

Action Plan

Grantee: Manatee County, FL

Grant: B-11-UN-12-0010

LOCCS Authorized Amount:	\$ 3,321,893.00
Grant Award Amount:	\$ 3,321,893.00
Status:	Reviewed and Approved
Estimated PI/RL Funds:	\$ 21,931.00
Total Budget:	\$ 3,343,824.00

Funding Sources

Funding Source	Funding Type
Program Income	Program Income

Narratives

Summary of Distribution and Uses of NSP Funds:

Manatee County has been allocated \$3,321,893 in NSP-3 funds for use on projects throughout the County. The County will distribute the funds in the two activities described below.

Activity #1 - Acquisition/Rehabilitation/Disposition

Activity Description: Funding will be allocated for the acquisition, rehabilitation, and rental of single-family and/or multi-family residential units through a third-party developer for those seeking to take part in this activity. The County will conduct an internal selection process to contract with organizations and developers to complete this activity. The County's preference is to create affordable rental units that meet the fair market rents for Manatee County 2011. The County reserves the right to sell rehabilitated homes when County staff deems it appropriate. It is anticipated that all properties assisted will be vacant and that URA will not be triggered. The County's Local Relocation and Anti-Displacement Policy provides more information on this subject, adopted on October 28, 1993 by resolution 93-232. The County will use the minimum affordability period of the federal HOME Investment Partnership Program, 24 CFR 92.252(a), (c), (e), and (f), and 92.254. The tenure of the beneficiaries of this activity will be rental. To secure NSP3 funds the County will enter into a zero percent interest deferred payment throughout the life of the property. Payments are deferred until change of ownership. Each property has an executed land use and deed restriction agreement.

Location Description: In census block groups with a foreclosure need score of 19 or greater, with priority given to the target areas (North County Area and South County Area)

Performance Measures: Manatee County hopes to acquire and rehabilitate 28 structures with the initial NSP-3 grant award.

Total Budget: \$2,989,704

Projected Start Date: April 1, 2011

Projected End Date: April 1, 2014

April 2017 - Three (3) original activities have been cancelled as they were unable to be performed. No budget was ever established for the activities and no action was ever undertaken. Funds were utilized by other approved and funded activities.

Activity #2 – Planning and Administration

Activity Description: (Include a narrative describing the area of greatest need that the activity addresses; the expected benefit to income-qualified persons; and whether funds used for this activity will be used to meet the low income housing requirement for those below 50% of area median income.) This activity will provide the general administration and planning activities required to receive NSP-3 funding and implement a successful NSP-3 program, including preparation of the substantial amendment, required noticing, monitoring, financial reporting, and other required administrative tasks.

Total Budget: \$332,189 from initial NSP-3 allocation plus 10 percent of program income.



Responsible Organization: Manatee County, Neighborhood Services Department, Community Development Division, 1112 Manatee Avenue West, Fifth Floor, Bradenton, FL 34205; Cheri R. Coryea, Director. Phone: 941-749-3029, Fax: 941-749-3027, email: cheri.coryea@co.manatee.fl.us.
Projected Start Date: December 1, 2010
Projected End Date: April 1, 2014

How Fund Use Addresses Market Conditions:

The NSP-3 Eligible Areas Map shows all the lesser developed areas east of Interstate-75 and north and south of the Manatee River are eligible areas within Manatee County. Additionally, the urbanized areas west of Interstate-75 on both sides of the Manatee River are eligible under NSP-3. The only exceptions are the barrier island communities of Anna Maria, Bradenton Beach, Holmes Beach, and Long Boat Key along with a small 4 square mile area at the northwest corner of University Parkway and Interstate 75.

Areas of Greatest Need

Specifically, the target areas are:

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1. North County Areas(Census Tract 1401, 1501)

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The North County has an overall Foreclosure Needs Score of 19.41. The North County area encompasses approximately 19,676 housing units.

Within the North County Target Area the percent of the population which are less than 120 percent AMI is 84.47 percent. Also, the percent of the population below 80 percent AMI is 62.74 percent according to HUD.

According to the USPS, residential addresses in North County are 19,953. Of these, 335 were identified to be vacant by the USPS.

HUD has determined that there have been 3,124 mortgages received between 2004 and 2007 in the North County Target Area. Also, of all mortgages in the Target Area it has been determined that 30.55 percent are considered high costs mortgages.

Over the past year there have been 377 foreclosure starts in the area. In addition there are 112 Real Estate Owned (REO) properties. This calculates to a percentage of Housing Units 90 or more days delinquent or in foreclosure to be 18.81 percent.

