

City of Winter Haven,
Florida

Consolidated Annual Performance and Evaluation Report

CAPER

Program Year 2008

WINTER HAVEN
The Chain of Lakes City

FY 2008-2009
CAPER

December 2009



Fourth Program Year CAPER

The CPMP Consolidated Plan Management Process Consolidated Annual Performance and Evaluation Report (CAPER) 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

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 Consolidated Annual Performance and Evaluation Report (CAPER) Executive Summary response:

Polk County Board of County Commissioners and The City of Winter Haven City Commission has an Inter-Local Agreement that authorizes Polk County Housing and Neighborhood Services Division to administer the Winter Haven Community Block Grant Program. The April 2004 agreement was amended in 2006 to modify the duration of the agreement from September 13, 2006, to September 30, 2016.

Polk County Housing and Neighborhood Services Division provides administration, program planning, and service delivery for the Winter Haven CDBG Program, with extensive coordination and collaboration between City and County staff.

The Winter Haven FFY 2008/09 Action Plan was reviewed and analyzed for compliance with CDBG Program regulations. Each project is evaluated for risk and monitored based on the results of the risk analysis. Programs are evaluated on a case by case basis.

The Winter Haven CDBG Program achieved the following during the 2008-2009 year:

- *During the FY 2008-2009 program year, the City completed the final phase of the streetscape and improvements along Avenue T and Lucerne Park road. Approximately \$252,914 in City CDBG funds (carried over from previous FY) were used to complete piping, landscaping, sidewalk and lighting improvements in the area. This area serves 2,205 low- and moderate-income residents.*
- *100% of the funds allocated to Public Service activities were expended.*

This is the fourth year the Consolidated Plan Management Process (CPMP) tool was used to complete Winter Haven's Consolidated Annual Performance & Evaluation Report (CAPER). FFY 2008/09 Action Plan meetings were held with the City of

Winter Haven staff to develop a work plan and schedule. Public hearings were advertised in local newspapers and held to encourage citizen participation.

The success of the Winter Haven CDBG program can be measured by the completion of planned projects described in the action plan for the year. In 2008-2009, ___% of projects were completed, closed out, and served approximately ___ low- and moderate- income clients. With the exception of a project cancellation (Chain of Lakes Achievers), all planned public service projects were completed during the 2008/2009 year. Funding was awarded to the following agencies for public service activities: Tampa Bay Lighthouse of the Blind, Women's Resource Center, and Big Brothers/ Big Sisters of Tampa. Chain of Lakes Achiever's (COLA) initially was programmed to receive \$10,000 in public service funds, but their project was cancelled during the program year. The funds were re-allocated to CDBG contingency. The successful completion of these projects is the result of the collaborative coordination of City and County staff With the agencies providing the service.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula this is part of the HUD template HUD developed this (this needs to be defined) grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

Program Year 4 4CAPER General Questions response:

1. ASSESSMENT OF GOALS AND OBJECTIVES

a-c.

The Consolidated Annual Performance Evaluation Report (CAPER) is required by the U.S. Department of Housing and Urban Development (HUD) for cities receiving Community Development Block Grant (CDBG) funds. The purpose is to report the progress made during the Program Year in implementing the strategies described in the City's FFY 2005/09 Consolidated Plan, adopted August 8, 2005, and the FFY 2008/09 Action Plan, adopted July 28, 2008. The Program Year 2008/09 CAPER also describes how the City of Winter Haven meets the needs of low- and moderate-income persons as reflected in the Consolidated Plan. The primary goals of the City are:

- To maintain, provide, and increase safe and affordable housing.
- To create economic development activities that will result in increased job opportunities for low- and moderate-income persons.
- To provide infrastructure and neighborhood improvements in low- and moderate-income target areas that will improve the quality of life and enhance the aesthetic character of the area.
- To maintain, provide, and increase social and public services to low- and moderate-income persons such as educational, recreational, health, and nutrition services.

The following is a list of CDBG funded projects described in the FF 2008/09 Action Plan. The projects meet the objectives of the Community Development Block Grant program:

CDBG Projects FFY 2008/09

Neighborhood Improvement	Funding
Sidewalk Improvements- Florence Villa/Lake Maude Neighborhood	\$ 50,000
Winter Haven Recreational and Cultural Center Playground	\$ 80,000
Neighborhood Service Center Rehabilitation	\$ 40,000
Public/Homeless Services	
Tampa Bay Lighthouse for the Blind and Visually Impaired	\$ 10,000
Resource Center for Women – Crisis Counseling	\$ 9,000
Big Brothers Big Sisters of Tampa – Mentoring/ Counseling	\$ 10,000
Planning/Administration	
CDBG Administration – General	\$ 53,000
Contingency	\$ 17,327
Total	\$ 269,327

