

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

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The Consolidated Annual Performance and Evaluation Report (CAPER) is an annual report for the City of Sanford's Community Development Block Grant Program (CDBG). The report describes the year-end status of all activities. The report covers the activities that were underway between October 1, 2020 and September 30, 2021. Some of these activities may have been tied to previous grant years and previous Consolidated Plans.

The City of Sanford's Community Development Block Grant (CDBG) total allocation for FY 2020-2021 was \$507,101.00 this does not include the \$367,418.00 received in CDBG-CV (Cares Act) funding.

CARES Act activities program year 2020-2021, the City received CV funds to fund activities that prevent, prepare for and respond (PPR) to COVID-19. CDBG-CV funded the Mortgage Assistance & Foreclosure Prevention (MA&FP) program which assisted 7 LMI families affected by the pandemic and were financially distressed and/or unable to make payments for mortgage. CDBG-CV funds were also utilized to for public service activities that prevent, prepare for and respond (PPR) to COVID-19, serving 6,856 families. CARES Act funds and activities are reported further below in this section.

The City continued to focus its attention on improving historically underserved neighborhoods of Sanford, primarily, Goldsboro and Georgetown. The neighborhoods are identified as primary target areas in the City's CDBG Five Year Consolidated Plan. The 2020-2024 Consolidated Plan is currently in the early stages of preparation and will identify high priority goals related to providing decent affordable housing opportunities through the homeowner occupied housing rehabilitation program, providing supportive services through public services grants that seek to create suitable living environment and maintain sustainability within the targeted areas.

For the CDBG program, the highest priorities are:

- Develop and preserve decent, safe, and affordable ownership housing

- Supportive services
- Housing Rehabilitation
- Economic Development

During the consolidated planning period, the City also seeks to encourage economic development and provide assistance to small businesses in the area.

The accomplishments and progress of year one of the Five-Year Consolidated Plan activities are described below in Table 1 – City of Sanford CDBG Accomplishments– Program Year & Strategic Plan to Date. This table demonstrates the actual accomplishments in meeting Strategic Plan and Action Plan goals during program year 2020-2021.

Program Year 2020-2021 proved to be a difficult year for the City of Sanford. The effects of the global pandemic, followed by mandated stay at home /shelter in place orders, city government working remotely and staff turnover, created challenges with the completion and services of our planned projects/activities.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%

Economic Development	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	3	3	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	3	8	266.67%	3	1	33.33%
Expanding Affordable Housing Homeownership	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	0	0.00%			
Homeowner Occupied Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	10	9	90.00%	10	9	90.00%
Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	6173	3,086.50%	200	24	12.00%

Public Services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	200	24	12.00%			
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Sanford used its FY 2020-2021 CDBG funds primarily for public services created with subrecipient agencies whose commitment to provide services to our low/mod income residents and services to the unsheltered. Funds were also used to provide public services through subrecipient agreements with nonprofit partners. A total of 24 low and moderate income households benefited from CDBG public services.

Currently the City is reviewing the structure of the Economic Development program and will make adjustments during the 2020 program year.

Restraints in the amount of CDBG funding available resulted in allocation of funds for activities that would address identified as the highest priority needs. In addition, Housing rehabilitation and reconstructions require approximately \$50,000 to \$150,000 per unit. It reduces the number of households that can receive assistance during a given program year. Housing repair programs are a high priority in Sanford because of the aged housing stock in the City. Housing rehabilitation and reconstruction projects provide a visible and tangible impact at the individual, neighborhood and community level. A total of nine (9) low/income households benefited from housing services.

Cares Act funds have been allocated to five (5) Public Service subrecipients. A total of 6,856 persons/families received CDBG-CV public service activities that prevent, prepare for and respond (PPR) to COVID-19.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	2,740
Black or African American	3,357
Asian	68
American Indian or American Native	49
Native Hawaiian or Other Pacific Islander	5
<b>Total</b>	<b>6,219</b>
Hispanic	497
Not Hispanic	5,722

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

Due to variations in reporting accomplishments data into IDIS database, this number may represents individuals served or families served, depending on the type of activity and the reporting requirements for that specific activity. The PR-23 reveals that 6,173 persons were assisted with CDBG funds during FY 2020/2021. The activities completed in FY 2020/2021 will differ from FY 2020/2021 PR23 & PR26 reports as a result of CDBG funds not actively available to be drawn, the effects of the global pandemic, followed up with mandated stay at home /shelter in place and city government working a on rotating remote schedule and staff turnover, created challenges, with the completion and services of our many planned projects/activities.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	507,121	293,066

Table 3 - Resources Made Available

### Narrative

The City of Sanford will concentrate Community Development funding and improvements within City Commission District Two during the 2015-2019 Consolidated Planning Period. District Two includes the Goldsboro and Georgetown neighborhoods. Both neighborhoods have high concentrations of minorities and low and moderate income households. According to the PR-26 Report, \$293,066 has been expended in FY 2020.

Sanford Commission District two includes the Goldsboro, Georgetown, Academy Manor, Pinehurst, Dreamworld, San Lanta and Country Club neighborhoods. The district is an area of focus because of the high concentration of low and moderate income households and high level of unmet needs that can be met with CDBG funded activities.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
District Two	10	50	Housing Rehabilitation, Public Services and Economic Development
Georgetown	15	25	Housing Rehabilitation, Public Services and Economic Development
Goldsboro	75	25	Housing Rehabilitation, Public Services and Economic Development

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Commission District Two encompasses Georgetown and the Historic Goldsboro neighborhoods. Both areas have a high concentration of low and moderate income households and have historically been underserved. Goldsboro has the highest residents below the poverty level in the City of Sanford and Georgetown has the second highest number of residents below the poverty level. These two communities extend just beyond the City of Sanford's Community Redevelopment Area (CRA) district. Both neighborhoods have significantly aged housing stock and considerable infrastructure needs.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Sanford only receives CDBG funding which does not have a match requirement. The City encourages agencies receiving public services funding to leverage CDBG funding with in-kind or financial resources. In addition, the City of Sanford seeks to leverage in-kind services through partnerships with faith based and other agencies.

The City of Sanford, through their Public Works department, provide drainage and water management improvements District Two residents benefitting the low/mod income community.

In addition, several county owned lots are located within the city limits of Sanford. The lots are made available through Seminole County's vacant lands program.

There are seven (7) lots available in Sanford. Under the Choice Neighborhood Transformation plan, submitted and accepted in 2018, two (2) lots have been identified as potential sites for affordable housing projects.

Currently underway are sixty affordable family units to be completed with contracts underway for additional affordable housing projects at five (5) identified lots. Within the next three-four (3-4) years, there will be upwards of 300 plus affordable family units in the City of Sanford as a result of the five (5) year Goldsboro Transformation Plan.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	10	8
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>10</b>	<b>8</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	8
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>10</b>	<b>8</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

During FY 2020-2021 the City of Sanford CDBG program exceeded the planned goal for the number of households served with rehabilitation of existing units through the Minor Home Repair (f/k/a Immediate Needs) rehabilitation/reconstruction program. Income constrained households that needed costly repairs to their owner-occupied homes were given grants up to \$20,000 to complete up-to 2 separate trades (roof, HVAC, plumbing, etc.) to maintain the condition and affordability of their units.



Unfortunately, the effects of the global pandemic, followed by mandated stay at home /shelter in place orders, many city government employees, working remotely and staff turnover, created challenges and delays with the commencement of services and completion of our many planned projects/activities.

In program year 2017, staff found that the housing stock within Sanford is significantly aged requiring more extensive repairs than can be achieved through the Minor Home Repair program. The substantial housing repair and reconstruction projects are more costly and will result in a reduction in the total number of houses completed. The City approved shifting the emphasis of its housing repair program to substantial housing rehabilitation and reconstruction; however, in March 2020, COVID-19 was announced resulting in many CDBG program and activities coming to a sudden halt. Making the adjustments to the COVID world took some time and slowly the program began to operate on a reduced bases. In summary, bringing the program back to the City of Sanford, combined with delay in hiring a program manager, COVID, 2019 was a challenging, abbreviated and interrupted program year, resulting in some of the repairs halted and reinstated when orders were lifted. The City continued to primarily focus on minor home repairs, up-to two trades, for owner occupied homes.

