded to all suspected cases of lead poisoning. However, this problem continues to be a very minor one due to the relatively young age of the area's housing stock. Over seventy percent (70%) of the County's housing stock was built after 1980.

Through the County's rehabilitation program, any housing units built prior to 1978 have undergo lead-based paint inspection before rehabilitation activities were initiated. The County follows procedures as specified in applicable regulations and, specifically, those detailed in Title X. The Department and its representatives provide all required notifications to owners and occupants. Any defective paint conditions found are included in the scope of work and treatment provided to the defective areas. No children under 7 years of age have been found to have identified Environmental Intervention Blood Lead Level (EIBLL) condition; however, interior chewable surfaces are treated as necessary. All Department policies and procedures have been revised to conform to Title X. County staff members are HUD certified as Risk Assessors. The County retains EPA certified inspectors to conduct the testing and clearance of suspect properties.

In every program where federal funds are expended on a housing unit HHVS staff attends all applicable training. The County incorporates the current procedures for hazard reduction or LBP abatement guidelines as defined in 24 CFR Part 35.

## TAB 4 HOUSING

## Housing Needs

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

### 1. Describe Actions taken during the last year to foster and maintain affordable housing.

The Housing, Human and Veteran Services Department continued to collaborate with community partners to foster affordable housing in the County. In 2010-2011, the County again certified four (4) organizations as Community Housing Development Organizations (CHDOs) to develop affordable housing strategies. With the correction of the housing market, the County has coordinated with Habitat for Humanity to purchase foreclosed homes, rehabilitate them, and sell the homes as affordable housing. During this reporting period HHVS also administered the Neighborhood Stabilization Program.

## Specific Housing Objectives

### 1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

**Goal:** Rehabilitate 4 foreclosed houses using HOME funds. These homes will be sold to owner occupied, low to very low income residents of Collier County. This project is to be completed by Habitat for Humanity.

- Habitat for Humanity has acquired and rehabilitated 4 homes. All homes have been completed and the project has been waiting to be closed out.

**Goal:** Continue to address foreclosure issues within three zip codes; 34112 in East Naples, 34116 in Golden Gate City, and 34120 in Golden Gate Estates. Approximately 60 homes will be rehabilitated and sold within the life of the grant. Funding for this program comes from the FY 2009 Neighborhood Stabilization Program which will end in March 2013.

- In FY 2010-2011, the NSP program acquired a total of 29 properties and sold 19 SF properties. As of October 1, 2011 the NSP program owns 61 properties.

**Goal:** Provide purchase assistance to approximately 75 low and very low income homebuyers. Funding for this program comes from the Florida State Housing Initiative Partnership Program (SHIP).

- A total of 141 homebuyers were assisted during this reporting period.
- 1 Homebuyer was assisted with ADDI funds.

**Goal:** Provide energy efficient upgrades for 33 affordable rental units using HOME fund in collaboration with Immokalee Housing and Family Services (IHFS). Upgrades will include energy efficient hot water heaters and air conditioning units.

- This project was delayed due to the sub-recipient's request for direct payment to the vendor. The sub recipient has recently signed their subrecipient agreement and the project is now out for bid. HHVS anticipates this project will be completed by May 2012.



**Goal:** Single family rehabilitation assistance to 25 low and very low income homeowners who have been impacted by hurricanes. Funding for this program will come from the Florida State Disaster Relief Initiative (DRI).

- DRI has replaced 3 severely damaged homes and hardened 4 other housing units.

**Goal:** Provide energy efficient upgrades for 79 farm worker rental units using HOME funds in collaboration with Big Cypress Housing Corporation. Upgrades will include energy efficient (amended) water heaters and higher SEER air conditioning units, energy efficient lighting improvements and energy efficient appliances.

Credit counseling was provided

- Bids have been received and work should start shortly on these upgrades.

**Goal:** Provide credit counseling/homebuyer education to 230 citizens.

- Credit counseling was provided by HDC OF SWFLA and EASF to a total of 429 using HPRP and SHIP funds.

**2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**

N/A

**3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.**

The Housing Rehabilitation program managed by Housing, Human and Veteran Services Department completed 3 emergency health and safety repairs and one SFR project using SHIP funds during 2010-2011.

Big Cypress Corporation's four (4) ADA compliant farm worker rental units have now been filled by eligible clients.

Since the 2005 hurricane season, Disaster Recovery Initiative (DRI) funds have been used for housing rehabilitation and hurricane hardening primarily in the Immokalee community. In 2010-2011 they have replaced 3 severely damaged homes and hardened 4 additional housing units.