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
SL-1	Availability/Accessibility of Suitable Living Environment – Public/Homeless Services						
SL-1.1	In FY 2008-09, the CDBG program allocated \$10,000 to Tampa Bay Lighthouse for the Blind to create accessibility to suitable living environments for visually impaired persons living in the City of Winter Haven	CDBG	Number of visually impaired persons receiving access to services.	2005			
				2006	20		
				2007	20		
				2008	20	25	
		MULTI-YEAR GOAL					
SL-1.3	In FY 2007-08, the CDBG program allocated \$10,000 to Big Brothers Big Sisters of Tampa Mentoring and Counseling Program to create accessibility to suitable living environments for low and moderate income children living in the City of Winter Haven	CDBG	Number of Low and moderate income children who will have access to mentoring and counseling services	2005			
				2006	10		
				2007	10		
				2008	11	12	
		MULTI-YEAR GOAL					
SL-1.4	In FY 2007-08, the CDBG program allocated \$10,000 to the Resource Center for Women to create accessibility to suitable living environments for women at risk of domestic violence living in the City of Winter Haven	CDBG	Number of women at risk of domestic violence who will access to information and referral services.	2005			
				2006	25		
				2007	25		
				2008	251	1424	
		MULTI-YEAR GOAL					

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
SL-3 Sustainability of Suitable Living Environment – Neighborhood Improvements/Infrastructure							
SL-3.1	In FY 2008-09, the CDBG program allocated \$50,000 to provide sidewalk improvements to Florence Villa/Lake Maude Neighborhood for the purpose of making sustainable and suitable living environments for low to moderate income persons in the City of Winter Haven	CDBG	Number of low and moderate income persons who will benefit from sidewalk improvements in their neighborhoods	2005			
				2006			
				2007			
				2008	2,205	0	0
				2009			
MULTI-YEAR GOAL							
SL-3.2	In FY 2008-09, the CDBG program allocated \$80,000 to provide playground improvements for the WH Recreational and Cultural Center for the purpose of making improved access to suitable living environments for low to moderate income persons in the City of Winter Haven	CDBG	Number of low and moderate income persons who will benefit from playground improvements at the WH Recreational and Cultural Center.	2005			
				2006			
				2007			
				2008	2,205		
				2009			
MULTI-YEAR GOAL							
SL-3.3	In FY 2008-09, the CDBG program allocated \$40,000 to provide rehabilitation/improvements to the Neighborhood Service Center in Florence Villa for the purpose of making sustainable and suitable living environments for low to moderate income elderly persons in the City of Winter Haven	CDBG	Number of low and moderate income elderly persons who will benefit from streetscape improvements in their neighborhoods	2005			
				2006			
				2007			
				2008	2,205	0	0
				2009			
MULTI-YEAR GOAL							

NEIGHBORHOOD IMPROVEMENTS

CDBG funds were used to improve the quality of life for residents in the City's most distressed neighborhoods. During the FY 2008-2009 program year, the City completed the streetscape and improvements along Avenue T and Lucerne Park road. The Florence Villa Avenue T, NE Streetscape and Road Improvement Project is considered among the City's most notable, successful projects. The City of Winter Haven and Polk County partnered to provide streetscape improvements for Lucerne Park Road from Avenue T, NE to Avenue Y, NE. The final phase of the streetscape improvement project was completed during the 2008-2009 FY. The City of Winter Haven funds were used to provide piping, landscaping, sidewalk and lighting improvements for the final phase of the project. This area serves 2,205 low- and moderate-income persons.

In the 2008-2009 Fiscal Year, the City committed CDBG funds to the following neighborhood improvement projects: Improvement to the playground at the Recreational and Cultural Center, rehabilitation of the Neighborhood Service Center, as well as sidewalk improvements in the in the Lake Maude Neighborhood.

In May of 2009, the City successfully submitted for its share (\$73,147) of special CDBG Recovery Act dollars to fund renovations to the Police Athletic League (PAL) Building. Polk County HND is conducting an environmental assessment of the project site. The PAL improvement project will begin after release of CDBG-R funds.

PUBLIC SERVICE

The City of Winter Haven CDBG program provided funding to assist 1,461 low-income residents for three (3) public service programs. Services included training and rehabilitation for blind and visually-impaired persons, referral assistance to women/families in crisis, and a mentoring and counseling program for low- income youth and their families.

Tampa Bay Lighthouse for the Blind and Visually Impaired

The City expended \$10,000 for salaries and benefits for a rehabilitation teacher, case manager, as well as a orientation and mobility instructor. Tampa Lighthouse served 25 disabled persons.

Women's Resource Center

The Women's Resource Center used \$9,000 in CDBG funds to provide a hotline for one thousand four hundred twenty four (1,424) battered or abused women to call and receive referrals to various agencies.

Big Brothers Big Sisters of Tampa – Mentoring/Counseling

The City expended \$10,000 to provide mentoring and counseling to low-income youth and their families. Twelve (12) income-eligible children and approximately twenty six (24) family members received mentoring and counseling services.

ADMINISTRATION

Funds were used to administer and implement CDBG activities, develop strategies, and to promote citizen participation.

Administration

Planning and administrative funds in the amount of \$44,042.23 were expended to pay necessary administrative costs to implement CDBG activities, develop strategies, and meet citizen participation requirements.