#### **Discuss how these outcomes will impact future annual action plans.**

The outcomes realized for the affordable housing programs in the City of Sanford is expected to result in fewer houses receiving assistance in future action plans because housing rehabilitations can range in cost from \$50,000 to \$150,000. Although the substantial rehabilitation or reconstruction of units could provide more of a visual impact in target area, the Minor Home Repair program covers greater areas of benefit.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	1	0
Low-income	7	0
Moderate-income	0	0
<b>Total</b>	<b>8</b>	<b>0</b>

**Table 7 – Number of Households Served**

#### **Narrative Information**

In FY 2020-2021, a total of 8 household were assisted; seven (7) were low/mod income and one (1) was extremely low income. Services provided through CDBG Homeowner Minor Home Program.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Sanford currently has limited funding devoted to homeless services, but the housing rehabilitation program provides repairs that in some cases, can prevent homelessness, by improving substandard housing conditions. County Emergency Solution Grant funding can be used Countywide. A homeless shelter is located in the Historic Goldsboro area. The City makes regular service referrals to the Rescue Outreach Mission to assist homeless individuals and families. The City of Sanford participates in the Continuum of Care (COC). The Homeless Services Network (HSN) of Central Florida serves as the lead agency for the Continuum of Care agency. HSN implements street outreach activities and report the latest Point-in-Time (PIT) survey to assist the local non-profit homeless service providers in developing and implementing strategies.

The City of Sanford has established a Homeless Task Force to assess the homeless activities in the City, identify gaps in services, and develop strategies to move the chronic homeless out of camps and the downtown area. During the past year, the City worked collaboratively with the homeless services providers to successfully relocate 6 homeless individuals from homeless camps.

The City renewed service agreement with Seminole Action Coalition Serving Our Needy (SACSON) to print information cards to identify services available for the needy and homeless. The services include housing/counseling, healthcare, food/clothing/hygiene, and meal sharing locations. The brochure is printed in both English and Spanish.

The City is in the process of transferring the deed of two duplexes renovated through the NSP-3 program to a non-profit organization to assist with housing homeless families.

During the FY 2019/2020 program year, Seminole County provided rapid re-housing activities, including case management and assessment through the ESG program. In response to the COVID-19 Health Crisis, Seminole County allocated a portion of its ESG-CV allocation to provide street outreach and assistance to prevent the spread of the virus at a local homeless drop in center. Seminole County also developed a rapid-rehousing program aimed specifically at homeless individuals. The rapid re-housing for homeless individuals is the only program of its kind in this region.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Due to lack of funding sources, the City of Sanford does not administer any internal programs or services that provide a direct benefit to homeless persons. Seminole County, in partnership with three local non-

profit homeless services providers, has provided ESG funding to assist homeless persons who need shelter or are residing in emergency shelters or transitional housing facilities. The County provided \$36,000 in ESG funding to Safehouse for eligible operation and maintenance expenses. These funds supported the sheltering of 254 homeless persons at the domestic violence shelter facility owned by the non-profit. Finally, the County awarded \$30,000 in ESG funding to Recovery House for eligible operation and maintenance expenses. The agency assisted 193 homeless individuals in need of shelter at their facility owned and operated by the agency. In addition, 10 households were assisted with emergency bridge housing assistance. According to the Homeless Management Information System (HMIS) data reports uploaded into the SAGE system, county and city homeless persons were assisted with emergency or transitional shelter. In addition, Embrace Families provided rapid rehousing services to 14 households and 68 individuals. Seminole County also provided additional assistance using general revenue funds to an emergency shelter through its Community Services Agency (CSA) Program which provides for essential services to meet the unmet needs of the community. Over \$175,000 was allocated and distributed to area non-profits that provide emergency and transitional shelter through the CSA program.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Sanford currently has limited funding devoted to homeless services, but their housing rehabilitation programs provide repairs that in some cases, can prevent homelessness, by improving substandard housing conditions. City residents are also eligible to apply for rental assistance, utility assistance, and family self-sufficiency programs operated by Seminole County Community Services. While these programs are not designated as homelessness prevention, they assist households from losing housing by the nature of the activities they fund.

The City continues to work with the Sanford Homeless Task Force to find an adequate facility to accommodate a “Day Center” for the chronic homeless.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Chronically homeless individuals and families, unaccompanied youth and veterans in Sanford benefit

from the homeless services that are funded by Seminole County Community Services programs. All of Seminole County's affordable housing strategies and funding sources are available to assist in the efforts of helping homeless persons make the transition to permanent housing and independent living, but there are no current affordable housing strategies specifically directed toward homeless persons during this current five (5) year planning period. The City and the County rely on its non-profit homeless services provider partners and the local Continuum of Care agency to implement affordable housing activities that directly affect the homeless populations that they serve. Eligible affordable housing providers are encouraged to apply for annual funding allocations to promote and implement affordable housing activities, for all segments of the population, during the City's advertised Request for Applications (RFA) procurement process each fiscal year. Applications received are evaluated based on project scoring criteria, developed by the City, and determined to be awarded or denied based on HUD regulated program criteria.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City has partnered with the Sanford Housing Authority in the redevelopment of Redding Gardens. A developer has been selected and the designs for a 90 unit senior housing complex was approved by Planning and Zoning. The developer has secured the necessary funding and the ground breaking occurred the first quarter of 2019.

The City is working with private developers to build affordable rental units to include several duplexes and a 16-unit senior housing complex in the CDBG target area.

The application process for the Georgetown senior housing complex started August 17, 2020 according to the interim head of the Sanford Housing Authority. The acting executive director of the Sanford Housing Authority Mr. Ayub Fleming, added that they are currently working on the website and the initial process will be online.

Georgetown Square a \$14.8 million for low-income senior housing apartment complex consists of 90 one and two-bedroom apartments that were completed December 2020. Most of the funding for Georgetown Square Apartments on Locust Avenue in Sanford came from housing credits. Other financing came from long-term debt and a \$1 million grant from the Florida Housing Finance Corporation.

The old Redding Gardens was one of six (6) Sanford Housing Authority developments demolished in the City of Sanford. Conditions in the buildings were deteriorating. Money from U.S. Housing and Urban Development paid for the demolition. Seventy-five residents were relocated from Redding Gardens through the Section 8 housing program.

The new Georgetown Square Apartments are the first new affordable senior housing built since the demolition. Residents must be 55 and older. The new apartments provide low-income senior residents with an affordable and modern housing option that's within walking distance of Sanford's downtown and other neighborhood amenities. Construction began in spring 2019 and was developed by Gardner Capital of Florida, Duvernay and Brooks.

The Orlando Housing Authority began work through the interlocal agreement with the Sanford Housing Authority, HUD provided Section 8 credits to the OHA for people who were relocated. Sanford Housing Authority pledged to reinvest 106 HUD vouchers into the Sanford community.

Georgetown Square required 28 project vouchers, and there are plans to use more on the six (6) housing sites that were demolished. More of those tax credits will be used on the former Lake Monroe Terrace property near the Amtrak station. Plans call to develop a third of that property for a 64 unit multifamily new housing complex called Monroe Landings.

The City of Sanford continues to implement priorities in the Choice Neighborhood Initiative (CNI) Planning Grant from HUD that the Sanford Housing Authority and City of Sanford received in 2016 after a national competition. The \$500,000 CNI planning grant plus \$450,000 in local matching funds increased the total funds for the comprehensive plans to \$950,000. The Transformation Plan revitalizes not just housing, but the community of Goldsboro as a whole.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Sanford collaborated with the Housing Authority to encourage input and participation from public housing residents, as it relates to the new Choice Neighborhoods Planning Grant. The residents are important stakeholders in the process and are provided with information and community resources to encourage homeownership. In collaboration with Habitat for Humanity, three (3) homes were built for low-income first time homeowners. Additional plans to build five (5) more homes were impacted by the shutdown of operations and mandated stay at home orders due to COVID-19. The shutdown limited staff, developers, contractors, and others the ability to continue working with Habitat for Humanity to build affordable homes.

### **Actions taken to provide assistance to troubled PHAs**

The Sanford Housing Authority is not currently designated as troubled; however, Sanford Housing Authority is currently undergoing a re-organization and does not currently own or operate any public housing units or administer any Section 8 Housing Choice Voucher programs for very low- and low-income residents.

The Orlando Housing Authority, in partnership with the Sanford Housing Authority, is currently administering the Section 8 Housing Choice Voucher program for very low- and low-income residents in Sanford. The Orlando Housing Authority have standard performance ratings as documented by the HUD Public and Indian Housing Information Center. Sanford Housing Authority and the City of Sanford recently received a Choice Neighborhood Planning grant to help improve housing in Sanford. The City of Sanford is the co-applicant on the Choice Neighborhood Initiative (CNI) Grant and an active participant in the planning initiative. The CNI initiative concluded and the report was submitted to HUD in June, 2018, as required.