## **Public Housing Strategy**

**1. Describe actions taken during the last year to improve public housing and resident initiatives.**

The County has encouraged the CCHA to apply for additional vouchers, rental rehabilitation of its existing units, acquisition, rehab and development of scattered site units and the possible implementation of a homeownership program. All of these efforts could improve residents' quality of life. CCHA is a USDA funded activity solely for farm workers and packing house employees and their families.

## **Barriers to Affordable Housing**

### **1. Describe actions taken during the last year to eliminate barriers to affordable housing.**

The Board of County Commissioners, as well as the Affordable Housing Advisory Committee through its triennial report to Florida Finance Housing Finance Corporation, continues to investigate incentives to encourage the provision of affordable housing throughout Collier County. HHVS, through the NSP is attempting to maintain affordable housing stock through both the renovation of multi-family and single family units, as well as the purchase of foreclosed properties and vacant parcels.

The business community, through the leadership of the Chamber of Commerce, remains active in the affordable housing arena. The business community's involvement helps in addressing the barriers to affordable housing and keeps the issue much more visible in the community.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

### **1. Assessment of Relationship of HOME Funds to Goals and Objectives**

#### **a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**

One (1) Homebuyer was assisted with ADDI Funds.

Currently, there are four (4) Community Housing Development Organizations (CHDO) certified by the County to develop affordable housing. However, single family affordable housing is experience a marked decrease in the sales.

### **2. HOME Match Report**

#### **a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**

In 2010-2011, a total of \$481,986 was used to match the HOME program. See HUD Form 40107-A (attached).

### **3. HOME MBE and WBE Report**

#### **a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).**

Not Applicable.

### **4. Assessments**

#### **a. Detail results of on-site inspections of rental housing.**

100% pass rate; all rental housing units that receive HOME assistance must pass Housing Quality Standards (HQS) upon completion. Inspections are also conducted on all rental units prior to being approved for payment by the HPRP re-housing program. Only those passing HQS standards are used. All units must receive a grade of 'pass' in order to be considered as HPRP eligible.

**b. Describe the HOME jurisdiction's affirmative marketing actions.**

The County has continued to work with its non-profit housing providers to expand the supply of affordable housing via our homeownership and housing rehabilitation program. Utilizing multiple venues like non-profit organizations, places of worship, civic organizations, bilingual advertisements, radio announcements, and newspaper stories, our program information is distributed to ensure that all income eligible individuals and families are aware of the opportunities available to them.

**c. Describe outreach to minority and women owned businesses.**

Collier County continues to promote participation by businesses owned by minorities, women, and disabled persons, and LMI owners. Efforts will be made in future construction projects to facilitate the hiring of minority and women owned businesses. These efforts may include solicitations and outreach through the non-profit developers, the County Purchasing Department, the NAACP, various Chambers of Commerce, Women's Business Council, and other appropriate organizations.

TAB 5 HOMELESS

## HOMELESS

### Homeless Needs

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

#### **1. Identify actions taken to address needs of homeless persons.**

In 2010-2011, \$330,761 from the Continuum of Care Grant, and \$63,397 from the State Challenge Grant were secured for the Shelter for Abused Women and Children, The Homeless Management information System (HMIS), Youth Haven Inc., and St. Matthew's House Emergency Shelter. These grants were used to prevent homelessness; provide maintenance and supportive services for the homeless, or were used to support participation in the HMIS system. This database system improves the sharing of data and assists in the efforts to reduce and/or eliminate homelessness.

The Housing, Human and Veteran Services (HHVS) Department staff was also very active in the annual Point in Time count conducted on January 28-29, 2011 as well as the "Get Help Clinic" which offered vision, medical, hearing, dental and psychiatric services, as well as flu shots, haircuts and HIV education.

Collier County has continued its role as Lead Agency for the Continuum of Care (CoC) to further assist the homeless and at-risk of homelessness population to become self-sufficient and attain transitional and permanent housing. In its lead agency role, the County encouraged participating agencies to present a holistic approach to HPRP.

During 2009-2010 HHVS assumed responsibility from the Collier County Hunger and Homeless Coalition for the HMIS system. In 2010-2011 HHVS has made strides to continue to improve the system, report HPRP results, and assist participating agencies by distributing printers, scanners and computers where needed most. The CoC continues to work on Collier's County 10 Year Plan to End Homelessness. Meetings with non-profits, homeless persons, community businesses, and community stakeholders continued during this reporting period. On a community-wide basis, ideas are being formulated on how we can end homelessness in our community.

