



# **Community Development Block Grant (CDBG)**

## **Annual Action Plan 2017-2018**

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### **Town of Jupiter Neighborhood Services**

**200 Military Trail, Room 108**

**Jupiter, FL 33458**

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Town of Jupiter Action Plan  
FY2017-2018  
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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

Federal regulations at 24 CFR Part 91 (Consolidated Submissions for Community Planning and Development Programs) require The Town of Jupiter to submit a Consolidated Plan every 5 years, which describes how the Town will pursue the overall goals of the community planning and development programs, as well as housing programs covered by Part 91. This overall goal is to develop viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate- income persons including those with special needs. Among the programs covered are the formula-based Community Development Block Grant (CDBG) Program, Home Investment Partnership (HOME) Program, and the Emergency Shelter Grants (ESG) Program, if applicable. Jupiter is only eligible for the CDBG program and will receive \$256,076 for fiscal 2017-2018.

The Proposed Action Plan describes the programs the Town will carry out during the next year that will primarily benefit the low-to moderate-income and special needs residents of Jupiter. The Plan details the federal funds used to carry out these programs and includes state and local funding, if any, to provide a complete summary of Jupiter's efforts to assist the its low-and moderate income residents. This Annual Action Plan covers the period beginning October 1, 2017 through September 30, 2018. This period corresponds with the Town's 2017-2018 fiscal year, and the U.S. Department of Housing and Urban Development's (HUD's) October 1 2017-September 30, 2018 program year. This will be the Town's <sup>first</sup> program year under the newly submitted 5-Year Consolidated Plan for (2017-2022).

The Town of Jupiter receives federal funding as an entitlement jurisdiction for the Community Development Block Grant (CDBG) Program from the Department of Housing and Urban Development (HUD). The Town is directly responsible for the planning, administration, and execution of projects funded with the CDBG program. The Town of Jupiter Neighborhood Services Department, as the lead agency for the administration of the CDBG program, developed this plan in consultation with other Town departments, other governmental agencies, faith based organizations and members of the community in compliance with the Town's Citizen Participation Plan and the Five-Year Consolidated Plan. The entirety of the Town's CDBG funds will serve the Town's low- and moderate-income residents.

## **2. Summarize the Objectives and Outcomes Identified in the Plan**

In FY 2017-2018, the Town of Jupiter will utilize CDBG funds to continue infrastructure improvements to the Pine Gardens South neighborhood; provide recreational scholarships through the partnership with Jupiter Tequesta Athletic Association (JTAA); and provide housing assistance to residents with short term needs for rent, mortgage and utility assistance. The neighborhood is located in Census Tract 2.05 and Block Group 1, which has a low- and moderate- income population of 68.66%. These projects will complement the town council's priority projects and benefit the residents by providing them with public improvements, housing, and public and community services.

## **3. Evaluation of Past Performance**

During the past five years of the Town's operation of the CDBG Program, it has engaged in a wide range of planning and systems development activities designed to ensure the programs' long-term success. Specific actions have included:

- a) Creating enhanced outreach and marketing strategies;
- b) Establishing internal resource and service delivery coordinating strategies; and
- c) Developing collaborative partnership arrangements with other local government entities, non-profit organizations and community groups.

Based on the input from the public, non-profit agencies, and Town departments, the Town will utilize CDBG funds to assist persons throughout the Town's targeted areas that are low- and moderate income, blighted and in need of public improvements. The Town recently completed critical public infrastructure upgrades in the Pine Gardens South area. In addition, through the years the Town has had success with other programs such as the Owner-Occupied Rehabilitation Program.

## **4. Summary of Citizen Participation Process and Consultation Process**

For the preparation of the FY 2017-2018 Action Plan, The Town hosted three public meetings to discuss the CDBG Program and published a notice in the Palm Beach Post to solicit comments from the public through a thirty (30) day comment period. In addition, needs assessments packets were distributed to the Neighborhood Taskforce members to submit any projects that would align with the CDBG requirements. The meetings were held on January 18 and 19, 2017, at 11 am and 6 pm at the Jupiter Community Center. To broaden the outreach to persons with disabilities the facility is accessible to persons who are differently abled. Residents were given a brief presentation about the overall CDBG Program as well as the Fair Housing Act. After that summary, meeting attendees were given an opportunity to identify housing and community development priorities for the Town, comment on past performance, and provide input on fair housing in Jupiter.