Under the CNI partnership the Sanford Housing Authority and City of Sanford continues to provide [www.choosegoldsboro.com](http://www.choosegoldsboro.com) websites for residents in the Goldsboro Neighborhood to follow the progress on the Plan.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City of Sanford strives to address and overcome obstacles to meeting the underserved needs of the community by working with public and private sector organizations that provide a direct service or benefit to underserved residents. All of the City's planned goals and objectives identified in the 2020-2021 Annual Action Plan and the 2020-2024 Consolidated Plan are linked directly with the priority needs identified in all of the low-mod income target areas county-wide. In the event that a particular target area is identified as an underserved community or a particular segment of the population is identified as underserved, the City will take all necessary actions to address those needs with federal program funding, when available.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Some examples of obstacles that may prevent the City in meeting underserved needs are:

- An aging housing stock that requires substantial rehabilitation that exceed the current federal funding allocation budget
- Lack of industrial infrastructure to attract big corporate businesses for more economic development impact in target area

The City of Sanford's Lien Amnesty Program reduced property enforcement liens bringing them into compliance with the City Codes. During the FY 2019, the program helped generate \$123,555 in outstanding liens and bring 30 properties into code compliance. Without this special program, liens would continue to accumulate and ultimately prevent development.

The City continues to examine methods and unit designs to make effective use of vacant, undersized infill lots within the Choice Neighborhood areas in the Goldsboro community. In addition to these ideas and standards, Sanford is seeking to have a mix of single family and multifamily housing units. The Transformation Plans and schematics have been presented at community meetings and stakeholder meetings during the 2018-2019 program year.

The City of Sanford re-evaluated its housing rehabilitation program needs after finding that there were a large number of case denials for the Minor Home Repair Program (MHRP). Cases were denied for several reasons, primarily because the repair needs far exceeded the \$20,000 per unit cap for the MHRP. The City, with feedback from the community changed the focus of their housing program to focus on larger rehabilitation or reconstruction activities that would provide a larger visual impact on



the target areas. The City has continued providing housing rehabilitation and reconstruction assistance in 2020, with two (2) homes pending reconstruction. However impacted by the shutdown of operations and mandated stay at home orders due to COVID -19. The shutdown limited staff, developers, contractor and others the ability to continue working to reconstruct the homes.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

All affordable housing projects funded by the City of Sanford CDBG funds, will be conducted in accordance with the City of Sanford and Seminole County's Lead Base Paint (LBP) identification and abatement standards. The City of Sanford requires that all contractors complete a detailed work write-up to document any lead based paint hazard risk prior to construction on any affordable housing activities.

In accordance with the HUD Lead-Based Paint Regulation (24 CFR Part 35), rehabilitation work on housing built before 1978 that is financially assisted by the Federal government is subject to requirements that will control lead-based paint hazards. At the very least, the City of Sanford will test and repair any painted surface that is disturbed during the work. The City may stabilize deteriorated paint, which includes the correction of moisture leaks or other obvious causes of paint deterioration. Clearance examination will be conducted following most work activities to ensure that the work has been completed; that dust, paint chips and other debris have been satisfactorily cleaned up; and that dust lead hazards are not left behind. As necessary, a risk assessment will be done to identify lead-based paint hazards, perform interim control measures to eliminate any hazards that are identified or, in lieu of a risk assessment, perform standard treatments throughout a unit. The type and amount of Federal assistance and rehabilitation hard costs for the unit will determine the level of lead hazard reduction that will be completed.

Pursuant to the City of Sanford's CDBG Community Development Policy and Procedures, homeowner rehabilitation projects for pre-1978 homes are implemented in accordance with Lead Hazard Reduction requirements. Affected households are provided lead paint hazard brochures and disclosures. Contractors hired to do testing are required to be lead based paint certified.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The University of Central Florida Department of Public Administration, in partnership with the Seminole County Health Department, completed a detailed analysis of the characteristics of distressed neighborhoods in the City of Sanford. The City is in the process of discussing actions to take to alleviate the poverty in the identified neighborhoods, unfortunately impacted by the shutdown of operations and mandated stay at home orders due to Covid-19 has slowed and delayed further plans of implementation. Here are some examples of actions that will be taken to reduce the number of poverty-level families:

- Providing job training to youth and unemployed

- Working with the Sanford Housing Authority for planning future public housing development for very-low and low-income families who suffered from the loss of existing public housing in 2011
- Working with the local Chamber of Commerce to discuss potential opportunities for economic growth throughout these neighborhoods
- Working with Habitat for Humanity to design a “Fix-up” program
- Encouraging adult continuing education programs in the target area

The analysis was completed. The results of the study have been presented to the City of Sanford Commission and approved. Staff is working a developing an action plan to address the recommendations.

The City of Sanford has placed a priority on youth services, particularly those that provide mentoring and employment skills training for public services funding.

The City of Sanford reexamined its consolidated plan goals to create a CDBG funded economic development grant program aimed at encouraging the development of small businesses. Referral services to programs that promote employment, and skills training for individuals and households in poverty.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Sanford resumed administration of their program October 1, 2019. According to the City of Sanford 2020-2024 Consolidated Plan, the City, elected officials, citizens, non-profit agencies and for-profit organizations, will continue networking and trying to assess what residents need and how best to meet those needs. Keeping the private and public sector aware of all services provided will be a key objective for the City. The City of Sanford is electing to further develop the institutional structure of accomplishing the CDBG program goals and objectives outlined in the Consolidated Plan.

#### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The following list describes actions that the City is either currently implementing or plans to implement to enhance coordination between public and private housing and social services agencies:

- The City of Sanford is in partnership with the local Habitat for Humanity to expand access to affordable housing opportunities for low-moderate income families in Sanford.
- The City of Sanford continues to explore several options that include method and time of permit fees payment for enhancing affordable housing in Sanford.
- Rezoning the Goldsboro neighborhood to support the Transformation Plan
- The City of Sanford is in partnership with private developers for the construction of affordable single family units.
- The City of Sanford partners with Seminole County Social Services. The Seminole County

Community Development Division Manager serves as the fair housing officer for Seminole County.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City of Sanford's 2015 Analysis of Impediments to Fair Housing (AI) results identifying the impediments and progress on recommended actions.

**Discrimination in Housing Sales and Rental**

Progress on Actions: Through its agreement with Seminole County, the County Community Assistance Division Manager, serves as the Fair Housing Coordinator. Seminole County also provides Housing Counseling County wide. The Housing Counseling curriculums have been updated to include fair housing in the first time homebuyer classes.

**Lack of Existing/Available Affordable Housing Stock and the Geographic Distribution of Affordable Housing Stock.**

Progress on Actions: The City's website has not been updated with the fair housing link, but will be posted during the next program year. In addition to coordination with County Fair Housing Coordinator, the City has Community Relations and Neighborhood Engagement staff that fields inquiries and concerns about matters in the City, including community development and housing issues.

**Unintentional Effects of Local Land Use Regulations/Public Policies and/or the Results of Implementing Antiquated Land Use Regulations**

Progress on Actions: The Comprehensive Plan has been submitted and is under review. The Comprehensive Plan will be reviewed throughout the remainder of the consolidated planning period. Feedback will be given to the Planning and Development Services Department or Planning and Zoning Commission as needed.

**Local development standards and their implementation e.g. zoning, building or design standards, may constrain development of housing opportunities for minority and low income households**

Progress on Actions: The Comprehensive Plan will be reviewed throughout the remainder of the consolidated planning period. Feedback will be given to the Planning and Development Services Department or Planning and Zoning Commission as needed.

**Inadequate access for minority households to housing outside of areas of minority concentration**

Progress on Actions: The City of Sanford has partnered with agencies such as Habitat for Humanity for the construction of affordable housing units. The City of Sanford continues to work with the Sanford

and Orlando Housing Authority through the Choice Neighborhoods Initiative. The Initiative seeks to revitalize the community and provide additional housing. The planning and revitalization efforts will continue throughout the consolidated planning period. As part of the Choice Neighborhood Initiative Planning Grant, a Market Analysis Residential Products in Goldsboro was conducted by Community Solutions Group. The analysis took a comprehensive look at the housing need, style, size, and price range (for-sale units).

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City has dedicated Community Relations and Neighborhood Engagement (CRANE) staff who will be actively involved in conducting the monitoring. This process involves a combination of monthly activity reports, telephone contacts, written communication, analysis of reports and audits, and onsite visits and meetings. The primary goal of all monitoring is to ensure activities are implemented in conformity with program rules and guidelines.