An Inter-local Agreement between the Polk County Board of County Commissioners and the Winter Haven City Commission authorizes the Polk County Housing and Neighborhood Development Division to plan, manage, and administer the City's CDBG Program staff. This agreement has been in place since April 28, 2004.

2. Program Changes

After assuming the responsibility for the CDBG Program, the County developed a "risk analysis" process to determine the frequency of monitoring visits during the course of project contract. This risk based analysis is for all on-going programs funded by the City of Winter Haven. The result was a coordinated effort by the City and County staff to ensure program and fiscal integrity. Several non-profit organizations received letters warning of non-compliance. Subsequently, these organizations made the necessary changes to hire competent employees, follow regulatory and fiscal compliance requirements, and meet routinely with program to be considered for future funding opportunities.

3. AFFIRMATIVELY FURTHERING FAIR HOUSING

a-b

In August of 2005, the City of Lakeland and the Polk County Board of County Commissioners entered into a contract with a consultant firm to perform an independent study of the Impediments to Fair Housing. This study area also included the incorporated boundaries of the City of Winter Haven. The final report was completed in September 2005.

The City continues to use findings of the City's Analysis of Impediments to Fair Housing (AI). The findings of the study revealed that affordable housing, de facto discrimination from public policies, and unawareness on the part of

the general public were the greatest impediments to fair housing in the City. The following actions were taken during FFY 2008-2009 to address these impediments: continued to develop affordable housing and implemented an outreach and educational program targeted to potential purchasers through local non-profits.

The following chart gives a summary of the impediments outlined in the Analysis of Impediments to Fair Housing study (AI) completed in 2005, along with Action Steps taken in FY 2008-2009 to overcome the effects of those impediments.

Affirmatively Furthering Fair Housing

Impediment	ACTION STEP
Discrimination based on race/national origin or disability	<ul style="list-style-type: none"> • Displayed Fair Housing Brochures and Complaint forms in Lobby of City Hall and Library. • Provided Fair Housing Literature at the Human Services Open House at the Stuart Center in Bartow October 28, 2009.
Need for more Affordable Housing – 1.) Housing—Cost of Housing 2.) Provided Fair Housing Information/Brochure in all Homebuyer Education classes	<ul style="list-style-type: none"> • Continued to fund home purchase assistance through the SHIP program. • Continued to lobby for and fight attempts to reduce state and federal funding for housing assistance programs.
New Impediment— Subprime home-refinancing 1.) Lending Practices—Impacts upon Low Income Homebuyers	<ul style="list-style-type: none"> • Additional module on predatory lending included in home buyers classes for SHIP Home Purchase program.
Housing—Age and Condition of Housing Stock	<ul style="list-style-type: none"> • Funded Housing Rehabilitation and Replacements with SHIP, HHR, and HOME grants

Polk County and the City of Winter Haven updated its Analysis of Impediments to Fair Housing Choice and Fair Housing Action Plan during FFY 2004-05. The update was approved by the Board of County Commissioners on August 16, 2005.

4. Strategic Plan or Actions taken to meet the underserved.

During FFY 2007/08, the City of Winter Haven CDBG program provided funding for various programs such as neighborhood streetscape and allocated funds to several local non-profits to assist in meeting the needs of the under served population. The

projects include: completion of the Florence Villa Avenue "T" Streetscape Improvements (funds carried over from previous FFY), Tampa Bay Lighthouse for the Blind, Women's Resource Center, and Big Brothers Big Sisters Mentoring Program. The total clients served were 4,691

5. Leveraging Resources.

a-c

\$_____ in CDBG funds leveraged \$_____ in various programs such as neighborhood improvements and public/homeless services.

FFY 08/09 Budget									
Agency/Program	Census Tract	Project Title	Funding Sources					Outcomes	
			LEVERAGE	LEV %	FFY 08-09 CDBG	FFY 08-09 ESG	FFY 08-09 HOME	Funds Expended	Clients Served
NEIGHBORHOOD IMPROVEMENTS -									
The City of Winter Haven	136	Florence Villa Avenue "T" Streetscape Improvements Lucerne Park Road from Avenue T, NE to Ware Ave.	\$ 289,449	100	\$_____			\$252,913.97	2,205
The City of Winter Haven	136	Sidewalks Florence Villa/Lake Maude Neighborhood			\$50,000			\$0	
The City of Winter Haven	136	Recreational/Cultural Center Playground			\$80,000			\$0	
The City of Winter Haven	136	Neighborhood Service Center Rehabilitation			\$40,000			\$0	
		Subtotal	\$_____		\$_____	\$0	\$0	\$252,913.97	2,205
PUBLIC/HOMELESS SERVICES -									
The City of Winter Haven	LMC	Tampa Bay Lighthouse for the Blind	\$505,325	0	\$10,000			\$10,000	25
The City of Winter Haven	LMC	Women's Resource Center Information & Referral	\$25,242	0	\$9,000			\$9,000	1,424
The City of Winter Haven	LMC	Big Brothers/Big Sisters - Mentoring/Counseling Program	\$0	0	\$10,000			\$ 10,000	13
		Subtotal	\$530,567		\$29,000	\$0	\$0	\$ 29,000	4691
ADMINISTRATION/CONTINGENCY -									
		Administration			\$53,000			\$44,042.23	
		Contingency			\$11,793			\$0	
		Subtotal			\$	 	 	\$	
		TOTALS	\$_____		\$_____	\$0	\$0	\$_____	