#### **2. Identify actions to help homeless persons make the transition to permanent housing and independent living.**

In 2010-2011, ESG funds were granted to St. Matthew's Shelter. A total of 565 persons were assisted with these funds.

St. Matthew's Wolf Apartments also received Continuum of Care funds to support the operation of 14 transitional apartment housing units. The clients being housed at Wolf Apartments are taught life skills such as budgeting and job tasks, and are encouraged to develop and to follow through on goals.

### **Identify new Federal resources obtained from Homeless SuperNOFA.**

Collier County recently received Shelter Plus Care funds to assist two (2) person with rental vouchers for a five (5) year period. The David Lawrence Center will provide wrap around mental health and supportive services for the persons receiving the vouchers.

### **Specific Homeless Prevention Elements**

#### **1. Identify actions taken to prevent homelessness.**

HHVS is addressing Homeless issues through the direct services it provides via the HHVS Social Services and Senior Services Programs. HHVS also partners with all major social services agencies in Collier County. Housing, Human and Veteran Services staff has provided extensive technical assistance to the social services agencies involved in the Continuum of Care (CoC) process, and has been the lead agency for the CoC since 2003. HHVS applied for a \$144,000 State Challenge Grant of which the county received \$63,397, and is in the process of applying for the 2011 CoC funding to support 4 renewal projects. In addition, HHVS is coordinating the county-wide effort to create Collier County's first Ten (10) Year Plan to End Homelessness. HHVS also provides volunteers for the annual homeless count and assists in various Get Help Clinics.

In the 2010-2011 timeframe, HHVS assumed Collier County's Veteran Services. HHVS is now able to provide more direct services to low/moderate income veterans though our Social Services/Seniors Section as well as provide referral services to non-profit agencies we partner with in the CoC.

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

#### **1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).**

The actions taken to address emergency shelter and transitional housing needs of homeless individuals and families were to provide ESG funding to sub-recipients on an annual rotational basis. Currently there are two shelters within Collier County; they are St. Matthew's House and the Shelter for Abused Women and Children. Due to the small amount of the ESG entitlement the County receives annually, this method of allocation was deemed the most effective method of providing services to the homeless.

#### **2. Assessment of Relationship of ESG Funds to Goals and Objectives**

##### **a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.**

2010-2011 ESG funds were provided to St. Matthew's Shelter and 565 persons were assisted during the program year. Under the 5 Year Consolidated Plan, the County's goal was to provide emergency sheltering for 625 homeless persons. This goal was more than surpassed in AP 2008-2009, when St. Matthew's House provided shelter to a total of 1,955

homeless individuals. Last year (2009-2010) an additional 248 persons were assisted. This year's additional persons assisted (565) brings the total of persons assisted to 2,768.

**b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.**

The County currently has two eligible shelters, St. Matthew's House and The Shelter for Abused Women and Children. Each year, the entire ESG Entitlement funding is provided to one agency. The entire funding is then rotated to the next agency in the upcoming year. Through the Continuum of Care (CoC), the community has begun to develop a comprehensive homeless strategy as outlined in the CoC Exhibit 1. Partnerships have been formed through the CoC in order to assist individuals and families move from homelessness to self-sufficiency, access mainstream resources, local social services, educational facilities, job training, and other services. In 2010-2011 St. Matthews House served 565 homeless persons.

**3. Matching Resources**

**a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.**

Agencies receiving ESG grants provide dollar for dollar match. The match for both The Shelter for Abused Women and Children (SAWACC) and St. Matthew's House comes from donations and profits from their resale stores.

**4. State Method of Distribution**

**a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as sub-recipients.**

N/A

**5. Activity and Beneficiary Data**

**a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**

Please see Tab 8

**b. Homeless Discharge Coordination**

**As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**

**c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

No ESG funds are proposed to be used for discharge coordination. The Continuum of Care agencies, and the Housing, Human and Veteran Services Department, as its lead agency, are beginning coordination with a number of local institutions including the Collier County Sheriff's Office, local hospitals, foster care programs, and others to address discharge planning. As "The Ten Year Plan to End Homelessness" evolves, discharge planning and policies will be addressed.