The monitoring of CDBG activities is conducted in accordance with the Comprehensive Monitoring Plan and Monitoring Subrecipients Policy and Procedure, a copy is appended to this CAPER report as an attachment. Oversight of the applicable requirements for the CDBG Program, are implemented in various methods accordingly:

- Uniform Administrative Requirements new circular 2 CFR Part 200- oversight is conducted by various program staff including Project Manager and Community Relations and Neighborhood Engagement (CRANE) CDBG staff/team and assigned staff.
- Timeliness of Expenditure- monitored by Community Relations and Neighborhood Engagement (CRANE) CDBG staff.
- Environmental Reviews -completed by Community Relations and Neighborhood Engagement (CRANE) CDBG staff prior to any funds being expended on all CDBG funded projects.
- Uniform Relocation Assistance (URA)- The City of Sanford does not currently utilize CDBG for projects which would trigger involuntary displacement of a household; however, in the event of such a project the by Community Relations and Neighborhood Engagement (CRANE) CDBG staff would provide oversight to ensure the acquisition is implemented in accordance with HUD Handbook 1378.
- Minority Business Enterprise /Women Business Enterprise (MBE/WBE) and Section 3 hiring requirements are addressed in the procurement and contracting process. The encouragement of participation of MBE/WBE and Section 3 business concerns is done through the bidding process. The City of Sanford CRANE Staff coordinates and provides regular updates on the status of CDBG projects, other City initiatives, and discuss the need for opportunities for minority businesses and efforts to foster increased outreach and participation in CDBG projects. The updates are generally provided monthly.
- Fair Housing Requirements- by Community Relations and Neighborhood Engagement (CRANE) CDBG staff received training on fair housing requirements during the annual Fair Housing Summit hosted in Orlando, FL; and all applicable policies and procedures incorporate Fair Housing and anti-discrimination policy.
- Planning and Reporting- All planning and reporting is conducted in cooperation with the City of

Sanford by Community Relations and Neighborhood Engagement (CRANE) CDBG staff. CRANE staff conducts regular reviews of the IDIS financial system for flags and takes steps to resolve any issues needed to clear any flags. The reviews are generally completed bi-monthly, before and after the drawdown of any funds.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Sanford's Citizen Participation Process provides the opportunity for citizen's participation and input in the process of the City's planning, development, amendments and implementation of the Five Year Consolidated Plan, Annual Action Plans, Substantial Amendments, Consolidated Annual Performance Evaluation Reports (CAPER) and the Citizen Participation Plan. This process seeks to encourage maximum public participation from a broad cross section of the community to include minorities, non-English speaking persons and persons with disabilities, low and moderate income persons, particularly those living in slum and blighted areas and residents of predominantly low and moderate income neighborhoods areas where CDBG funds are proposed to be used, local and regional institutions and other organizations (including businesses, developers, and community/faith-based organizations), residents of public and assisted housing and by other low-income residents of targeted revitalization areas in which public and assisted housing is located. Accommodations are also made for persons with disabilities.

The City of Sanford sought feedback from the community in a variety of ways. The City participates in monthly community meetings where City departments meet at a neighborhood community center face to face with residents to field questions and hear concerns. The community meetings were held at the City of Sanford's Dr. Velma H. Williams Community Center, centrally located near the Historic Goldsboro neighborhoods. Bi-monthly community meetings are held on the eastside for the Georgetown neighborhood. The City also has regular meetings of their CDBG Advisory Board. The Advisory Board meets monthly to discuss CDBG programing, review and rank public services proposals and offer funding recommendations and feedback to City and County staff.

During FY 2020-2021 period, comments were received from the public at various community meetings. The meetings with the public, CDBG Advisory Board and City staff, helped spotlight the need for refining different strategies for community development in Sanford. Feedback about the need for more extensive housing repairs because of the aged housing stock in Sanford was valuable. Comments

about supporting the Choice Neighborhoods Planning Initiative was also beneficial to the Annual Action Planning process for FY 2020-2021.

In accordance with the currently adopted Citizen Participation Plan for the City of Sanford, the availability of the CAPER and notice of the public comment period was posted on the City website and in City Hall on September 12, 2022. It was also advertised in the local newspaper on September 11th, 2022. The public comment period began on September 11, 2022, and ended on September 26, 2022. Hard copies of the draft CAPER were also available at Sanford City Hall for persons without computer access. The City of Sanford has bilingual staff available to assist Spanish speaking persons. Translation is available in person, by phone and virtually. A public meeting was not held, and all written public comments received during the comment period are appended to the CAPER report. A copy of the advertisement and public notices are included to document the public participation process.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

City of Sanford significantly aged housing stock require more extensive repairs. Some minor repairs can be achieved through the Minor Home Repair program. The substantial housing repair and reconstruction projects are more costly and will result in a reduction in the total number of houses completed. The City approved shifting the emphasis of its housing repair program to substantial housing rehabilitation and reconstruction. The outcomes realized for the affordable housing programs in the City of Sanford is expected to result in fewer houses receiving assistance in future action plans because housing rehabilitations can range in cost from \$50,000 to \$150,000. Substantial rehabilitation or reconstruction could provide more of a visual impact to the target areas. The City has continued providing housing rehabilitation and reconstruction assistance in 2020/2021, with two (2) homes pending construction. However, the pending reconstructions were impacted by the shutdown of operations and mandated stay at home orders due to COVID 19. The shutdown limited staff, developers, contractors and others the ability to continue working to reconstruct the homes.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

City of Sanford significantly aged housing stock require more extensive repairs. Some minor repairs can be achieved through the Minor Home Repair program. The substantial housing repair and reconstruction projects are more costly and will result in a reduction in the total number of houses completed. The City approved shifting the emphasis of its housing repair program to substantial housing rehabilitation and reconstruction. The outcomes realized for the affordable housing programs in the City of Sanford is expected to result in fewer houses receiving assistance in future action plans because housing rehabilitations can range in cost from \$50,000 to \$150,000. Substantial rehabilitation or reconstruction could provide more of a visual impact to the target areas. The City has continued providing housing rehabilitation and reconstruction assistance in 2020/2021, with two (2) homes pending construction. However, the pending reconstructions were impacted by the shutdown of operations and mandated stay at home orders due to COVID 19. The shutdown limited staff, developers, contractors and others the ability to continue working to reconstruct the homes.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

## Narrative

## **Attachment**

### **Cover Page, Accomplishment ý PR-23**



**City of Sanford  
Community Development Block Grant  
Consolidated Annual Performance &  
Evaluation Report (CAPER)  
2020-2021**



City of Sanford Priority Needs, Objectives and 2020-2021 Accomplishments

The table below describes the City of Sanford's highest priority needs, objectives and the progress made during the challenging and abbreviated Program Year 2020-2021.

Priority Needs	Objectives / Outcomes	Program Year 2020-2021 Accomplishments
Homeowner Occupied Housing Rehabilitation for Low/Mod Population	Provide Decent Housing Affordability	Faced with COVID-19 mandated shutdowns and stay at home orders, closing of businesses; resulted in delays with housing rehabilitation/reconstruction activities.
Public Service for Low/Mod Population	Create Suitable Living Environment / Sustainability	A total of 6,147 low/mod income households benefitted from public services. New partnerships Free Medical Office provided low income individuals with free medical examines, testing, resources, and other health related programs and/or services.
Economic Development for Low/Mod Population	Create Economic Opportunities / Sustainability	During the program year businesses impacted with mandated shutdown were assisted with small businesses relief grant. A total of 8 local small businesses were assisted, with up to \$15,0000.00



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Integrated Disbursement and Information System  
CDBG Summary of Accomplishments  
Program Year: 2020

