

## **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) requires 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 urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate- income persons. 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.

The Annual Action Plan describes the programs the Town will carry out during the next year that will primarily benefit the low-to moderate-income 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 Town's low-and moderate income residents. This Annual Action Plan covers the period beginning October 1, 2015 through September 30, 2016. This period corresponds with the Town's 2015-2016 fiscal year, and the U.S. Department of Housing and Urban Development's (HUD's) 2015 program year. This will be the Town's 4<sup>th</sup> program year under the current 5-Year Consolidated Plan (2012-2017).

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, and members of the community in compliance with the Town's Citizen Participation Plan and the Five-Year Consolidated Plan. 100% 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 2015-2016, the Town of Jupiter will utilize CDBG funds for water distribution system improvements in the Pine Gardens South neighborhood. The neighborhood is located in Census Tract 2.05 and Block Group 1 which has a low- and moderate-income population of 68.66%. This project will benefit 1,260 persons by providing them with improved public improvements.

### **3. Evaluation of past performance**

During the first years of the Town's operation of the CDBG program, the Town staff 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) Developing internal policies and program guidelines, budgets, and staffing plans;
- b) Creating outreach and marketing strategies;
- c) Establishing internal resource and service delivery coordinating strategies;
- d) Developing collaborative partnership arrangements with other local government entities, non-profit organizations and community groups, and;
- e) Developing program applications and materials.

Based on the input from the public, non-profit agencies, and Town departments, the Town will utilize CDBG funds to assist persons in one of the Town's target areas that is aging and blighted and in need of public improvements. The Town has had success with other programs such as the Owner-Occupied Rehabilitation Program and will utilize prior years funding to continue operation of this program.

### **4. Summary of Citizen Participation Process and consultation process**

For the preparation of the FY 2015-2016 Action Plan, The Town hosted two public meetings to discuss the CDBG Program and solicit ideas from the public. The meetings were held on February 25<sup>th</sup> and March 4<sup>th</sup> of 2015. Residents were given a brief presentation about the overall CDBG Program; then, residents and agencies were given an opportunity to identify housing and community development priorities for the Town.

The Town also prepared a survey that was available online and hard copies were also available at the Town's offices and distributed at the public meetings. The survey was also sent to local agencies. A total of six surveys were completed by residents and agencies.

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 monthly interdepartmental meeting, "Neighborhood Theme Team", and CDBG was discussed there as well. The Theme Team consists of staff from Town of Jupiter Administration, Building Department, Code Compliance, Community Relations, Engineering, Planning and Zoning, Police, and Recreation departments.

**5. Summary of public comments**

Please see attached Housing Survey results which identify the priority housing and community development needs as determined by the responders.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

The Town of Jupiter accepted all comments received on the Action Plan.

**7. Summary**

The Town of Jupiter receives federal funding as an entitlement jurisdiction for the Community Development Block Grant (CDBG) Program. 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.

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## 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:

Satu Oksanen, Manager  
Town of Jupiter Neighborhood Services  
210 Military Trail  
Jupiter FL 33458  
Telephone: (561) 741-2524  
Fax: (561) 741-0916  
Email: Satuo@jupiter.fl.us

## **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 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 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 of Jupiter created a Workforce Housing Program Steering Committee to review all of the Town’s affordable housing policies. The committee consists of Town staff, non-profit housing organizations, developers, residents, representatives of financial institutions, and Jupiter Police Department. As a result, the Town created a comprehensive affordable housing program to increase the availability of affordable housing opportunities in the Town. The Town Council adopted the Workforce Housing Program Regulations in May 2015. In addition to the CDBG funded housing services, the Town will be implementing a wide range of policies and programs, including establishing a Housing Trust Fund that can be used for programs such as downpayment assistance, rehabilitation of existing workforce housing dwelling units, and acquisition and construction of workforce housing dwelling units. The Workforce Housing Regulations also include a density bonus program to incentivize private investment in affordable housing.