In addition, Neighborhood Services met with other Town departments and area non-profits to discuss the CDBG process and solicit projects. Neighborhood Services hosts a quarterly interdepartmental Neighborhood Taskforce meeting where members have an opportunity to discuss the CDBG Program. This meeting includes Town of Jupiter Neighborhood Services and the Building, Code Compliance, Community Relations, Engineering, Planning and Zoning, Police, and Recreation departments.

**5. Summary of Comments or Views Not Accepted and the Reasons for Not Accepting Them**

To date, the Town of Jupiter has received no comments regarding the Action Plan.

**6. Summary**

The Town of Jupiter receives federal funding as an entitlement jurisdiction for the Community Development Block Grant (CDBG) Program, and will receive \$256,076 in FY 2017-2018. The Town is directly responsible for the planning, administration, and execution of projects funded with the CDBG program. The Town of Jupiter Neighborhood Services Department, as the lead agency for the administration of the CDBG program, developed this plan in consultation with other Town departments, other governmental agencies, and members of the community in compliance with the Town's Citizen Participation Plan and the Five-Year Consolidated Plan.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Satu Oksanen	Neighborhood Services

Table 1 – Responsible Agencies

### Narrative (optional)

The Town of Jupiter Neighborhood Services (NS) Department located in the Jupiter Community Center at 200 Military Trail, Suite 108, Jupiter, FL 33458, is the lead agency responsible for the development of the Consolidated Plan and Annual Action Plans. The Department administers federal funds under the CDBG Program.

### Consolidated Plan Public Contact Information

The contact person for the Consolidated Plan is:

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200 Military Trail, Suite 108  
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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The Town of Jupiter participates in several collaborations to improve the coordination between public and private housing providers as well as among governmental physical and mental health and service agencies. The Consolidated Plan regulations require that the Town consult with public and private agencies, governmental organizations, and public housing authorities during the preparation of the Action Plan.

The Town previously administered a housing rehabilitation program using CDBG funds mainly serving the low and very low income residents of the Town, many of them female heads of households.

The Town has a partnership with Jupiter Medical Center, a nonprofit hospital that provides services to elderly, disabled, low and moderate income and un- and underinsured residents.

The Town is involved in other health related collaborations mostly related to grant opportunities for the Town’s underserved populations. Jupiter received a \$1,000,000 grant to address health issues from Palm Healthcare Foundation called Healthier Jupiter, this initiative addresses chronic health conditions, including Type 2 Diabetes, with behavior modification including access to better food choices and affordable exercise opportunities. The Town is now in its fourth year of partnership with Palm Healthcare Foundation and the Healthier Together Collaborative.

The Town has established several cross-departmental teams to overcome gaps in institutional structures and enhance coordination. The Neighborhood Services Interdepartmental Team meets quarterly; it consists of members from the Neighborhood Services; Code Compliance; Building; Administration, Planning & Zoning; Jupiter Police; Engineering and Recreation departments. The Team collaborates on issues that affect neighborhoods (especially the L/M income older neighborhoods).

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Town of Jupiter is a participant in the West Palm Beach/Palm Beach County Continuum of Care (CoC). In July 2012, the Lewis Center, Palm Beach County's Homeless Resource Center, opened its doors. It became fully operational in January 2013 providing emergency housing for homelessness individuals and dedicated funds for hotel vouchers for homeless families. The Lewis Center serves as the County's central point of access and key source of data collection. Homeless individuals are referred to the Lewis Center from community navigation points where initial screening for appropriate referrals takes place. The Town of Jupiter has an Interlocal agreement with the County to transport potential clients to the Center.

Even though Jupiter does not currently have any homeless shelters within its town limits, it is committed to serving its homeless populations. To divert people from the system of homeless shelters, the Town assists eligible residents with short term rent, mortgage and utility payments.

In addition, the Town leases a building to El Sol, a non-profit entity, to serve the Town's day laborers, some of whom are homeless. C.R.O.S. Ministries operates a food pantry which is open on Tuesdays and Fridays in the El Sol facility.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Town of Jupiter does not currently administer any ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

The Town of Jupiter held three public meetings to solicit input on the Action Plan. Input was received from agencies providing services in the Town.