DATE: 10-05-22  
TIME: 10:26  
PAGE: 1

SANFORD

**Count of CDBG Activities with Disbursements by Activity Group & Matrix Code**

Activity Group	Activity Category	Open		Completed		Program Year		Total Activities	
		Count	Disbursed	Count	Disbursed	Count	Disbursed	Count	Disbursed
Economic Development	Micro-Enterprise Assistance (18C)	1	\$4,176.63	8	\$107,027.45	9	\$111,204.08		
	<b>Total Economic Development</b>	<b>1</b>	<b>\$4,176.63</b>	<b>8</b>	<b>\$107,027.45</b>	<b>9</b>	<b>\$111,204.08</b>		
Housing	Rehab; Single-Unit Residential (14A)	6	\$42,174.00	10	\$131,789.00	16	\$173,963.00		
	<b>Total Housing</b>	<b>6</b>	<b>\$42,174.00</b>	<b>10</b>	<b>\$131,789.00</b>	<b>16</b>	<b>\$173,963.00</b>		
Public Services	Youth Services (05D)	0	\$0.00	1	\$20,136.42	1	\$20,136.42		
	Employment Training (05H)	1	\$14,819.00	0	\$0.00	1	\$14,819.00		
	Health Services (05M)	0	\$0.00	1	\$25,000.00	1	\$25,000.00		
	Mental Health Services (05O)	1	\$0.00	0	\$0.00	1	\$0.00		
	Food Banks (05W)	0	\$0.00	3	\$81,578.00	3	\$81,578.00		
	<b>Total Public Services</b>	<b>2</b>	<b>\$14,819.00</b>	<b>5</b>	<b>\$126,714.42</b>	<b>7</b>	<b>\$141,533.42</b>		
General Administration and Planning	General Program Administration (21A)	1	\$20,925.42	2	\$79,970.71	3	\$100,896.13		
	<b>Total General Administration and Planning</b>	<b>1</b>	<b>\$20,925.42</b>	<b>2</b>	<b>\$79,970.71</b>	<b>3</b>	<b>\$100,896.13</b>		
<b>Grand Total</b>		<b>10</b>	<b>\$82,095.05</b>	<b>25</b>	<b>\$445,501.58</b>	<b>35</b>	<b>\$527,596.63</b>		



SANFORD

**CD86 Sum of Actual Accomplishments by Activity Group and Accomplishment Type**

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Economic Development	Micro-Enterprise Assistance (18C)	Persons	0	2	2
		Business	0	0	0
		Jobs	0	24	24
Housing	<b>Total Economic Development</b>		<b>0</b>	<b>26</b>	<b>26</b>
	Rehab; Single-Unit Residential (14A)	Housing Units	9	10	19
Public Services	<b>Total Housing</b>		<b>9</b>	<b>10</b>	<b>19</b>
	Youth Services (05D)	Persons	0	14	14
	Employment Training (05H)	Persons	0	0	0
	Health Services (05W)	Persons	0	30	30
	Mental Health Services (05O)	Persons	5	0	5
	Food Banks (05W)	Persons	0	6,093	6,093
<b>Grand Total</b>	<b>Total Public Services</b>		<b>5</b>	<b>6,137</b>	<b>6,142</b>
			<b>14</b>	<b>6,173</b>	<b>6,187</b>





SANFORD

**CDBG Beneficiaries by Racial / Ethnic Category**

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Housing	White	0	0	1	1
	Black/African American	0	0	21	0
	<b>Total Housing</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>1</b>
Non Housing	White	2,652	205	0	0
	Black/African American	18	1	0	0
		3,230	293	0	0
	Asian	68	0	0	0
	American Indian/Alaskan Native	47	0	0	0
	Native Hawaiian/Other Pacific Islander	5	0	0	0
	American Indian/Alaskan Native & White	2	0	0	0
	Black/African American & White	1	0	0	0
	Other multi-racial	145	0	0	0
	<b>Total Non Housing</b>	<b>6,168</b>	<b>499</b>	<b>0</b>	<b>0</b>
Grand Total	White	0	0	1	1
	Black/African American	2,652	205	0	0
		18	1	21	0
		3,230	293	0	0
	Asian	68	0	0	0
	American Indian/Alaskan Native	47	0	0	0
	Native Hawaiian/Other Pacific Islander	5	0	0	0
	American Indian/Alaskan Native & White	2	0	0	0
	Black/African American & White	1	0	0	0
	Other multi-racial	145	0	0	0
	<b>Total Grand Total</b>	<b>6,168</b>	<b>499</b>	<b>22</b>	<b>1</b>



SAMFORD

CDBG Beneficiaries by Income Category

	Income Levels	Owner Occupied	Renter Occupied	Persons
Non Housing	Extremely Low (<=30%)	0	0	39
	Low (>30% and <=50%)	0	0	17
	Mod (>50% and <=80%)	0	0	0
	Total Low-Mod	0	0	56
	Non Low-Mod (>80%)	0	0	0
	Total Beneficiaries	0	0	56

# PR-26 Report

	Office of Community Planning and Development	DATE: 10-05-22
	U.S. Department of Housing and Urban Development	TIME: 19:30
	Integrated Disbursement and Information System	PAGE: 1
	PR26 - CDBG Financial Summary Report	
	Program Year 2020	

SANFORD, FL

## PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	507,101.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	507,101.00

## PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	213,095.05
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	213,095.05
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	79,970.71
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	203,065.76
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	214,035.24

## PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	181,269.05
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	181,269.05
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	85.06%

## LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

## PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	34,955.42
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	34,955.42
32 ENTITLEMENT GRANT	507,101.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	507,101.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	6.89%

## PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	79,970.71
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	79,970.71
42 ENTITLEMENT GRANT	507,101.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	507,101.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.77%



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2020  
SANFORD, FL

DATE: 10-06-22  
TIME: 19:30  
PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	1	172	6434342	Glorious Hands, Inc.	05D	LWC	\$10,780.36
2019	1	172	6434351	Glorious Hands, Inc.	05D	LWC	\$3,565.67
2019	1	172	6485826	Glorious Hands, Inc.	05D	LWC	\$5,790.39
							<b>05D Matrix Code \$20,136.42</b>
2019	1	178	6485852	TOP KIDS ACADEMY	05H	LMA	\$14,819.00
							<b>05H Matrix Code \$14,819.00</b>
2019	2	179	6486776	615 San Lanta, Bruce & Charlotte Brinson Carter	14A	LWH	\$50.00
2019	2	179	6505299	615 San Lanta, Bruce & Charlotte Brinson Carter	14A	LWH	\$125.00
2019	2	179	6505301	615 San Lanta, Bruce & Charlotte Brinson Carter	14A	LWH	\$4,125.00
2019	2	189	6485970	Betty Robinson	14A	LWH	\$50.00
2019	2	189	6485971	Betty Robinson	14A	LWH	\$600.00
2019	2	189	6485972	Betty Robinson	14A	LWH	\$120.00
2019	2	189	6544345	Betty Robinson	14A	LWH	\$12,637.00
2019	2	190	6486781	Jacqueline Byrd	14A	LWH	\$50.00
2019	2	191	6486783	Alicia F Chandler	14A	LWH	\$50.00
2019	2	191	6544344	Alicia F Chandler	14A	LWH	\$11,447.00
2019	2	194	6544794	Alfred J & Valory A Willingham	14A	LWH	\$20,939.00
2019	2	195	6544342	Edgar Gathers	14A	LWH	\$13,700.00
2019	2	197	6544327	1819 Menthe, G McKinney	14A	LWH	\$5,050.00
2019	2	198	6544788	Sharon L Burke	14A	LWH	\$17,972.00
2019	2	199	6544787	Jacqueline Rose Conquest-Williams	14A	LWH	\$15,076.00
2019	2	200	6544336	Helen Waters	14A	LWH	\$775.00
2019	2	200	6544338	Helen Waters	14A	LWH	\$770.00
2019	2	200	6544347	Helen Waters	14A	LWH	\$775.00
2019	2	202	6544333	Eartha Joseph Scott	14A	LWH	\$11,722.00
2019	2	203	6544332	Bernice Fields	14A	LWH	\$14,440.00
2019	2	205	6505431	Reginald Grant 909 E 8th Street	14A	LWH	\$125.00
2019	2	205	6505440	Reginald Grant 909 E 8th Street	14A	LWH	\$600.00
2019	2	205	6545433	Reginald Grant 909 E 8th Street	14A	LWH	\$10,939.00
							<b>14A Matrix Code \$142,137.00</b>
2018	3	170	6485407	Goldsboro Farmers Market	18C	LMA	\$4,176.63
							<b>18C Matrix Code \$4,176.63</b>
<b>Total</b>							<b>\$181,269.05</b>

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	1	172	6434342	No	Glorious Hands, Inc.	B19MC120057	EN	05D	LWC	\$10,780.36
2019	1	172	6434351	No	Glorious Hands, Inc.	B19MC120057	EN	05D	LWC	\$3,565.67
2019	1	172	6485826	No	Glorious Hands, Inc.	B19MC120057	EN	05D	LWC	\$5,790.39
										<b>05D Matrix Code \$20,136.42</b>
2019	1	178	6485852	No	TOP KIDS ACADEMY	B14MC120057	EN	05H	LMA	\$14,819.00
										<b>05H Matrix Code \$14,819.00</b>
										<b>No Activity to prevent, prepare for, and respond to Coronavirus \$34,955.42</b>
<b>Total</b>										<b>\$34,955.42</b>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	4	171	6434309	Planning and Administration 2019	21A		\$13,949.63
2019	4	171	6434432	Planning and Administration 2019	21A		\$66,021.08
							<b>21A Matrix Code \$79,970.71</b>
<b>Total</b>							<b>\$79,970.71</b>