2. South County Areas (Census Tract 200, 301, 304, 305, 306, 602)

The South County has an overall Foreclosure Needs Score of 19.23. This exceeds the minimum of 17 required by HUD. The South County area encompasses approximately 5,219 housing units.

Within the South County Target Area the percent of the population which are less than 120 percent AMI is 69.6 percent. Also, the percent of the population below 80 percent AMI is 46.14 percent according to HUD.

According to the USPS, residential addresses in South County are 5,969. Of these, 120 were identified to be vacant by the USPS.

HUD has determined that there have been 2,065 mortgages received between 2004 and 2007 in the South County Target Area. Also, of all mortgages in the Target Area it has been determined that 28.04 percent are considered high costs mortgages.

Over the past year there have been 246 foreclosure starts in the area. In addition there are 73 Real Estate Owned (REO) properties. This calculates to a percentage of Housing Units 90 or more days delinquent or in foreclosure to be 19.21 percent.

All properties will be purchased at a minimum of 1 percent less than the appraised value. Appraisals shall be consistent with the appraisal requirements of the Uniform Relocation Act.

Ensuring Continued Affordability:

The County will use the minimum affordability period of the federal HOME Investment Partnership Program, 24 CFR 92.252(a), (c), (e), and (f), and 92.254. The minimum affordability period is listed below:

- Up to \$15,000 = 5 years
- \$15,001 - \$40,000 = 10 years
- Over \$40,000 = 15 years
- New Construction = 20 years

Definition of Blighted Structure:

Manatee County, a Grantee of HUD's CDBG and NSP funds, defines a blighted structure as follows:

"A structure that is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare. The requirements a blighted structure should meet, one or all, including but not limited to:

- A structure that has suffered damage by fire, wind, • earthquake, flood, intrusion of water, vandalism or other acts of God and/or man that has weakened or affected major elements of the structure that would deem it unsafe for habitation or any human activity inside or outside thereof.
- A structure that contains equipment that either • has affected or has the potential to cause harm to human health, safety, or public welfare. Equip-ment being defined as, but not limited to, boilers, heating and air conditioning equipment, eleva-tors, moving stairways, electrical wiring or devices, plumbing connections or devices, flammable or corrosive containers, or other equipment in and/or around the structure or premises that could po-tentially have an adverse affect on human health, safety, or public welfare.
- A structure that has an egress that is either dam-• aged, not of adequate size, or is not arranged in a manner that



would allow safe path of travel for humans in case of fire, flood, or other instance that would cause panic and/or threat of life.

- A structure that contains mold, asbestos, lead • based paint, and/or any other substance that is known to have an adverse affect on human life or public welfare.
 - A structure that is in disrepair or the conditions • thereof is such that it exhibits signs of inadequate maintenance, decay, deterioration, dilapidation, or use for which the structure is not meant, posing a threat to human health, safety, or public welfare.
 - A structure that contains ele-ments that are deemed unsafe or unsanitary for habitation and/or the anticipated use, such as a gathering of the public, commercial activity, or more.
 - A structure that contains auxiliary and/or ancil-lary structures or elements, attached to or on the general premises that were constructed without the appropriate permits, plans review, inspections, or meeting other requirements as outlined by the local building department of the municipality in which the structure exists.
 - A structure that is determined blighted by any other • means than before mentioned, as documented in writing by a member of the Manatee County Build-ing Department or Code Enforcement staff, with appropriate support material (e.g. proof that legal process for construction and/or remodel was not followed, photographs, code enforcement com-plaints, etc.). This is to be reviewed by a member of Manatee County's Neighborhood Services Com-munity Development staff, being signed and dated by both parties, showing consensus of the structures condition and determination as blighted.
- A determination of each blighted structure, with ap-propriate support documentation shall be placed within the record of any and all such activities connected to the application of this definition.

Definition of Affordable Rents:

Affordable Rents

The following table shows the Final FY 2010 FMRs by unit bedrooms. The FMRs for units with different numbers of bedrooms are computed from the ratio of the 2005 Revised Final FMRs (based on 2000 Decennial Census Data) for the different unit sizes to the 2005 2-Bedroom Revised Final FMRs. These Rent Ratios are applied to the Final FY 2010 2-Bedroom FMR to determine the Final FY 2010 FMRs for the different size units.