In addition, the Town was instrumental in founding the Jupiter volunteer clinic, MyClinic, which serves the Town’s un- and underinsured adult population offering free primary care. MyClinic will soon also offer both dental and mental health services for its patients.

Furthermore, the Town is involved in other health related collaborations mostly related to grant opportunities for the Town’s underserved populations.

Town of Jupiter has established several cross-departmental teams to overcome gaps in institutional structures and enhance coordination. The Neighborhood Theme Team meets monthly and it consists of members from the Neighborhood Services Department, Code Compliance, Building Department, Administration, Planning & Zoning Department, Jupiter Police Department, Engineering Department and Recreation Department. The purpose of the Team is to come together and solve issues that affect the neighborhoods (especially the older neighborhoods, which are M/L Income).

**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 and 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.

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. However, the Town pays half of the salary of a Department of Children and Families (DCF) employee who is located in the Town to provide residents, including the homeless, assistance with food stamps, cash assistance, and Medicaid eligibility. The DCF employee is located at the County's Citizen Action Program Office, which also provides clients with utility assistance and food.

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. Also, C.R.O.S. Ministries operates a food pantry in El Sol that is open on Tuesdays and Fridays.

**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 two public meetings to solicit input on the Action Plan. Input was received from agencies providing services in the Town. An online survey was created and provided to residents and agencies which sought to identify the priority housing and community development needs 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	Rebuilding Together Palm Beach	Housing	Affordable Housing
3	Housing Leadership Council	Housing	Affordable Housing
4	MyClinic	Services-Health	Homeless 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 2015-2016 Action Plan, The Town hosted two public meetings to discuss the CDBG Program and solicit ideas from the public. The meetings were held on February 25, 2015 and on March 4, 2015. In order to ensure broader participation, one of the meetings was held in the evening so that members of the public who work could attend. The meetings were advertised in the Town Times and The Town also sent an email invitation to approximately 11,000 residents who have opted to receive communication 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.

The Town of Jupiter has a moderate amount of households requiring services be provided 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.

The Town also prepared a survey that was available online and hard copies were also available at the Town's offices and distributed at the public meetings. The survey was also sent to local agencies. A total of six surveys were completed by residents and agencies.

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

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Broad Community	1	One resident attended the meeting and was concerned about youth services including tutoring and recreation.	N/A	
2	Public Meeting	Broad Community	2	Two agencies attended the meeting and were mainly concerned with services for the homeless population.	N/A	
3	Survey	Residents and Agencies	6	The survey identified housing and community development priorities including Affordable Housing, Supportive services, Neighborhood facilities and services, and Infrastructure Improvements.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Newspaper Ad	Broad Community	Everyone who received a water bill in the Town, approximately 30,000	N/A	N/A	
5	Email blast	Broad Community	11,000 households	N/A	N/A	

**Table 4 – Citizen Participation Outreach**

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## Expected Resources

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

#### Introduction

The Town of Jupiter expects to receive CDBG funds of \$264,337 during FY 2015-2016. In addition to the annual allocation, the Town will also have available unexpended funds from prior fiscal years of approximately \$228,233. This brings the total available CDBG funds for the program year to \$492,570. 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	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources : \$	Total: \$		
CDBG	Public-Federal	Public Improvements, Housing, Administration and Planning	\$264,337	\$0	\$228,233	\$492,570	\$264,337	The amount received for FY 2015-2016 will be used to address the priority needs and specific goals and objectives identified in the Consolidated Plan and subsequent amendments. The specific priority needs to be addressed during the fiscal year are housing, and public improvements/infrastructure.

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 publically 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.

#### Discussion

## Annual Goals and Objectives

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

#### Introduction

The FY 2015-2016 Action Plan includes two projects to be funded under the CDBG Program. The first project is an infrastructure improvement project that will be implemented by the Town of Jupiter Water & Stormwater Utilities Department in the Pine Gardens South neighborhood. The project consists of water distribution system replacement and upgrades throughout the low income neighborhood. 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.