## Public Outreach and Comments

### Sanford Herald

Published Twice Weekly  
Sanford, Seminole County, FL

#### STATE OF FLORIDA COUNTY OF SEMINOLE

Before the undersigned authority personally appeared Scott Gabbey, who on oath says that he is the legal advertising specialist for Sanford Herald, a twice weekly newspaper published by Sanford Herald, LLC at Sanford, in Seminole County, Florida, that the attached copy of the advertisement.

being a LEGAL DISPLAY in the matter of CITY OF SANFORD  
CAPER AD

in the \_\_\_\_\_ Court,

was published in said newspaper in the issues of SUNDAY, SEPTEMBER 11, 2022


Affiant further says that said Sanford Herald is a newspaper published by Sanford Herald, LLC at Sanford, in said Seminole County, Florida, and that the said newspaper has heretofore been continuously published in said Seminole County, Florida, twice weekly and has been entered as periodicals matter at the post office in Sanford, in said Seminole County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

St-8  
(Signature of Affiant)

Sworn to and subscribed before me this 11th day of SEPTEMBER, 20 22

Thomas E. Vincent  
(Signature of Notary Public)

Personally Known or Produced Identification ✓

 Notary Public State of Florida  
Thomas E. Vincent  
My Commission GG 908525  
Expires 06/12/2023



**CITY OF SANFORD COMMUNITY  
DEVELOPMENT BLOCK GRANT  
PUBLIC NOTICE OF PUBLIC COMMENT PERIOD  
FOR CONSOLIDATED ANNUAL  
PERFORMANCE & EVALUATION REPORT  
(CAPER) FY 2020**

PUBLIC NOTICE PUBLIC COMMENT PERIOD FOR THE CITY OF SANFORD CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT 2020 PROGRAM YEAR City of Sanford receives grant funds from the U.S. Department of Housing & Urban Development (HUD) under the Community Development Block Grant (CDBG) Program. As such, HUD requires that a Consolidated Annual Performance and Evaluation Report (CAPER), indicating how funds were spent, as well as identifying the households and income levels of those who benefited from the programs, be submitted to HUD by September 30, 2022. Please note that City of Sanford requested and received an extension to the standard December 30th deadline due to the COVID-19 Health Crisis.

**Public Comment:** A draft CAPER and will be available for public review and comment beginning Monday, September 12, 2022 at the City of Sanford, City Manager Office, located at 300 N Park Avenue, Sanford Florida from 8:00 a.m. to 5:00 p.m., Monday through Thursday, until September 27, 2022. The public is encouraged to refer to the City of Sanford website to review the draft document at [www.sanfordfl.gov](http://www.sanfordfl.gov). Comments about the CAPER may be submitted to: Nicole Osburn, Community Relations and Neighborhood Engagement (CRANE) Director at [Nicole.Osburn@sanfordfl.gov](mailto:Nicole.Osburn@sanfordfl.gov) or (407) 688-5132.

Comments can also be mailed to Community Development Block Grant Program, City of Sanford 300 N Park Avenue, Sanford FL 32771. Comments will be received until 5:00 p.m. Thursday, September 22, 2022.

To submit a public comment or for further information, please contact Nicole Osburn, Community Relations and Neighborhood Engagement (CRANE) Director at [Nicole.Osburn@sanfordfl.gov](mailto:Nicole.Osburn@sanfordfl.gov) or (407) 688-5132. Comments can also be mailed to Community Development Block Grant Program, City of Sanford 300 N Park Avenue, Sanford FL 32771. Comments will be received until 5:00 p.m. Tuesday, September 27, 2022.

**IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT 407-688-5010 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.**

# Sanford Herald

Published Twice Weekly  
Sanford, Seminole County, FL

## STATE OF FLORIDA COUNTY OF SEMINOLE

Before the undersigned authority personally appeared Scott Gabbey, who on oath says that he is the legal advertising specialist for Sanford Herald, a twice weekly newspaper published by Sanford Herald, LLC at Sanford, in Seminole County, Florida, that the attached copy of the advertisement,

being a LEGAL DISPLAY in the manner of

CITY OF SANFORD  
CAPER AD

in the \_\_\_\_\_ Court,

was published in said newspaper in the issues of

Sunday, September 11, 2022

Affiant further says that said Sanford Herald is a newspaper published by Sanford Herald, LLC at Sanford, in said Seminole County, Florida, and that the said newspaper has heretofore been continuously published in said Seminole County, Florida, twice weekly and has been entered as periodicals matter at the post office in Sanford, in said Seminole County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Scott Gabbey  
(Signature of Affiant)

Sworn to and subscribed before me this 11<sup>th</sup>

day of SEPTEMBER, 20 22

Thomas E. Vincent  
(Signature of Notary Public)

Personally Known or Produced Identification ☒



**CITY OF SANFORD COMMUNITY  
DEVELOPMENT BLOCK GRANT  
PUBLIC NOTICE OF PUBLIC COMMENT PERIOD  
FOR CONSOLIDATED ANNUAL  
PERFORMANCE & EVALUATION REPORT  
(CAPER) FY 2020**

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**Community Development Block Grant Advisory Board  
Special Meeting, City Hall, Commission Chambers, 1<sup>st</sup> Floor  
Wednesday, February 24, 2021 at 4:00PM**

In accordance with the Americans with Disabilities Act, persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at 407.688.5010 at least 48 hours in advance of the meeting. Advice to the public: if a person decides to appeal a decision made with respect to any matter considered at the above meeting or hearing, he or she may need a verbatim record of the proceedings, including the testimony and evidence, which record is not provided by the City of Sanford. (FS 286.0105)

Should you require an alternate method to access the information on this agenda or any attachments thereto, please contact [ADA@sanfordfl.gov](mailto:ADA@sanfordfl.gov) or 407-688-5006 to request information be provided to you in an alternative format

**Minutes**

**I. Call to Order @ 4:04 pm**

**II. Roll Call (Confirmed Quorum)**

**Present:**

Ronda Johnson  
Quinn Byrd – late  
Shane Lillibridge  
Christopher Lemon  
Dr. Tillman Brown

**Absent:**

Aileen colon – excused Active Duty

**Staff:**

Andrew Thomas  
Olatunji Oyewale  
Nikki Torres  
Teresa Teague

**Guests:**

**III. Substantial Amendment**

**a. Programs**

**I. Eviction and Foreclosure**





**2. Public Services**

**3. Economic Development**

**4. Administration**

**b. Activities**

1. Housing Assistance(changed from rental assistance) Emergency displaced families assistance(temporary-housing assistance)
2. Mortgage Assistance and Foreclosure Prevention
3. Food Security programs
4. Childcare
5. Training and Education
6. Job Creation and Retention
7. Grant Administration and planning

**c. Allocation(s)**

1. Eviction and Foreclosure is at 41% or \$150,000.00 of the total amount \$367,418.00 awarded. Motion was made by Mr. Lillibridge to retain all programs and amounts listed and removing the rental assistance category as it will be covered under Seminole County program. Motion was seconded by Mr. Lemon. Passed unanimously.
2. Public Services was at 15% of total amount awarded. Motion was made by Mr. Byrd to move forward with all activities listed under this program at amounts listed. Seconded by Dr. Brown with an open discussion pertaining to changing the allocation amount to 19%. Request for original motion to be amended to increase allocation to 19% or \$70,452.00 from total award amount was made by Dr. Brown. Seconded by Mr. Byrd. Passed by majority vote; Mr. Lillibridge voted nay.
3. Economic Development originally was an allocation of 24% of total funds awarded. Motion was made by Dr. Brown to lower allocation to 20% or \$73,483.00. Seconded by Mr. Lillibridge. Passed unanimously
4. Administration is required by HUD to be 20% of total award

**IV. Public Comment**

1. Charles Carr – resident – requested that the board look at investing money in youth sports outside of schools. Board advised this meeting was about the programs listed.



2. Commissioner Britton – requested an explanation on removing the rental assistance program, example of emergency displaced, timeline for actual spending, job creation, administration, and creating the option to use funds for flyers and social media in order to get the information out to the public.
3. Velma Williams – verified that the listed programs were correct with activities and stated that she thought the foreclosure assistance was huge.