TAB 6 COMMUNITY DEVELOPMENT

## COMMUNITY DEVELOPMENT

### Community Development

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

#### 1. Assessment of Relationship of CDBG Funds to Goals and Objectives

##### a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

**Goal:** Provide legal services to low income Emergency Shelter residents who need help in securing, modifying, and enforcing protection orders, handling immigration issues, obtaining a divorce or separation, obtaining spousal and child support, and resolving custody and visitation issues with their abusers. The expanded program will be provided by the SAWCC.

**Accomplishment:** In 2010-2011 SAWCC has served a total of 240 Domestic Abuse Victims with legal counseling services.

**Goal:** Provide pass through funding for the enhancement of two (2) neighborhood parks within a low/moderate income area of the City of Naples. Enhancements will include: paving and curbs, sod replacement and additional plantings, landscaping, and irrigation.

**Accomplishment:** This project has just completed the bid process and should be of short duration. We expect this project to be completed by July 2012.

**Goal:** Provide funding for the David Lawrence Center for the construction of a Crisis Stabilization Unit. Upon completion, the unit will add 16 transitional beds for the county's CoC inventory. The additional beds will be used for patients who are incarcerated under the "Baker Act" due to mental health issues.

**Accomplishment:** The bid process has been completed for this Crisis Stabilization Unit project. Once the Purchasing Department signs off on the bid, work can begin.

**Goal:** Provide congregate meals to approximately 45 seniors five days a week at sites in low/moderate neighborhoods. On an annual basis approximately 11,700 meals will be served by Department of Housing, Human and Veteran Services staff.

**Accomplishment:** As of 7/2011 45 new seniors have been enrolled and are receiving daily meals.

**Goal:** Assist Guadalupe Center, Inc. to open an additional classroom in their Early Childhood Education Center. This classroom will benefit 16 low/moderate children per school year.

**Accomplishment:** The classroom is up and running. Currently 15 are in the class (1 moved). Computers, equipment, and supplies have been purchased. Activities that include both the parents and children are held monthly. Child assessments are currently underway.

**Goal:** Provide funds to the Collier County Transportation Department to construct 44,550 square feet of sidewalks (1.7 miles) in the Naples Manor area of Collier County. Sidewalks will be installed along streets near three (3) schools located in this low/mod income neighborhood.

**Accomplishment:** This project was terminated for convenience. The funds are currently in the re-program process. If the re-program is approved the funds will be used for a Gateway and main plaza in the business district of downtown Immokalee.

**Goal:** Provide funds to Goodwill Industries to rehabilitate and upgrade the Roberts Center in Immokalee, Fl. Both Goodwill and the Department of Housing, Human and Veteran Services provide services to low/moderate citizens from this site. Improvements will include office build outs, hurricane hardening and a complete kitchen renovation.

**Accomplishment:** Goodwill Industries has just re-bid this project. Cost comparisons will have to be completed since only one bid was received at both bid openings. HHVS anticipates this project will move quickly once the bid is awarded.

**Goal:** Provide pass thru funding to the City of Marco Island to install twelve street lights within a low/mod income area of the Island. The street lights will benefit approximately 72 individuals who live in the area, as well as aid in the safety of all pedestrians in the area.

**Accomplishment:** Due to staff turnover and layoffs at the City of Marco Island the project has been moving slowly but they have now completed the work and reimbursement to the city has been completed.

**Goal:** Provide funding for the Immokalee Community Redevelopment Area to create the Immokalee Business Development center (IBDC). This project is designated to foster business growth within the designated CRA boundaries. This project is expected to create five (5) jobs for low/moderate income individuals.

**Accomplishment:** The Immokalee CRA is moving forward on their project. They have contracted for office space, hired staff and have begun negotiations with eight (8) start up businesses. Their first Entrepreneurial School began 7/2011.

**Goal:** Partner with Immokalee Housing and Family Services (IHFS) to create a job training program for low income residents. This program will provide job training for maintenance technicians, early childhood teachers, child care workers and property management assistants.

**Accomplishment:** Unfortunately IHFS requested that their sub recipient agreement be terminated for convenience. HHVS has agreed and will move to re-program these funds.

**Goal:** Provide funds to the Housing Development Corp of Southwest Florida (HDC of SWFL) to assist in foreclosure prevention and assistance. The Housing Development Corporation will partner with Legal Aid Services of Collier County to provide comprehensive foreclosure intervention and prevention, and to provide

counseling services to homeowners in Collier County at risk of foreclosure. The program will target low income homeowners, and will be limited to those trying to save homesteaded properties.

**Accomplishment:** HDC of SWFLA recently completed their 2009-2010 SHIFTING program which served 122 persons and started on their 2010-2011 program. To date, they have assisted 20 clients with this year's funding.