Manatee County - FY 2011 Fair Market Rent by Bedroom Units

- Efficiency \$843
- One Bedroom \$923
- Two Bedroom \$1,111
- Three Bedroom \$1,419
- Four Bedroom \$1,559

Source: HUD, Final FY 2011 Fair Market Rent Documentation System

The 40th Percentile 2005 Intermediate Rents for different size units are computed from 40th Percentile 2000 Census Base Rents that are updated to 2005 using the 2000-to-2005 update factors for each unit size derived from the Revised Final FY 2005 FMR for the old FMR area that contained North Port-Sarasota-Bradenton, FL MSA.

Housing Rehabilitation/New Construction Standards:

The housing rehabilitation standards that will apply to NSP assisted rehabilitation activities will require that all buildings be brought up to local code, that required building permits be obtained and that appropriate inspections be performed. The Manatee County HOME and Housing Rehabilitation programs have existing established rehabilitation standards for use in existing rehabilitation activities. These locally developed standards meet the requirements of the existing HOME program and will be applied to NSP assisted activities.

County inspection will determine the need for rehabilitation and the maximum amount of the assistance to be provided. All work completed as a part of the NSP-3 program will be completed in accordance with Manatee County building code requirements.

In addition to meeting local building codes, Manatee County will follow HUD standards which include:

- All gut rehabilitation or new construction of residential buildings up to three stories must be designed to meet the standard for Energy Star Qualified New Homes.
- All gut rehabilitation or new construction of mid or high rise multifamily units must be designed to meet American Society of Heating , Refrigerating , and Air-Conditioning Engineers Standard 90.1-2004, Appendix G plus 20% (which is the Energy Star standard for multi-family buildings piloted by EPA and Dept. of Energy) .
- Other rehabilitation must meet these standards to the extent applicable to the rehabilitation work undertaken, e.g. replace older obsolete products and appliances with Energy Star-46 labeled products.
- Water efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed.
- Where relevant, the housing should be improved to mitigate the impact of disasters (e.g., earthquake, hurricane, flooding, fires).



Vicinity Hiring:

All Grantees, Contractors, and/or agencies will be required to comply with vicinity hiring as a condition of receiving NSP3 funds. Also, Manatee County educates all contractors on Section 3 requirements before responding to Requests for Proposals. All Manatee County contractors are required to register with Job etc. which is a local employment agency that looks to hire Manatee County residents for open positions.

Procedures for Preferences for Affordable Rental Dev.:

Manatee County intends to utilize all NSP3 funds to benefit rental housing. Due to the limited amount of funds and small geographic area any and all projects are welcome and will be reviewed on a first come first served basis. If two projects come in at the time and would otherwise be eligible to receive funding then a rental project will be given preference over a homeownership or demolition project.

Grantee Contact Information:

The Manatee County Neighborhood Services Department will be the responsible agency for administering the NSP-3 Program. The contact information for the Manatee County program administrator is listed below. Citizens and other interested parties may use the contact information below for additional information pertaining to the NSP-3 program.

NSP3 Program Administrator Contact Information

Name (Last, First): Coryea, Cheri

Email Address: cheri.coryea@mymanatee.org

Phone Number: 941-749-3029

Fax Number: 941-749-3027

Mailing Address: 1112 Manatee Avenue West, Bradenton, Florida 34205

Web Address: www.mymanatee.org

Project Summary

Project #	Project Title	Grantee Activity #	Activity Title
1- Acquisition, Rehab,	1-Acquisition, Rehabilitation,	1- CRA CDG - Rental LH25	1- CRA CDG - Rental LH25
		1- CRA CDG - Rental LMMI	1- CRA CDG - Rental LMMI
		1- Harvest - Rental LH25	1- Harvest - Rental LH25
		1- Harvest - Rental LMMI	1- Harvest - Rental LMMI
		1- Village - Rental LH25	1- Village - Rental LH25
2 - Admin/PIng	2- Admin/PIng	2-Admin/PIng	2-Admin/PIng
9999	Restricted Balance	No activities in this project	

Activities

Project # / 1- Acquisition, Rehab, Disposition / 1-Acquisition,

Grantee Activity Number: 1- CRA CDG - Rental LH25

Activity Title: 1- CRA CDG - Rental LH25

Activity Type:

Rehabilitation/reconstruction of residential structures

Project Number:

1- Acquisition, Rehab, Disposition

Projected Start Date:

08/01/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

Activity Status:

Completed

Project Title:

1-Acquisition, Rehabilitation, Disposition

Projected End Date:

02/01/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 1,256,548.93

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 1,256,548.93

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

Renter Households

Total

Low

Mod

Low/Mod%

6

0.00

of Households

6

0.00

Proposed Accomplishments

of Singlefamily Units

Total

6

of Housing Units

6

of Properties

6



Activity is being carried out by

No

Activity is being carried out through:**Organization carrying out Activity:**

CRA Community Development Group, Inc.7

Proposed budgets for organizations carrying out Activity:**Responsible Organization**

CRA Community Development Group, Inc.7

Manatee County Neighborhood Services Department

Organization Type

Non-Profit

Local Government

Proposed Budget

\$ 594,852.00

\$ 0.00

Location Description:

To be determined.