**V. Adjourn @ 5:04pm**

Motion to adjourn made by Dr. Brown. Seconded by Mr. Bryd. Passed unanimously.

# Monitoring Checklist & Report

## City of Sanford – Community Development Block Grant (CDBG) Program Subrecipient Risk Assessment Checklist

Recipient: \_\_\_\_\_ CDBG PY: 2020/2021

Date of Last Monitoring: \_\_\_\_\_

*Answer the questions in sections I-IV and then refer to the instructions on page 2-3 to determine the risk level for the subrecipient. Check the appropriate boxes for the assessed risk.*

Assessed Risk: ☐ Low ☐ Moderate ☐ High

### I. Administration

*Check the appropriate box.*

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Is the Subrecipient on the Federal suspension and debarment list which would preclude them from receiving a subaward to carry out a Federal program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Does the Subrecipient have prior experience in managing CDBG funded projects?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Is the Subrecipient using a consultant for administrative services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
a) If <b>yes</b> , does the consultant have CDBG experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) If <b>no</b> , has the Subrecipient administered its own CDBG subawards in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Does the Subrecipient have staff members who have CDBG experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Has there been turnover of key personnel in the last program year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Has the Subrecipient maintained CDBG files properly in past subawards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Is the funded activity prone to problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

### II. Program Operations

1. Were concerns raised during prior monitoring site visit about program operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Were past awards large or complex?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Were past subawards completed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. If a past subaward had to be extended, was the justification reasonable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Were funds drawn in a timely fashion during past subawards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Were reports filed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:	

**Subrecipient Risk Assessment Checklist****III. Audits***Check the appropriate box.*

1. Have past audits/audit certification letters been filed on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Were any CDBG specific findings or concerns expressed in the most recent Audit, or were any compliance issues mentioned that relate to the CDBG program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Were prior audit findings resolved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments:</b>	

**IV. Financial Management**

1. Is there adequate separation of fiscal duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Does the Subrecipient keep adequate financial ledgers and other records?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Have financial systems changed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Does the award present potential conflicts of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Does the Subrecipient have the capability to comply with Federal rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Comments</b>	

City of Sanford – Community Development Block Grant (CDBG) Program  
**Subrecipient Risk Assessment Checklist**

---

**Instructions for Assessing Risk**

Rate the Subrecipient a **high risk** if:

1. There were CDBG related findings and recommendations in the most recent audit, or
2. The Subrecipient is not using a consulting firm for administrative services, and it has never self-administered a CDBG subaward before, or
3. The Subrecipient did not keep accurate financial records during past subawards, or
4. The Subrecipient is using a consulting firm for administrative services that does not have CDBG experience,
5. The Subrecipient had a turnover of key personnel.

Also rate the Subrecipient a **high risk** if it meets at least three of the following conditions:

1. The Recipient does not have staff members who have CDBG experience.
2. Financial monitoring from previous subawards yielded findings.
3. The most recent audit had recommendations to improve financial management that were not CDBG-specific.
4. The Subrecipient does not have adequate separation of fiscal duties.
5. The site visit raised concerns that indicate additional monitoring will be needed.
6. Required reports were not filed on time during a past grant.

Rate the Subrecipient a **moderate risk** if it meets two of the following conditions:

1. The Subrecipient does not have staff members who have CDBG experience.
2. The Subrecipient did not meet the expenditure deadline for a previous subawards.
3. Financial monitoring from previous subawards yielded findings.
4. The most recent audit had recommendations to improve financial management that were not CDBG-specific.
5. The Subrecipient does not have adequate separation of fiscal duties.
6. The site visit raised concerns that indicate additional monitoring will be needed.
7. Required reports were not filed on time during a past grant.

Rate the Subrecipient a **low risk** if it did not meet the criteria for a high risk or a moderate risk. A low risk Subrecipient will be monitored every second year.

If a Subrecipient is determined to be a **moderate or high risk**, the City of Sanford's Community Development Block Grant (CDBG) staff will conduct annual on-site monitoring visits to check on the progress of the Subrecipient's progress. The risk level can be adjusted during the subgrant period if the Subrecipient shows good progress in developing capacity or completing project activities.

## CHECKLIST FOR MONITORING OF A SUBRECIPIENT



Subrecipient \_\_\_\_\_

Project Name/Agreement No. \_\_\_\_\_

Project Director \_\_\_\_\_

In-house review and general oversight conducted on \_\_\_\_\_

On-site monitoring visit(s) conducted on \_\_\_\_\_

Monitoring letter sent on \_\_\_\_\_

Follow-up monitoring visit conducted/letter sent on: \_\_\_\_\_

### A. National Objective and Eligibility

1. Which National Objective does this project meet (24 CFR 570.208)?

Benefit to Low- and Moderate-Income Persons

- ☐ Low/Mod Area Benefit
- ☐ Limited Clientele Benefit
- ☐ Low/Mod Housing Benefit
- ☐ Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

- ☐ on an Area Basis
- ☐ on a Spot Basis

An Urgent Need

- ☐ Needs having a Particular Urgency

2. Which eligibility category does the project meet? (24 CFR 570.201–6)?

### B. Conformance to the Subrecipient Agreement

1. Contract Scope of Services: Is the full scope of services listed in the Agreement being undertaken? List any deviation.
2. Levels of Accomplishments: Compare actual accomplishments at the point of monitoring with planned accom-



plishments. Is the project achieving the expected levels of performance (number of persons served, number of units rehabilitated, etc.) and reaching the intended client group? Explain any problem the subrecipient may be experiencing. Acknowledge major accomplishments.

3. **Time of Performance:** Is the work being performed in a timely manner (i.e., meeting the schedule as shown in the Agreement)? Explain.
4. **Budget:** Compare actual expenditures versus planned expenditures. Note any discrepancies or possible deviations.
5. **Requests for Payment:** Are requests for payment being submitted in a timely manner and are they consistent with the level of work accomplished? Is program income properly accounted for and recorded? Explain.
6. **Progress Reports:** Have progress reports been submitted with payment requests (where required) on time and were they complete and accurate?
7. **Special Conditions:** Does the project conform to any special terms and conditions included in the Subrecipient Agreement? Explain.

#### C. **Record-Keeping Systems (24 CFR 570.506)**

Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. Such records should be found in both the grantee's project file and the subrecipient file.

1. **Filing System:** Are the subrecipient's files orderly, comprehensive, secured for confidentiality where necessary, and up to date? Note any areas of deficiency.
2. **Documentation (activities, costs, and beneficiaries):** Do the Housing and Community Development project files and subrecipient records have the necessary documentation supporting the National Objective being met, eligibility, and program costs as they relate to 24 CFR 570.506? Do the project files support the data the subrecipient has provided for the CAPER?
3. **Record Retention:** Is there a process for determining which records need to be retained and for how long?
4. **Site Visit (where applicable):** Is the information revealed by a site visit consistent with the records maintained by the subrecipient and with data previously provided to the grantee? Explain any discrepancies.
  - a. Is the project manager located on-site and running the day-to-day operations? Do the staff seem fully informed about program requirements and project expectations? Explain.
  - b. Is the project accomplishing what it was designed to do? Explain any problems.

**D. Financial Management Systems (2 CFR Part 200)**

1. Systems for Internal Control: See [2 CFR 200](#). Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets?
2. Components of a Financial Management System: Review the chart of accounts, journals, ledgers, reconciliation, data processing, and reporting system. Note any discrepancies.
3. Accounting: Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc. Note any discrepancies.
4. Eligible, Allocable, and Reasonable Costs: See [2 CFR 200](#). Pay particular attention to the time distribution records where the subrecipient has employees who work on both CDBG and non-CDBG funded activities. Note any discrepancies.
5. Cash Management/Drawdown Procedures: See [2 CFR 200](#). Has all cash been promptly drawn down and deposited? Are all drawdowns of Federal funds properly recorded? Note any discrepancies.
6. Management of Program Income: If the subrecipient generates program income, refer to 24 CFR 570.504 and the Subrecipient Agreement about its use. Note any discrepancies.
7. IPA Audit Reports/Follow-up: See [2 CFR 200](#). Determine if the subrecipient has expended \$750,000 or more in Federal funds for the subject program year.

IPA Audit Required    Yes \_\_\_ No \_\_\_ N/A \_\_\_

Date Conducted        \_\_\_\_\_

Any findings related to CDBG activity? Status? Explain.

8. Maintenance of Source Documentation: See [2 CFR 200](#). Note any discrepancies in sample records, invoices, vouchers, and time records traced through the system.
9. Budget Control: See 2 Do actual expenditures match the line item budget? Note any discrepancies.