Managing the Process

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

Program Year 4 4 CAPER Managing the Process response:

The FFY 2008/09 Action Plan was reviewed for program performance. A financial analysis was conducted for compliance with program requirements and all program activities were evaluated for compliance with CDBG regulations.

Throughout the fiscal year, the City of Winter Haven's staff and Polk County's staff worked closely to meet the needs of Winter Haven's low and moderate-income communities. Public Hearings were held, January 31, 2008, and June 19, 2008. Although there were no citizens present or represented at the public hearings, all citizens' participation requirements were met. Three (3) public services projects were scheduled to be accomplished during FFY 2008/09.

Because the County serves as the administrator of the Winter Haven CDBG program, the management process is similar to that of Polk County. Each project is evaluated and verified for eligibility requirements with the CDBG 24 CFR.570 regulations, the CDBG Desk Guide, and the CDBG Guide to Eligible Activities. A risk factor analysis is performed for each contract for grant funds. When a risk factor is established, the project manager determines the extent to which the client will need technical support during the program year. Technical assistance is provided to each subrecipient by professionally-trained CDBG Program Managers. Weekly contact ensures program compliance and forestalls inaccurate expenditure of funds. Monthly reports are required for each project to confirm adherence to program regulations and to evaluate progress.

HND has a policy to provide long-term monitoring in addition to monitoring projects implemented during the current program year. Long-term monitoring is applicable to projects that have oversight requirements that extend after the initial agreement ends.

This long-term monitoring policy applies to the CDBG projects. The City does not use CDBG funds for its housing programs, but instead uses Florida's State Housing Initiatives Partnership (SHIP) funding. Typically, affordable housing constructed through state housing programs carries a stipulation for a defined affordability period. The homeowners and tenants have to meet income requirements. The state program requires the rental units to be managed according to prescribed standards. Additionally, homeowners must maintain their home as a principal residence. The County conducts monitoring during this specified time to ensure compliance with these requirements.

The cooperative agreement between the City of Winter Haven and Polk County resulted in a year-end, drawdown rate of % for activities completed in the FFY 2008/09 Action Plan. The County's continued development of administrative practices and monitoring methodology will result in improved service delivery and program integrity.

Citizen Participation

1. Provide a summary of citizen comments.
2. 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.

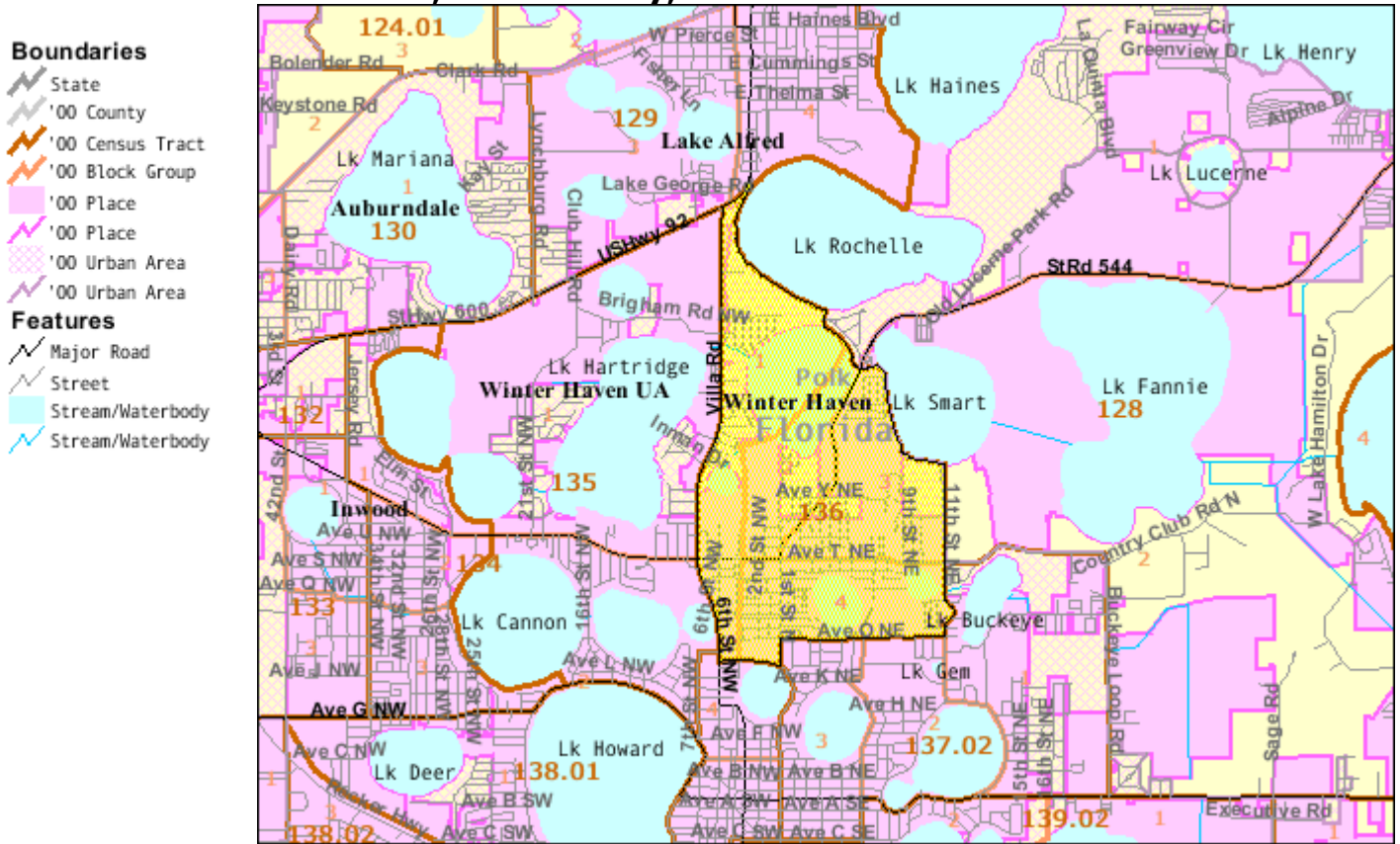
*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 4 CAPER Citizen Participation response:

Public Hearings were held, January 31, 2008, and June 19, 2008. Although there were no citizens present or represented at the public hearings, all citizens' participation requirements were met.

Funds Committed / Expenditures / Service Area					
IDIS Activity Number	Project/Activity		Funds Committed	Expenditures	Service Area/ Census Tract
196	The City of Winter Haven	Florence Villa Infrastructure Improvements Ave T to Ware	\$	\$252,914	136 BG 1,2,3,4
	The City of Winter Haven	Sidewalk Improvements Florence Villa/Lake Maude Neighborhood	\$50,000	0	CT 136
	The City of Winter Haven	Winter Haven Recreational and Cultural Center Playground	\$80,000		CT 136
	The City of Winter Haven	Neighborhood Service Center Rehabilitation	\$40,000	0	CT136
203	The City of Winter Haven	Tampa Lighthouse for the Blind	\$10,000	\$10,000	LMC
205	The City of Winter Haven	Women's Resource Center Information & Referral	\$9,000	\$9,000	LMC
204	The City of Winter Haven	Big Brothers/Big Sisters of Tampa – Mentoring Program	\$10,000	\$10,000	LMC
		Administration	\$	\$44,042.23	

Census Tract 136, Polk County, Florida



7 miles across

Institutional Structure

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

Program Year 4 4 CAPER Institutional Structure response:

The Polk County Housing and Neighborhood Development (HND) Division is the lead agency administering the City of Winter Haven's Community Development Block Grant (CDBG) funds. Through an agreement with the County, Winter Haven contracted with HND to plan and complete projects using these funds. Polk County partners with non-profit organizations and other agencies for the effective delivery of services. Memoranda of Understanding or Subrecipient Agreements identify the project scope of services, timelines, and budget. The agreements are used as a management tool to ensure program objectives, performance measures, and project delivery are successfully met. HND performs administrative management for all CDBG projects. Various departments within the City of Winter Haven such as Community Development, Community Services, Financial Services, Technical Services, City Manager's Office, and the City Attorney provide guidance for project implementation, construction and completion, as well as, legal and fiscal oversight.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low- and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 4 CAPER Monitoring response:

1. HND strives to monitor every project at least once annually. Staff monitors the Subrecipient Agreements once a year or more until the projects are completed. Multi-year agreements receive an annual monitoring visit.

Technical assistance is provided by each program manager during the duration of each contract. Monthly billing requests are reviewed prior to payment for compliance with federal regulations. Outcomes and performance measures are monitored monthly to ensure the grantee is on schedule with proposed performance measures.

2. The results of your monitoring including any improvements.

HND's monitoring of City of Winter Haven projects revealed a need for review of projects previously completed that have long-term requirements. Because this is the fourth full reporting year for administering these funds by County staff, we continue to complete evaluations and follow-up on the City's previous CDBG program projects. Because of staff changes and challenges documenting previous project accomplishments, this has resulted in a lack of effective continuity. We have found in one (1) project unfilled financial obligations by a subrecipient. We will continue to work with City of Winter Haven personnel to take timely action to enforce the provisions set forth in the previous agreements with this subrecipient.

We will continue to review in-progress and completed City of Winter Haven projects to assure that their terms are being fulfilled.