Activity Description:

6 properties will be acquired and rehabed for rental occupancy. Additional funding allocated February 2013.

Environmental Assessment: EXEMPT

Environmental None

Grantee Activity Number: 1- CRA CDG - Rental LMMI
Activity Title: 1- CRA CDG - Rental LMMI

Activity Type:
 Rehabilitation/reconstruction of residential structures

Project Number:
 1- Acquisition, Rehab, Disposition

Projected Start Date:
 08/01/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 LMMI: Low, Moderate and Middle Income National Objective for NSP Only

Benefit Report Type:
 Direct (Households)

Activity Status:
 Under Way

Project Title:
 1-Acquisition, Rehabilitation, Disposition

Projected End Date:
 02/01/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 467,990.57

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 467,990.57

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Renter Households	1			0.00
# of Households	1			0.00

Proposed Accomplishments

	Total
# of Singlefamily Units	3
# of Housing Units	3
# of Properties	3

Activity is being carried out by
 No

Activity is being carried out through:

Organization carrying out Activity:
 CRA Community Development Group, Inc.10

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget
CRA Community Development Group, Inc.10	Non-Profit	\$ 594,852.00
Manatee County Neighborhood Services	Local Government	\$ 0.00

Location Description:

To be determined.

Activity Description:

3 properties will be acquired and rehabed for rental occupancy.

Environmental Assessment: UNDERWAY

Environmental None



Grantee Activity Number: 1- Harvest - Rental LH25
Activity Title: 1- Harvest - Rental LH25

Activity Type:
 Rehabilitation/reconstruction of residential structures

Project Number:
 1- Acquisition, Rehab, Disposition

Projected Start Date:
 08/01/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

Benefit Report Type:
 Direct (Households)

Activity Status:
 Under Way

Project Title:
 1-Acquisition, Rehabilitation, Disposition

Projected End Date:
 02/01/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 809,752.48

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 809,752.48

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Renter Households	5			0.00
# of Households	5			0.00

Proposed Accomplishments

	Total
# of Singlefamily Units	5
# of Housing Units	5
# of Properties	5

Activity is being carried out by
 No

Activity is being carried out through:

Organization carrying out Activity:
 Harvest Tabernacle of Sarasota, Inc.

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget
Harvest Tabernacle of Sarasota, Inc.	Non-Profit	\$ 742,000.00

Location Description:

To be determined.

Activity Description:

5 properties will be acquired and rehabed for rental occupancy. Additional funding allocated February 2013.

Environmental Assessment: EXEMPT

Environmental None

Grantee Activity Number: 1- Harvest - Rental LMMI
Activity Title: 1- Harvest - Rental LMMI

Activity Type:

Rehabilitation/reconstruction of residential structures

Project Number:

1- Acquisition, Rehab, Disposition

Projected Start Date:

08/01/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

LMMI: Low, Moderate and Middle Income National Objective for NSP Only

Activity Status:

Under Way

Project Title:

1-Acquisition, Rehabilitation, Disposition

Projected End Date:

02/01/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 232,247.52

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 232,247.52

Benefit Report Type:

Direct (Households)

Proposed Beneficiaries

Renter Households

Total

Low

Mod

Low/Mod%

2

0.00

of Households

2

0.00

Proposed Accomplishments

of Singlefamily Units

Total

2

of Housing Units

2

of Properties

2

Activity is being carried out by

No

Activity is being carried out through:

Organization carrying out Activity:

Harvest Tabernacle of Sarasota, Inc.

Proposed budgets for organizations carrying out Activity:

Responsible Organization

Harvest Tabernacle of Sarasota, Inc.

Organization Type

Non-Profit

Proposed Budget

\$ 300,000.00



Location Description:

To be determined.

Activity Description:

2 properties will be acquired and rehabed for rental occupancy.