**E. Insurance**

1. Has the subrecipient submitted a current copy of its Certificate of Insurance?
2. Is the City named as an additional insured?



**F. Procurement**

1. Procurement Procedures: Do the procedures the subrecipient uses for procurement of goods and services meet CDBG requirements? Review a sample number of procurements.
2. Conflict of Interest: How does the subrecipient assure there was no conflict of interest, real or apparent? Review the process and comment.

**G. Equipment and Real Property**

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review for compliance with [2 CFR 200.313](#).
2. Has the subrecipient purchased equipment with CDBG funds? Does the subrecipient maintain the records required at [2 CFR 200](#)?
3. Has a physical inventory taken place and the results reconciled with property records within the last two years?
4. If the subrecipient disposed of equipment/property that was purchased with Federal funds within the last five years:
  - a. Were proceeds from the sale reported as program income?
  - b. Did the grantee approve expenditure of program income?
  - c. Was the program income returned to the grantee?

**H. Non-Discrimination and Actions to Further Fair Housing**

1. Equal Employment Opportunity: Refer to 24 CFR 570.506, 601, and 602. Note any deficiencies.
2. Section 3: Opportunities for Training and Employment for Local Residents – Refer to [24 CFR 570.506\(g\)\(5\)](#) and [24 CFR 570.607\(a\)](#) (affirmative action). Note any deficiencies.
3. Fair Housing Compliance: Refer to [24 CFR 570.904](#) and [24 CFR 570.601\(b\)](#). Note any deficiencies.
4. Requirements for Disabled Persons: Refer to 8.6. Note any concerns.
5. Women and Minority Business Enterprises: Refer to [24 CFR 570.506\(g\)](#) and [2 CFR Part 200](#), affirmative steps documentation. Note any concerns.

**I. Conclusion and Follow-up**

1. Is the subrecipient meeting the terms of the Subrecipient Agreement and HUD regulations? Discuss both positive conclusions and any weaknesses identified.
2. Identify any follow-up measures to be taken by the grantee and/or the subrecipient as a result of this monitoring review.
  - a. List the required schedule for implementing corrective actions or making improvements.
  - b. List the schedule for any needed technical assistance or training and identify who will provide the training.

---

Project Monitor

---

Date

# City of Sanford Advertisement

**Torres, Nikki**

---

**From:** Torres, Nikki  
**Sent:** Monday, September 12, 2022 9:55 AM  
**To:** Teague, Teresa  
**Cc:** Osburn, Nicole  
**Subject:** DRAFT CAPER  
**Attachments:** DRAFT 2020 CAPER (nikki edits).docx

Good morning Teresa,

This "DRAFT" CAPER can be uploaded, on our website. The updates are pending the 2020 funds active in IDIS.

All the other pending pieces / updates are slowly being provided. I will run the final reports (attachments) for our final numbers when are funds are received all expenditures processed. HUD submission goal date 9/27/2022.

Respectfully,

*Nikki Torres*

CARES ACT Program Coordinator

**Office:** 407.562.2818

**Cell:** 321.696.4118

**M-T 7:30 am – 5:30pm**

[Nikki.Torres@sanfordfl.gov](mailto:Nikki.Torres@sanfordfl.gov)

[www.sanfordfl.gov](http://www.sanfordfl.gov)

**The best preparation for tomorrow...is doing your best today! ☺**

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**Our Vision** – Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play and retire.

**Our Mission** – The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant, business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social and cultural character.

N.T.

**Torres, Nikki**

---

**From:** Torres, Nikki  
**Sent:** Tuesday, September 6, 2022 12:43 PM  
**To:** Teague, Teresa  
**Cc:** Osburn, Nicole  
**Subject:** RE: CAPER Advertisement  
**Attachments:** CAPER FY 2020 Notice 9-7-2022.docx

NT

Good afternoon Teresa,

I was worth a try ☺.

Please see revised advertisement/notice. With every ad we will need Sanford Herald to mail in proof ad prints and the affiants.

Respectfully,

*Nikki Torres*

CARES ACT Program Coordinator

Office: 407.562.2818

Cell: 321.696.4118

M-T 7:30 am – 5:30pm

[Nikki.Torres@sanfordfl.gov](mailto:Nikki.Torres@sanfordfl.gov)

[www.sanfordfl.gov](http://www.sanfordfl.gov)

The best preparation for tomorrow...is doing your best today! ☺

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---

**From:** Teague, Teresa <Teresa.Teague@Sanfordfl.gov>

**Sent:** Tuesday, September 6, 2022 12:37 PM

**To:** Torres, Nikki <Nikki.Torres@Sanfordfl.gov>

**Cc:** Osburn, Nicole <nicole.osburn@sanfordfl.gov>

**Subject:** RE: CAPER Advertisement

NT



Sunday is soonest at this point. Will that work?



T.T.

**From:** Torres, Nikki <[Nikki.Torres@Sanfordfl.gov](mailto:Nikki.Torres@Sanfordfl.gov)>  
**Sent:** Tuesday, September 6, 2022 11:31 AM  
**To:** Teague, Teresa <[Teresa.Teague@Sanfordfl.gov](mailto:Teresa.Teague@Sanfordfl.gov)>  
**Cc:** Osburn, Nicole <[nicole.osburn@sanfordfl.gov](mailto:nicole.osburn@sanfordfl.gov)>  
**Subject:** CAPER Advertisement

Good morning Teresa,

I know this is pushing the envelope, but do you think we can run this tomorrow? Understanding it is super late and hoping Roxzie can get it to the run on time for tomorrow. If not run for this Sunday and next Wednesday. We can change the date to the 11<sup>th</sup> and comment due by 9/26/22. We can advertise for 15 days. Draft is ready minus some of the exhibits and attachments. Draft is currently available in word format and not in IDIS.

Respectfully,

*Nikki Torres*

CARES ACT Program Coordinator

**Office:** 407.562.2818

**Cell:** 321.696.4118

**M-T** 7:30 am – 5:30pm

[Nikki.Torres@sanfordfl.gov](mailto:Nikki.Torres@sanfordfl.gov)

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**The best preparation for tomorrow...is doing your best today! ☺**

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[Instagram.com/CityofSanfordfl](https://Instagram.com/CityofSanfordfl)

N.T.



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**Torres, Nikki**

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**From:** Torres, Nikki  
**Sent:** Tuesday, September 6, 2022 11:31 AM  
**To:** Teague, Teresa  
**Cc:** Osburn, Nicole  
**Subject:** CAPER Advertisement  
**Attachments:** CAPER FY 2020 Notice 9-7-2022.docx

Good morning Teresa,

I know this is pushing the envelope, but do you think we can run this tomorrow? Understanding it is super late and hoping Roxzie can get it to the run on time for tomorrow. If not run for this Sunday and next Wednesday. We can change the date to the 11<sup>th</sup> and comment due by 9/26/22. We can advertise for 15 days. Draft is ready minus some of the exhibits and attachments. Draft is currently available in word format and not in IDIS.

Respectfully,

*Nikki Torres*

CARES ACT Program Coordinator

Office: 407.562.2818

Cell: 321.696.4118

M-T 7:30 am – 5:30pm

[Nikki.Torres@sanfordfl.gov](mailto:Nikki.Torres@sanfordfl.gov)

[www.sanfordfl.gov](http://www.sanfordfl.gov)

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**Our Vision** – Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play and retire.

**Our Mission** – The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social and cultural character.

**Torres, Nikki**

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**From:** Torres, Nikki  
**Sent:** Tuesday, September 6, 2022 10:07 PM  
**To:** Osburn, Nicole; Teague, Teresa  
**Subject:** RE: CAPER FY 2020 Notice 9-7-2022  
**Attachments:** CAPER FY 2020 Notice 9-7-2022.docx

Please see attached responses to your inquiries.

Respectfully,

*Nikki Torres*

CARES ACT Program Coordinator

Office: 407.562.2818

Cell: 321.696.4118

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**From:** Osburn, Nicole <[nicole.osburn@sanfordfl.gov](mailto:nicole.osburn@sanfordfl.gov)>  
**Sent:** Tuesday, September 6, 2022 6:03 PM  
**To:** Teague, Teresa <[Teresa.Teague@Sanfordfl.gov](mailto:Teresa.Teague@Sanfordfl.gov)>; Torres, Nikki <[Nikki.Torres@Sanfordfl.gov](mailto:Nikki.Torres@Sanfordfl.gov)>  
**Subject:** CAPER FY 2020 Notice 9-7-2022

Thank you for completing the attached notice. Please see my suggested comments attached.

Nikki