#	Agency/Group/Organization	Agency/Group/Organization type	What section of the Plan was addressed by Consultation? *
1	El Sol	Services-Migrant, day laborers, homeless	Homeless and Other Special Needs
2	MyClinic	Services-Health	Elderly, Disabled and Other Special Needs; Homeless and Other Special Needs
3	Jupiter Medical Center	Services-Health	Elderly, Disabled and Other Special Needs

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no organizations that were deliberately not consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Palm Beach County Consolidated Plan	Palm Beach County Department of Economic Sustainability	Countywide issues including homelessness and public housing

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

During the preparation of the FY 2017-2018 Action Plan, The Town hosted three public meetings to discuss the CDBG Program and solicit ideas from the public. The meetings were held on January 18 and 19, 2017 at 11 am and 6 pm at the Community Center. To encourage participation, one of the meetings was held in the evening and two were held in the morning. The morning meetings made attendance easier for some elderly, who may not drive at night, and the evening meeting was targeted to people who work during the day. The meetings were advertised in the “Palm Beach Post” and “Jupiter Town Times”, and The Town sent an email invitation to approximately 11,000 residents who have opted to receive communications from the Town.

At the meetings, the Town made a brief presentation on the CDBG program, including eligible activities, national objectives, and a review of the current CDBG-funded activities and outcomes. Fair Housing was also discussed.

Approximately 5% percent of Jupiter households require services in a language other than English. Upon request or as necessary, the Town makes arrangements for documents to be provided in another language or for translators to assist with communication.

The Department of Neighborhood Services serves as the Town’s liaison with interested individuals and groups concerned with the CDBG program, including the Town’s Spanish speaking population. Neighborhood Services meets with resident groups quarterly and has Spanish-speaking staff.

All public hearings were held at locations accessible to people with disabilities and provisions are made for persons with disabilities if requested.

Neighborhood Services met with other Town departments and area non-profits to discuss the CDBG process and solicit project ideas. NS hosts a monthly interdepartmental meeting, “Neighborhood Taskforce,” and CDBG was discussed there as well. The Neighborhood Taskforce consists of staff from Town of Jupiter Administration, Building Department, Code Compliance, Community Relations, Engineering, Planning and Zoning, Police, and Recreation.

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The Town of Jupiter expects to receive CDBG funds of \$256,076 during FY 2017-2018. No program income is anticipated to be earned since the Town is a relatively new entitlement jurisdiction and no projects have been funded that will likely generate program income.

#### Priority Table

Program	Source of Funds	Use of Funds	Funding Amount	Narrative Description
CDBG	Federal	Public Infrastructure	\$161,449.40	The amount received for FY 2017-2018 will be used to address the priority needs and specific goals and objectives identified in the Consolidated Plan and subsequent amendments.
CDBG	Federal	Grant Administration & Planning	\$51,215.20	20% Administration cap
CDBG	Federal	Public Service	\$38,411.40	The amount received for FY 2017-2018 will be used to address the priority needs and specific goals and objectives identified in the Consolidated Plan and subsequent amendments.
CDBG	Federal	Housing Community Development	\$5,000.00	The amount received for FY 2017-2018 will be used to address the priority needs and specific goals and objectives identified in the Consolidated Plan and subsequent amendments.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The Town of Jupiter does not receive HOME or ESG funding and therefore does not have a match requirement.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Town of Jupiter does not own any land or property that may be used to address the priority needs identified during the development of the plan.

## **Annual Goals and Objectives**

### **AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3) &(e)**

#### **Introduction**

The FY 2017-2018 Action Plan includes three projects to be funded under the CDBG Program. The first is a continuation of an infrastructure improvement project that will be implemented by the Town of Jupiter Water & Storm Water Utilities Department in the Pine Gardens South neighborhood. The project consists of water distribution system replacement and aesthetics upgrades throughout the low moderate income neighborhood. The second project will assist in preventing homelessness through housing assistance to LMC residents with short term rent, mortgage and utility assistance needs. The third project will provide recreational opportunities for youth in L/M income households through a partnership with Jupiter Tequesta Athletics Association (JTAA). The Town will also utilize 20% of the CDBG funds for administrative costs needed to oversee new and underway projects and provide general management of the CDBG funds.

Annual goals and objectives for the Town of Jupiter for FY 2017- 2018.