- The table on the next page answers the self evaluation questions

FFY 08/09 Budget									
Agency/Program	Census Tract	Project Title	Funding Sources					Outcomes	
			LEVERAGE	LEV %	FFY 08-09 CDBG	FFY 08-09 ESG	FFY 08-09 HOME	Funds Expended	Clients Served
NEIGHBORHOOD IMPROVEMENTS -									
The City of Winter Haven	136	Florence Villa Avenue "T" Streetscape Improvements Lucerne Park Road from Avenue T, NE to Ware Ave.	\$ 289,449	100	\$			\$	2,205
The City of Winter Haven	136	Sidewalks Florence Villa/Lake Maude Neighborhood			\$50,000			\$0	
The City of Winter Haven	136	Recreational/Cultural Center Playground			\$80,000			\$0	
The City of Winter Haven	136	Neighborhood Service Center Rehabilitation			\$40,000			\$0	
		Subtotal	\$289,449		\$	\$0	\$0	\$	2,205
PUBLIC/HOMELESS SERVICES -									
The City of Winter Haven	LMC	Tampa Bay Lighthouse for the Blind	\$459,737	0	\$10,000			\$10,000	25
The City of Winter Haven	LMC	Women's Resource Center Information & Referral	\$52,365	0	\$9,000			\$9,000	1.424
The City of Winter Haven	LMC	Big Brothers/Big Sisters - Mentoring/Counseling Program	\$0	0	\$10,000			\$10,000	12
		Subtotal	\$512,102		\$29,000	\$0	\$0	\$ 29,000	1,461
ADMINISTRATION/CONTINGENCY -									
		Administration			\$53,000			\$44,042.23	
		Contingency			\$11,793			\$0	
		Subtotal			\$			\$	
		TOTALS	\$801,551		\$	\$0	\$0	\$	

Lead-based Paint

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

Program Year 4 4 CAPER Lead-based Paint response:

No federal funds are used in the performance of housing (lead-based paint) activities in the City of Winter Haven.

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.

Program Year 4 4 CAPER Housing Needs response:

The goal of the City's affordable housing program has historically been:

The City of Winter Haven relies on The SHIP program as the primary funding source for affordable housing rehabilitation and repair. In fiscal year 2007/08, Winter Haven expended approximately \$ [REDACTED] in SHIP funds. In fiscal year 2007/08 Polk County received Hurricane Housing Recovery funds (HHR) (from the State of Florida) to assist residents of Winter Haven in the recovery from damage that occurred in the 2004 hurricane season. The hurricanes caused extensive damage in the City of Winter Haven and other portions of Polk County. Winter Haven expended \$ [REDACTED] in HHR funds. Through the SHIP Program and HHR programs, Winter Haven repaired or replaced 10 affordable housing units and provided down payment and closing cost assistance to 11 eligible persons.

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

Program Year 4 4 CAPER Specific Housing Objectives response:

1. The City of Winter Haven did not conduct any housing activities with federal funds during fiscal year 2008-2009. The City of Winter Haven uses state SHIP funds as the main source of funds for affordable housing strategies. In fiscal year 2008/09, Winter Haven expended approximately \$ [REDACTED] in SHIP funds. In fiscal year 2007/08, Polk County received Hurricane Housing Recovery funds (HHR) (through the State of Florida) to assist residents of Winter Haven to recover from damage which occurred in the 2004 hurricane season. Winter Haven expended \$ [REDACTED] in HHR funds Through the SHIP Program, HHR

Program, and the HOME Again program Winter Haven assisted 12 affordable housing units.

Strategy	Funding Source	Very low-income 50% and below AMI	Low-income 80% and below AMI	Moderate-income 120% and below AMI
Substantial/Rehab/Replacement	SHIP and HHR,	■	■	■
Minor Repair	SHIP	■	■	■
Down payment Assistance	SHIP	■	■	■

2. Refer to Table above

3. Not applicable

Public Housing Strategy

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

Program Year 4 4 CAPER Public Housing Strategy response:

HUD has deemed the Winter Haven Housing Authority as a “troubled agency.” The City of Winter Haven is committed to retaining the public housing units as affordable and viable housing stock. Therefore, the City has agreed to assist the Winter Haven Housing Authority in eliminating its troubled status by seeking other funding sources. Additionally, the City of Winter Haven City Commission appointed one (1) City Commissioner and one (1) member of City staff to serve as ex-officio members of the Winter Haven Housing Authority (WHHA) Board to assist with policy decisions. These members assisted with the selection of a new executive director for the WHHA in April 2009.

The WHHA was awarded \$350,000 to assist with the rehabilitation of the Lake Deer Apartment development. Improvements include roofing, central air conditioning, and major repair work on 12 units. This project will greatly enhance the quality of life for the residents of the apartment complex, as well as, assist the WHHA in reducing its vacancy rate. Funds were awarded on July 9, 2008, by the Polk County Board of County Commissioners.