Environmental Assessment: EXEMPT

Environmental None

Grantee Activity Number: 1- Village - Rental LH25
Activity Title: 1- Village - Rental LH25

Activity Type:
 Rehabilitation/reconstruction of residential structures

Project Number:
 1- Acquisition, Rehab, Disposition

Projected Start Date:
 08/01/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.

Benefit Report Type:
 Direct (Households)

Activity Status:
 Under Way

Project Title:
 1-Acquisition, Rehabilitation, Disposition

Projected End Date:
 02/01/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 242,902.50

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 242,902.50

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Renter Households	1			0.00
# of Households	1			0.00

Proposed Accomplishments

	Total
# of Singlefamily Units	1
# of Housing Units	1
# of Properties	1

Activity is being carried out by
 No

Activity is being carried out through:

Organization carrying out Activity:
 Village Group Partner's, Inc.

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget
Village Group Partner's, Inc.	Non-Profit	\$ 250,000.00

Location Description:

To be determined.

Activity Description:

Property will be acquired and rehabbed for rental occupancy.

Environmental Assessment: EXEMPT

Environmental None

Project # / 2 - Admin/PInG / 2- Admin/PInG

Grantee Activity Number: 2-Admin/PInG
Activity Title: 2-Admin/PInG

Activity Type:

Administration

Project Number:

2 - Admin/PInG

Projected Start Date:

03/10/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

Not Applicable (for Planning/Administration or Unprogrammed Funds only)

Benefit Report Type:

NA

Activity Status:

Under Way

Project Title:

2- Admin/PInG

Projected End Date:

03/09/2014

Project Draw Block Date by HUD:**Activity Draw Block Date by HUD:**

Total Budget: \$ 334,382.00

Most Impacted and Distressed Budget: \$ 0.00

Other Funds: \$ 0.00

Total Funds: \$ 334,382.00



Activity is being carried out by

No

Activity is being carried out through:**Organization carrying out Activity:**

Manatee County Neighborhood Services Department

Proposed budgets for organizations carrying out Activity:**Responsible Organization**

Manatee County Neighborhood Services Department

Organization Type

Local Government

Proposed Budget

\$ 332,189.00

Location Description:1112 Manatee Avenue West
Bradenton, FL 34205**Activity Description:**

General administration and planning activities for NSP3 Program.

Environmental Assessment: EXEMPT**Environmental** None

Action Plan Comments:

Serino, Lori The County should summarize the Distribution and Uses of NSP Funds, as well as How Funds Use Address Market Conditions. County should roll project title 1-3 for LMMI into one activity as well as roll project title 4-6. All projects and activities for the aforementioned need to be funded. LS 4/12/11

Serino, Lori A maximum of 10% can be utilized for admin, Manatee appears to have funded admin twice for a total of 20%. No other activities were funded. Please adjust admin and fund the remaining projects then applicable activities. LS 5/19/11

Serino, Lori Reviewed and approved. LS 6/7/11

Reviewer - Revised the activity types from acquisition to rehabilitation/reconstruction. SM 10/5/11

Reviewer - Revised and grouped activity types under project #1- Acquisition, Rehab, Disposition. SM 10/24/11

- Serino, Lori Action Plan was modified to capture program income in the amount of \$16,555 - these funds have been receipted in the system. \$14,900 was allocated to Activity - CRA CDG - Rental LH25 and \$1,655 was allocated to Program Administration Activity, per an email from Jeannie Watkins sent 1/16/14
- Serino, Lori The three previously mentioned activities that were deleted, should have been marked cancelled and the budget brought down to zero, since they were deleted with no reference in the action plan, please insert a narrative providing the activity number and previous budget and where the funds were reallocated. Submit to FO for review and approval.
- Serino, Lori April 2017 - Three (3) original activities have been cancelled as they were unable to be performed. No budget was ever established for the activities and no action was ever undertaken. Funds were utilized by other approved and funded activities.

Action Plan History

Version	Date
B-11-UN-12-0010 AP#1	10/24/2011
B-11-UN-12-0010 AP#2	07/18/2012
B-11-UN-12-0010 AP#3	09/25/2012
B-11-UN-12-0010 AP#4	12/11/2012
B-11-UN-12-0010 AP#5	02/22/2013
B-11-UN-12-0010 AP#6	06/06/2013
B-11-UN-12-0010 AP#7	06/27/2013
B-11-UN-12-0010 AP#8	08/23/2013
B-11-UN-12-0010 AP#9	01/16/2014
B-11-UN-12-0010 AP#10	05/02/2017
B-11-UN-12-0010 AP#11	11/16/2020