Goal	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Improve Quality and Quantity of Public Improvements and Infrastructure	2017	2018	Non-housing Community Development	Pine Gardens South Neighborhood	General Public Facilities and Improvements	CDBG \$161,449.40	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Assisted
Administration	2017	2018	Administration	Town-wide	Grant Administration & Planning	CDBG \$51,215.20	Not applicable
LMC National Objective	2017	2018	Housing Non Community Development	Town - Wide	Housing Activities Urgent Needs	CDBG \$5,000.00	51 percent of clientele have family income that does not exceed presumed LMI
LMA National Objective	2017	2018	Public and Community Service	Town - Wide	Public and Community Service	CDBG \$38,411.40	51 percent of clientele are person who family income does not exceed presumed LMI

**Table 6 – Goals Summary**

## AP-35 Projects – 91.220(d)

### Introduction

The FY 2017-2018 Action Plan includes three projects to be funded under the CDBG Program. The first project is slated for infrastructure improvements to the Pine Gardens South neighborhood aesthetics and infrastructure; provide recreational scholarships through the partnership with Jupiter Tequesta Athletic Association (JTAA) and provide housing assistance to residents with short term rent, mortgage and utility assistance needs. The Town will also utilize 20% of the CDBG funds for administrative costs needed to oversee new and underway projects and provide general management of the CDBG funds.

Projects/Activities funded under CDBG FY 2017-2018

Project	Description	Goal Supported	Need Addressed	CDBG Funding
Pine Gardens South street improvement	Replacement of aging infrastructure	Improved Public Improvements and Infrastructure	General Public Facilities and Improvements	\$161,449.40
JTAA	Providing scholarships to LMI families	Public Service	Public and Community Service	\$38,411.20
Administration	Administration and Planning	Administration and Planning	Administration and Planning	\$51, 215.20
Housing Assistance	Provide housing assistance to residents with short term rent, mortgage and utility assistance needs.	Emergency Housing and homelessness prevention	Housing Activities Urgent Needs	\$5,000.00
<b>TOTAL</b>				<b>\$256,076.00</b>

**Table 7 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

CDBG funds were allocated to the aforementioned projects based on input received during community meetings as well as from needs identified by departments within the Town of Jupiter. Projects were prioritized by the Town due to their location in aging, low-income neighborhoods that require improvements.

The greatest obstacle to meeting underserved needs is funding. The Town has used general funds to implement several programs geared towards lower income residents, especially seniors. However, the needs of this population are significant and far exceed the available resources. CDBG funds will allow the Town to assist more low- and moderate-income residents and have the greatest impact by leveraging other resources and by addressing the highest priorities.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

The following are the descriptions for each of the proposed program activities for the FY 2017-2018 Action Plan year:

- 1. Pine Gardens South Infrastructure Improvements (\$161,499.40) (24 CFR 570.201 (c)):** Infrastructure improvements that will benefit the Pine Gardens South neighborhood and meet the National Objective of LMI Area Benefit. The project will provide upgrades and aesthetics improvements; reduce maintenance costs; and create more attractive appearance.
- 2. Jupiter Tequesta Athletic Association (\$38,411.40) (24 CFR 570.483 (c)):** To provide youth in the LMI Area Benefit community an opportunity to participate in the Town's athletic association sports program. Scholarships and equipment fees will be provided for approximately 20 residents.
- 3. Housing Assistance Jupiter Medical Center (\$5,000.00) (24 CFR 570.1006.20):** Provide housing assistance to residents in need of short term rent, mortgage and utility assistance needs. To reduce the displacement of residents from their homes due emergency situations.
- 4. CDBG Program Administration/Planning (\$51,215.20) (24 CFR 570.206):** Funding to the Neighborhood Services Department for the administration of the CDBG Program.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All Activities supported by the Town’s Five-Year Consolidated Plan strive to improve the quality of life for Town of Jupiter low-to-moderate income residents. The Town focuses on eligible programs targeting low-and moderate-income persons on a Town-wide basis including the census tract areas with 51% concentrated LMI populations.