In addition, the City of Winter Haven committed up to \$400,000 in fee waivers, Hurricane Housing Recovery (HHR) and SHIP funding to assist the WHHA in the redevelopment of the Orrin Circle property, which sustained significant damage during the 2004 Hurricane season. This project replaces the existing 65 units of family apartments with 84 rental units for seniors. Construction of the Lake Terrace Senior Apartments was completed in September 2009.

The Winter Haven Housing Authority is making improvements and working diligently to have the trouble agency classification removed. As of June 2009, The Winter Haven Housing Authority has undergone extensive auditing reviews from HUD and is on its way to achieving a standard agency rating.

Barriers to Affordable Housing

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

Program Year 4 4 CAPER Barriers to Affordable Housing response:

The following occurred during FFY 2008/09 to eliminate barriers to affordable housing:

Permits, as defined in s. 163.3164(7) and (8), for affordable housing projects are expedited to a greater degree than other development projects.

The City has a Development Review Committee consisting of the following departments: Community Development, Fire, Utilities, Community Services, and Technical Services. This committee meets weekly to review public and private development projects. Additionally, committee members review each set of development plans individually and in-depth for accuracy and compliance with City codes. The Community Development Department will expedite the committee's review process of affordable housing projects by:

- a. Ensuring the application and/or plans are prioritized for immediate review by the Development Review Committee, and
 - b. Notifying City staff on the Development Review Committee of receipt of the project application and/or plans by telephone and deliver the plans within twenty-four (24) hours to each Committee member.
- a. Prior to the release of the plans for formal review and approval, the plans will be marked as an affordable housing project and given a specific time for review and/or approval.
 - b. Before the adoption of any new ordinance, procedure, regulation, or plan, the City will consider the impact on the cost of housing pursuant to the City of Winter Haven's Comprehensive Plan adopted May 22, 2000. Policy 1.1.2, 1.4.4, 1.5.1, 1.5.2, 1.5.3, 1.5.4 and 1.5.5

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.
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.

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).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 4 4 CAPER HOME/ADDI response:

1. Not applicable
2. Not applicable
3. Not applicable
4. Not applicable

Winter Haven does not receive HOME/ADDI funds.

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.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 4 CAPER Homeless Needs response:

The Homeless Coalition supports local member organizations including the Women's Resource Center, the Salvation Army, and The Mission. Homeless needs are addressed by providing public services funding to agencies such as the Women's Resource Center. This nonprofit provides counseling and referral services to battered women, homeless women, or women who are at risk of becoming homeless.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 4 4 CAPER Specific Housing Prevention Elements response:

Homeless prevention is handled by the larger non-profit agencies with established programs such as the Salvation Army and Talbot House Ministries in Lakeland. The City of Winter Haven provided public service funding to the Women's Resource Center. This nonprofit agency provides programs and resources to women and families in crisis. Once this is accomplished, the agency offers a nine-month Independence Program. If clients choose to enter this program, The Women's Resource Center provides workshops on a variety of topics, such as domestic violence support, peer support, budgeting, resume writing, and interviewing skills. This nine-month program is designed to provide support, and foster a sense of independence and stability for the women and their children.

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).
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.

- 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.
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.
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 subrecipients.
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.
 - b. Homeless Discharge Coordination
 - i. 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.

Program Year 4 CAPER ESG response:

The Polk County ESG program serves the City of Winter Haven.
The City of Winter Haven does not receive ESG funds.

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.

See table in at the end of this section.

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

During FFY 2008-2009, CDBG funds were not used for affordable housing.

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

During FFY 2008-2009, all CDBG funds were used to fund activities that benefited extremely low-income, low-income, and moderate-income persons.

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.

There were no changes to program objectives during the FFY 2008-2009 program year.

3. Assessment of Efforts in Carrying Out Planned Actions
 - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.

Refer to table in the Community Development response at the end of this section.

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

The City of Winter Haven received no requests for certification of consistency. Upon request, each certification is considered in a fair and impartial manner and must be consistent with the current Action Plan and Consolidated Plan.

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

It is the City of Winter Haven's goal to implement the programs and projects outlined in the current Action Plan. The annual drawdown was at a rate of .

4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how did not comply with overall benefit certification.

a-b

The City of Winter Haven used all FFY 2008-2009 funds to meet the HUD National Objective: To benefit low- and moderate-income persons. All recipients of grant funds were screened for program eligibility criteria. Their incomes were in the low- to moderate-income categories as required by HUD. All areas that received benefits contained at least 51% low and moderate-income individuals based on HUD provided census data.

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

a- c - No CDBG assisted activities required relocation.

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

a - c – No low/mod job activities were completed for FFY 2008-2009.

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.

No activities using these criteria were addressed in FFY 2008-2009.

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.

There were no revolving loans completed during program year FFY 2008-2009.

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

No float-funded activities were funded in 2008-2009.

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

See chart below in question 10. b.

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

There were no property sales with CDBG or HOME funds.

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;
b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
c. The amount returned to line-of-credit or program account; and
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.

a - d – There were no prior period adjustments, or expenditures that were disallowed this fiscal year.

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

There were no float funded activities during this fiscal year.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.