The County continues to spend its CDBG entitlement on projects benefiting very low, low, and moderate income populations only. The priority needs of the CDBG program continues to focus on affordable housing, including infrastructure, public services, and public facilities for low income neighborhoods.

**b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**

Goal: Provide affordable rental and housing ownership opportunities for families earning 80% or below of the Area Medium Income.

Accomplishments:

- Big Cypress Corporation has achieved 100% occupancy of four (4) rental units designated handicapped accessible.
- Empowerment Alliance of SW Florida (EASF) continues work on their 2007 project for low/mod owner occupied units. This project was delayed significantly by permitting and economic/market conditions. Infrastructure and platting are now complete. EASF is now in negotiations with another non-profit to assist in bringing this project to market. They have been advised they will have to repay federal funds if the project does not go vertical soon.
- Habitat for Humanity (HFH) project to acquire/rehab/resell 8 foreclosed homes to low/mod income citizens has been completed.
- 2008 HFH Project (infrastructure assistance) to build 184 homes in the Regal Acres subdivision has been completed. To date 33 units have closed and are now occupied by homeowners.
- Habitat for Humanity's (HFH) Kaicasa has had only marginal progress due to FEMA not issuing new flood planes. HFH has paid for panther/vegetation mitigation and constructed roads to support the site, but cannot progress until FEMA issues the flood plane maps. HFH is aware they may have to pay back HUD funds if they are not able to progress in a timely manner.
- DRI replaced 3 severely damaged homes in Immokalee.
- NSP acquired 29 single/multifamily properties and sold 19 single family properties.

**c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

- 100% of CDBG program funds are expended to benefit very low, low, and moderate income persons. The majority of the CDBG funded activities took place in low income census tracts, including Census Tract 7, 107.01 in the urban area, 112.05, and 113 in rural Immokalee.

**2. Changes in Program Objectives**

**a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.**

- Collier County adopted its second Five-Year Consolidated Plan in April 2006. Goals and objectives were identified based upon community needs. The County's primary focus in the 2006-2010 Five Year Plan was affordable housing initiatives. With high market prices, the County's strategy was to subsidize developer's projects to build affordable housing. However, due to a major correction in the housing market, a foreclosure crisis has resulted. The County has now focused on using CDBG funds to address the blight issues in neighborhoods with many foreclosed homes. The County has been able to purchase foreclosed properties at significantly lower prices, rehabilitate them and resell them as affordable housing for low income qualified families. The County is also concentrating on rental housing as many low/moderate citizens can no longer qualify for mortgages. Recently Collier County approved its Third Five (5) Year Consolidated Plan for FY 2011-2016. The goals and objectives of this plan will be addressed in FY 2011-2012.

**3. Assessment of Efforts in Carrying Out Planned Actions**

**a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**

Housing, Human and Veteran Services Department continues to use Florida State SHIP funds to leverage Federal funds. Sub-recipients must identify match and leveraged funds when they submit an application request for funding.

**b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**

The staff of the Housing, Human and Veteran Services Department reviewed proposed activities against the Consolidated Plan for consistency. Staff provided recommendations on consistency which were confirmed by management in the County's written certification.

**c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

The Consolidated Plan and One Year Action Plan goals and objectives are communicated through an open, public process at multiple levels. The Affordable Housing Advisory Committee, Board of County Commission meetings, neighborhood meetings, service organizations, and church functions are all means through which Collier County staff obtains public input and determines funding priorities, develops future Consolidated Plan goals.

**4. For Funds Not Used for National Objectives**

**a. Indicate how use of CDBG funds did not meet national objectives.**

Not applicable, all funds met national objectives.

**b. Indicate how did not comply with overall benefit certification.**

Not Applicable, all funds benefited very low and low income residents and neighborhoods.

**5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

**a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**

Each potential acquisition, rehabilitation, and or demolition is reviewed on a case by case basis to determine which aspects of URA apply. None of the acquisition or rehabilitation activities resulted in any displacement or relocation. All required URA letters and documentation are placed in project files.

**b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**

Each activity is thoroughly reviewed to determine if any relocation or displacement could occur. No relocation or displacement occurred in 2010-2011.

**c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.**

Not applicable, no displacement occurred.

**6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**

**a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.**

Collier County is re-doubling its Section 3 efforts to ensure opportunities are created for Section 3 employees and employers.

**b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.**

Not applicable, no new jobs have been created using CDBG funds to date.