<b>During FY</b>	<b>Percentage of Funds</b>
Pine Gardens	<b>80.0%</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Funding is being targeted to areas that demonstrate a community development need and where there is a concentration of low- and moderate-income persons and minority population. The geographic allocation of the CDBG funds is also a factor of program requirements that at least 70% of CDBG funds benefit low- and moderate-income persons.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The Town will encourage rehabilitation of single-family homes to provide safe and affordable housing for all family types, particularly elderly low-income households. The Town is not allocating FY 2017-2018 CDBG funding for rehabilitation activities; however, there is an allocation of \$5,000.00 to service at least five referrals from Jupiter Medical Center who have to choose between accessing medical services or paying their housing expenses.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	3
Special-Needs	2
Total	5

Table 7 - One-Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental / Mortgage Assistance	5
The Production of New Units	0
Rehab of Existing Units	2
Acquisition of Existing Units	0
Total	7

Table 8 - One Year Goals for Affordable Housing by Support Type

#### Discussion

The Town is not allocating FY 2017-2018 CDBG funds to the production of new units, or the rehabilitation or acquisition of existing units. Based on the data available on a county-wide level as well as the count in Jupiter, Jupiter has relatively few homeless persons located in the Town. CDBG funds will therefore not be used to serve the homeless population; however, the prevention of homelessness will be addressed. The Town and its community partners provide additional services for the homeless utilizing other sources of funds as well. These services include food distribution, free primary medical care, access and referrals to public assistance and Palm Beach County shelters.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Town of Jupiter does not have a Public Housing Authority. Parties requiring assistance in public housing or those desiring to transition to homeownership will rely upon the County's public housing authority. The Town of Jupiter's Consolidated Plan cannot address public housing without relying on Palm Beach County.

### **Actions planned during the next year to address the needs to public housing**

The Palm Beach County Housing Authority (PBCHA) will continue to collaborate with Palm Beach County Sheriff's Office (PBSO) to combat crime in public housing. The PBCHA has entered into a Public Safety Contract to provide security at all of its locations. It provides Community Policing Unit office space at certain locations. PBCHA plans to continue acquiring property in the Glades area including a 384-unit gated community, which will become the Campus of Learners. The Campus of Learners will be a live-work-learn complex, where participants enroll in a learning curriculum in the same location as their residence. PBCHA plans to continue expanding its real estate department to reposition its vacant land and redevelop its existing housing stock.

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

To enable residents to establish self-sufficiency goals and develop individual training plans, the Family Self Sufficiency (FSS) Program will be available to all Public Housing residents. The PBCHA works closely with Housing Partnership to provide homeownership counseling to participants interested in becoming homeowners. PBCHA's annual budget sets-aside \$25.00 per household to help establish and fund Resident Councils at five of the authority's locations. There is presently one active Resident Council at Drexel House. With the collaboration of local agencies, initiatives are being put in place to establish Councils at other developments. The PBCHA had one resident elected for a three-year term on its Board of Commissioners, as required by Florida Statutes. All residents are invited to various Board meetings and their comments are usually solicited regarding policy, living environment, and/or management issues. The PBCHA has a computer learning center at the main office and computer labs for resident use at all Public Housing locations. There is a reading program at Schall Landings and a Teen Outreach Program at Dyson Circle Apartments.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.**

PBCHA has not been designated as a troubled housing authority.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Town of Jupiter is committed to serving its homeless populations even though it does not currently have any homeless shelters within its Town limits.

The Town leases a building to El Sol, a non-profit entity, for \$1 a year to serve the Town's day laborers, some of whom are homeless. C.R.O.S. Ministries operates a food pantry in El Sol that is open on Tuesdays and Fridays.

### **Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including:**

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

A collaboration with Jupiter Medical Center financial assistance program aids in the reduction of homelessness by assisting LMI, elderly and disabled residents with emergency assistance for short term rent and mortgage and utility payments.

The Town will continue its partnership with Palm Beach County's Homeless Outreach Team (HOT), which spearheads the County's homeless outreach program. The HOT Team will continue to travel to various locations within Palm Beach County where homeless people are known to congregate to conduct initial on-site assessments and to determine what programs and services are most needed.

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

The Town of Jupiter has an Interlocal agreement with the County to transport potential clients to the Lewis Center, which is the main point of access for homeless services in Palm Beach County.

**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**

The Town of Jupiter is within the boundaries of the West Palm/Palm Beach County CoC. Palm Beach County will continue to utilize HUD's Continuum of Care funding to support the operation of permanent supportive housing programs.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Lewis Center will continue to coordinate with various hospitals and other facilities to enter into Memorandums of Agreement that establish the policies and procedures for hospitals and mental health institutions to make referrals to the Lewis Center.