Program Income		
	Prior year's owner occupied Citywide Housing Rehabilitation	\$2,755.00
	Outstanding Loans	12
	Principal Balance	\$31,744.61
	2006/07 Program Income used in reporting period	\$4,7207.70
	2006/07 Program Income not used in reporting period	\$500.00
Total	Program Income for reporting period	\$4,707.70

The following information is an approximation of how much money is owed by the Dewdney Project to the City of Winter Haven government, assuming that nothing has been repaid:

- A loan for \$48,160.70 originated on 7/22/02. This loan was to have been repaid by 2005 or refinanced; there is nothing in the Courthouse records to indicate that it was refinanced. At 3% simple interest annually, the balance of the loan would be \$55,384.80 as of 8/1/08.
- An additional loan for \$72,055.00 originated on 5/29/03. At 3% simple interest annually, the current balance of the loan would be \$80,881.74.
- Total of the two loans is currently roughly \$136,266.54.
- There is also a tax lien on the property that was filed by the Internal Revenue Service on 6/16/04 for the amount of \$16,118.61.

The following chart is an update from the IDIS system. HND and City staff is working to close this project in IDIS. Staff is working to resolve the difference in the internal documentation and IDIS balance.

Dewdney Project Overview

HUD ACTIVITY #	ACTIVITY TYPE	DATE DISBURSED	AMOUNT DISBURSED	ACCRUED INTEREST	APPROXIMATE BALANCE AT 9/08
159	Commercial Rehabilitation	5/29/03	\$34,761.41	\$4,258.27	\$39,019.68

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

No loans were deferred or forgivable.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

No loans have gone into default or were forgiven or written off during the reporting period.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

There were no parcels of property owned by the grantee or its subrecipients.

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

a-d There were no lump sum agreements during fiscal year FFY2008-2009.

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.

See Table below

- b. Provide the total CDBG funds involved in the program.
NA

- c. Detail other public and private funds involved in the project.
See Table below. All funds are non-federal.

LHAP Strategy	Funding Source	Very low-income 50% and below AMI	Low-income 80% and below AMI	Moderate-income 120% and below AMI	Public and Private funds
Substantial/Rehab/Replacement	SHIP, HHR,				
Minor Repair	SHIP				
Down payment Asst.	SHIP	0			\$

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.

The City of Winter Haven did not have a HUD-approved neighborhood revitalization strategy.

Answer to question 1-a.

Project/Activity		Objective	Outcome Category	Specific Outcome Indicator	Measure	Actual #	Expenditures	Actual Outcomes
The City of Winter Haven	Florence Villa Streetscape Improvements- Lucerne Park Road Ave. T to Ware Ave.	Suitable Living Environment	Accessibility/ Availability	Low to moderate income persons in the Winter Haven Area.	Number of public facilities completed	2,205	\$	2,205
The City of Winter Haven	Tampa Lighthouse for the Blind	Suitable Living Environment	Accessibility/ Availability	Senior persons in the Winter Haven Area.	Number of disabled persons served	25	10,000	25
The City of Winter Haven	Women's Resource Center Information & Referral	Suitable Living Environment	Accessibility/ Availability	Low to moderate income women in the Winter Haven Area.	Number of women served	1424	\$9,000	251
The City of Winter Haven	Big Brothers/Big Sisters of Tampa – Mentoring Program	Suitable Living Environment	Accessibility/ Availability	Low to moderate income youth	Number of Children who were mentored	12	\$10,000	11

Antipoverty Strategy

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

Program Year 4 4CAPER Antipoverty Strategy response:

The focus of Winter Haven’s anti-poverty strategy is to improve the quality of life for low and moderate income persons in the city. The table above outlines the projects that address quality of life issues for low and moderate income residents

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).

Program Year 4 4 CAPER Non-homeless Special Needs response:

The City of Winter Haven did not use CDBG funds for Non-Homelessness Special Needs housing and has not identified City specific priorities. The housing needs assessment and the community profile in the Consolidated Plan found there is a large percentage of elderly persons that are in need when compared to chronically homeless persons. The proportion of elderly is expected to increase at a faster rate than other age cohorts, compounding the need for senior services. Therefore, the City chose to target its scarce public service funds to meet the greatest need-providing services to seniors.

Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview

- (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
- (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 4 4CAPER Specific HOPWA Objectives response:

The City of Winter Haven does not receive HOPWA funds.

OTHER NARRATIVE

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

Program Year 4 4 CAPER Other Narrative response:

As a component of the American Recovery and Reinvestment Act of 2009, requests for applications for the Neighborhood Stabilization 2 (NSP2) program were solicited from HUD. The City of Winter Haven and Winter Haven Housing Authority are members of the consortium of agencies that applied for the funds in Polk County, to combat the negative effects of the mounting foreclosure problem in the area. The grant request was for \$15 million to affect at least 100 units of abandoned and foreclosed housing throughout Polk County. The Polk County NSP-2 application is under review. If successfully awarded, the NSP-2 funds could provide additional housing opportunities and revitalization efforts in Winter Haven.