**c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.**

Not applicable, no new jobs were created using CDBG.

**7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit**

- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.**

Individual/household annual anticipated gross income qualification would be documented and analyzed using HUD income guidelines. All Collier County CDBG program activities benefit low and moderate income citizens.

**8. Program income received**

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.**

Not Applicable.

- b. Detail the amount repaid on each float-funded activity.**

Not applicable, no float funded activity was used in 2010-2011.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

Not applicable, no loan repayments were used in 2010-2011.

- d. Detail the amount of income received from the sale of property by parcel.**

Not applicable, there was no income from sales of property in which CDBG or HOME funds were used.

**9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**

- a. The activity name and number as shown in IDIS;**

Not applicable, none were made.

- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**

Not applicable.

- c. The amount returned to line-of-credit or program account; and**

Not applicable.

**d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.**

Not applicable.

**10. Loans and other receivables**

None.

**11. Lump sum agreements**

None.

**12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year**

**a. Identify the type of program and number of projects/units completed for each program.**

CDBG: Habitat for Humanity, eight (8) units Acquire/Rehab/Resale.

HOME: Collier County Housing Authority Interior Renovations on 30 units of farmworker Housing in Immokalee; awaiting full occupancy status.

HOME: Single Family Rehabilitation: one (1) unit was completed.

**b. Provide the total CDBG funds involved in the program.**

\$444,772

**Detail other public and private funds involved in the project.**

HHVS through the State of Florida SHIP program assisted four (4) individual LMI homeowners with funds in the amount of \$25,591.00.

DRI funds hurricane hardened 4 homes and replaced 3 severely damaged homes with new units. \$153,072 in DRI funds were expended in the reporting period.

**13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

**a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.**

None



## Antipoverty Strategy

### 1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Most activities undertaken by Collier County with its entitlement funds are efforts to improve the quality of life for those living at or near poverty. Collier County has four (4) initiatives designed to reduce unemployment and increase economic opportunities for its poverty level residents.

**First**, through its partnership with the Economic Development Council, the County has an ongoing economic development program. This plan is designed to both attract new businesses to the County and to help existing businesses expand. One of the goals of this public/private partnership is to increase the number of high wage paying new jobs.

**Second**, as an important component of this economic development effort, is the County and Economic Development Council's partnership with Florida Gulf Coast University's Small Business Development Center (SBDC) which teaches potential business owners how to successfully start a new company. An additional partnership includes the customized job training programs provided by Collier County Public School's Lorenzo Walker Institute of Technology (LWIT) that train low income residents (most of whom are unemployed or underemployed) to take specific jobs in new or expanding programs.

**Third**, the County, through its CDBG program, funds economic development initiatives designed to create jobs for the County's low-income residents.

**Fourth**, the County has two community redevelopment areas (CRA), the Gateway/Bayshore CRA and the Immokalee CRA, where it is actively seeking to redevelop these older communities. A third CRA is located within the City of Naples.

Collectively, these efforts represent a realistic countywide antipoverty strategy.

TAB 7 NON-HOMELESS SPECIAL NEEDS

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

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

#### **1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).**

Collier County's Department of Housing, Human and Veteran Services (HHVS) provides direct supportive services through its Social Services Section and coordinates with a variety of agencies to assist families and individuals through the Continuum of Care.

HHVS will continue to administer the Homelessness Prevention and Rapid Re-housing Program (HPRP) through a consortium of six (6) non-profit agencies for persons who are at risk of homelessness.

HHVS social services staff encourages local agencies to refer families to the State of Florida Emergency Financial Assistance for Housing Program (EFAHP) which provides up to \$400 in emergency housing assistance for families with children who are at risk of homelessness.

The Collier County Health Department (a State of Florida agency) administers the HOPWA Program within Collier County for residents with AIDS/HIV. The County supports this program.

The County will continue to support the provision of supportive housing for persons with special needs on a countywide basis. In 2010-2011, HHVS continued to provide funding to the David Lawrence Center for Mental Health Counseling Services clients with mental health and/or illness.

HHVS staff coordinates with organizations such as Physician Lead Access Network (PLAN), Sunrise, Friends of the Developmentally Disabled (FODD), David Lawrence Center (DLC), National Alliance for the Mentally Ill (NAMI), Goodwill and others to identify needs of this particular population.

### Specific HOPWA Objectives

The Collier County Health Department, through the State of Florida, provides HOPWA services for AIDS/HIV residents of Collier County. The County supports this program.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

N/A