### **Discussion**

In addition to the Town's partnership with the Lewis Center there have been enhanced efforts made to strengthening the relationship with the nonprofit medical facility financial assistance office.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

**Actions it planned 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**

In May 2015, the Town Council adopted the following Workforce Housing Program Regulations to address the lack of affordable housing in the Town of Jupiter.

- Purpose and intent – Ensure adequate inventory of owner-occupied and rental housing throughout the Town;
- Density bonuses and other incentives:
  - Density bonuses up to 100 percent of base density of residential land use designation;
  - Other incentives include traffic performance standard exemptions for workforce housing units and expedited permitting.
- Workforce housing plan – Inclusionary requirement of 6% for developments of 10 dwelling units or more and a requirement of 20% of increased density associated with a land use amendment or rezoning;
- Construction standards for workforce housing;
- Payment of fee or donation of land in lieu of constructing workforce dwelling units:
  - For-sale dwelling units - \$200,000;
  - Rental dwelling unit - \$150,000.
- Sales and rental prices for workforce housing dwelling units;
- Qualifications for eligible households and criteria under the workforce homebuyer program;
- Homeowner and homebuyer assistance program;
- Affordability time period durations for rental and for-sale workforce housing dwelling units
  - For-sale dwelling units – In perpetuity (99 years);
  - Rental dwelling units – Minimum of 30 years.
- Housing trust fund – For the purpose of depositing funds collected pursuant to the Workforce Housing Program. Fees in the trust fund can be used for these programs:
  - Second mortgage assistance;
  - Down payment assistance;
  - Acquisition and construction of Workforce Housing dwelling units;
  - Resale gap;
  - Enhancement of county, state and federal affordable housing programs;

- Rehabilitation of existing Workforce Housing dwelling units; and
- Administrative functions (up to a cap of 20 percent of total funds) necessary for this program.

### **Discussion**

From 2000-2012 there were significant increases in the average price of homes in Jupiter (120%). Housing built after 2005 had higher median values than ever before in Jupiter. National and local trends such as population growth, relaxed lending practices, and an increasing demand for higher priced homes, resulted in the production of predominantly higher priced homes. This increasing value of housing restricts many very-low and low-income households from becoming first-time homebuyers in Jupiter despite a decline in the median sales price for condominiums and SFRs in 2006.

The Town's comprehensive plan addresses the need for the development of workforce housing. The Town has passed legislation to require any new developer to commit to a 6% workforce housing requirement. This strategy will assist in addressing the (AFFH) Affirmatively Furthering Fair Housing requirements.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The Town of Jupiter is committed in assisting its residents in all possible ways and prides itself in going the extra mile in providing the residents responsive and exceptional municipal services.

### **Actions planned to address obstacles to meeting underserved needs**

The primary obstacles to meeting underserved needs are the lack of human resources in the public and private sectors, and a growing gap between housing costs and incomes. The Town will continue to use its resources carefully and strategically, emphasizing leveraging, as evidence in this plan to reduce the effects of the cost/income gap. During PY 2017/2018 the Town will continue its efforts to meet the needs of the underserved through all of its PY 2017/2018 Action Plan programs including the following:

Since 2006, the Town has leased space for El Sol, Jupiter’s Neighborhood Resource Center, for \$1 a year to operate a day-labor center. In Jupiter, an “open-air labor market” began to develop on Center Street. Hundreds of day laborers (primarily Mayan immigrants from Guatemala and Southern Mexico) congregate daily on Center Street in an unorganized outdoor labor market where employers pick them up for work.

In 2010, Jupiter Medical Center partnered with the Florida Public Health Institute to conduct a Community Needs Assessment to determine the need for primary medical care services for low-income individuals in the Jupiter Area. This research revealed some startling statistics. Over ten percent of the population was living at or below 200% of the federal poverty level; female-headed households (with children) earned 15.6% less than their male counterparts. Twenty-five percent of school-aged children in our community were eligible for free or reduced lunches.

Also, the Town has partnered with C.R.O.S. Ministries to open a food pantry in El Sol that serves residents.

### **Actions planned to foster and maintain affordable housing**

Given local market conditions, homeownership costs remain high; however, The Town has undertaken several different affordable housing actions:

- a) The Town of Jupiter created a workforce housing task force to review all of the Town's affordable housing policies. As a result, the Town created a comprehensive workforce housing program to increase the availability of affordable housing opportunities. In addition to the CDBG funded housing services, the Town will be implementing a wide range of policies and programs, including a density bonus program to incentivize private investment in affordable housing.
- b) The Town will continue to focus its funds to support activities across the housing needs spectrum seeking to increase and improve affordable housing stock, including modifications to housing for persons with disabilities through housing rehabilitation programs, preservation of historic housing, and rehabilitation of single and multi-family housing to affirmatively further fair housing.
- c) The Town funds Rebuilding Together of Palm Beach to rehabilitate low-income homes. The annual allocation to RTPB is between \$20,000 and \$30,000. Individual homes can receive up to \$2,500 in repairs.
- d) The Town's adopted Comprehensive Plan demonstrates the Town's commitment to examine and address potential barriers.

#### **Actions planned to reduce lead-based paint hazards**

According to the Florida Department of Health, the effects of lead poisoning include reduced intelligence, learning disabilities, damage to the central nervous system, hyperactivity and slowed growth. Adults who are exposed to lead also suffer a variety of health concerns, such as digestive and reproductive problems. Exposure to lead by pregnant women may negatively impact the developing fetus with post-natal consequences.

In accordance with the HUD Lead-Based Paint Regulation (24 CFR Part 35), Section 401(b) of the

Lead Based Poisoning Prevention Act of 1971, Section 570.608 of the CDBG regulations, rehabilitation work on housing built before 1978 that is financially assisted with program funds is subject to requirements that will control lead-based paint hazards. At the very least, any painted surface that is disturbed during rehabilitation work will be repaired. Deteriorated paint may be stabilized, which includes the correction of moisture leaks or other obvious causes of paint deterioration. Clearance examination procedures 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, the Town will require a risk assessment 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 to be completed. In addition, notices shall be sent to all purchasers or tenants of housing with potential lead-based hazards informing them of the potential existence of the hazards, the potential harmful effects, and the Town staff/designee's lead based paint policy.

#### **Actions planned to reduce the number of poverty-level families**

In 2010, Jupiter Medical Center partnered with the Florida Public Health Institute to conduct a Community Needs Assessment to study the need for primary medical care services for low-income individuals in the Jupiter area. This research revealed some startling statistics. Over ten percent of the population was living at or below 200% of the federal poverty level; female-headed households (with children) earned 15.6% less than their male counterparts. Twenty-five percent of school-aged children in our community were eligible for free or reduced lunches.

As the lead agency in the implementation of the Consolidated Plan the Town's Office of Neighborhood Services will coordinate efforts among its many partner organizations to ensure that the goals outlined in the consolidated plan are met. These partners include neighborhood residents, health care and social services agencies, faith based organizations, and the town's other departmental staff.

The Town has partnered with C.R.O.S. Ministries to open a food pantry in El Sol that serves area residents.

### **Actions planned to develop institutional structures**

The Town has in place strong relationships with external organizations as well as internal departments to deliver the projects, programs and services outlined in the Consolidated Plan and the Action Plan. Entities involved include the Palm Beach County Department of Economic Sustainability, Treasure Coast Regional Planning Council, The Solid Waste Authority, and Career Source.

In developing a strategy to identify and address institutional priority needs, the Neighborhood Services Staff conducted a needs assessment, market analysis, and citizen and stakeholder engagement study as part of this Action Plan to identify current conditions and serve as the basis for the priority needs established in this plan. Following the development of this strategic plan, the Town will undertake a competitive application process and award funds based on the application and relation to the priority needs established in this plan.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Town of Jupiter actively participates in several collaborations to improve the coordination between public and private housing providers as well as governmental health, mental health and service agencies.

The Town of Jupiter created a needs assessment application that was sent to the neighborhood taskforce members and social service agencies including faith based organizations. The application allowed those who wanted to apply for CDBG funds for the operating costs of providing a public service program, direct services to clients, an economic development initiative, or eligible housing activities to participate in an application briefing that was held on July 14, 2017. The participants learned what CDBG is and the eligible activities to submit grant applications for program assistance.

The Town has established several cross-departmental teams to overcome gaps in institutional structures and enhance coordination.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction

For FY 2017-2018, the Town expects to receive CDBG funding in the amount of \$256,076 to carry out three activities. The Town is a relatively new entitlement jurisdiction and does not anticipate that any program income will be generated from the activities to be implemented.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0
5. The amount of income from float-funded activities	\$0
<b>Total Program Income</b>	<b>\$0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that will benefit persons of low and moderate income	100%





Jupiter, Florida