The following table shows the annual goals and objectives for the Town of Jupiter for FY 2015-2016.

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Improve Quality and Quantity of Public Improvements and Infrastructure	2015	2016	Non-housing community development	Pine Gardens South Neighborhood	General Public Facilities and Improvements	CDBG \$211,470	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit:  1,260 Persons Assisted
Administration	2015	2016	Administration	Town-wide	Grant Administration & Planning	CDBG \$52,867	Not applicable

Table 6 – Goals Summary  
Annual Action Plan  
2015

## AP-35 Projects – 91.220(d)

### Introduction

The FY 2015-2016 Action Plan includes two projects to be funded under the CDBG Program. The first project is an infrastructure improvement project that will be implemented by the Town of Jupiter Water & Stormwater Utilities Department in the Pine Gardens South neighborhood. The project consists of water distribution system replacement and upgrades throughout the low income neighborhood. 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.

The following table identifies the projects/activities that will be funded under the CDBG Program for FY 2015-2016:

#	Project Name	Target Area	Goals Supported	Needs Addressed	Funding
1	<i>Pine Gardens South Water Distribution System Improvements</i>	<i>Pine Gardens South</i>	<i>Improved Public Improvements and Infrastructure</i>	<i>General Public Facilities and Improvements</i>	<i>CDBG: \$221,470</i>
	Description		Replacement and upgrades to the water distribution system in the Pine Gardens South neighborhood.		
2	<i>Administration</i>	<i>Town-wide</i>	<i>Planning &amp; Administration</i>	<i>Planning &amp; Administration</i>	<i>CDBG: \$52,867</i>
	Description		Includes general, fiscal, and planning administrative expenses incurred by Town of Jupiter in performing planning, coordinating, and monitoring of the CDBG Program.		

**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 persons

and have the greatest impact by leveraging other resources and by addressing the highest priorities.

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## Projects

### AP-38 Projects Summary

#### Project Summary Information

The following are the descriptions for each of the proposed program activities for the FY 2015-2016 Action Plan year:

- 1. Town of Jupiter Water and Stormwater Utilities Department – Pine Gardens South Water Distribution System Improvements (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 water distribution system replacement and upgrades as follows: construction and replacement of PVC watermains, gate valves, fire hydrant assemblies and upgrading the system by installing additional isolation valves throughout the neighborhood.
- 2. CDBG Program Administration/Planning (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’s focus is placed on eligible programs targeting low-and moderate-income persons on a Town-wide basis.

During FY 2015-2016, the Town will utilize CDBG funds for public facilities and infrastructure improvements in target areas that have a high concentration of low- and moderate-income persons, substandard housing, and blight. The census tracts meet an area benefit national objective.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Pine Gardens South	<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.

### **Discussion**

## 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 2015-2016 CDBG funding for rehabilitation activities however the Town will use prior years funds that are budgeted for rehabilitation to continue the operation of the Owner-Occupied Rehabilitation Program.

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

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

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

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

#### Discussion

The Town of Jupiter will have available approximately \$146,000 in CDBG funding from the previous fiscal year, 2014-2015, available under the Owner-Occupied Rehabilitation Program to continue to assist low-and moderate-income households maintain affordable housing. Based on the maximum award of \$25,000 per household, up to 6 households will benefit from the program.

The Town is not allocating FY 2015-2016 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. The Town and its community partners provide services for the homeless utilizing other sources of funds. These services include food distribution, employment assistance, access and referrals to public

assistance and shelter through Palm Beach County and the City of West Palm Beach. Rental assistance needs and homeless needs are provided by the Palm Beach County Housing Authority or other local PHAs and by the West Palm/Palm Beach County CoC.

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## **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 and has entered into a Public Safety Contract to provide security at all of its locations. The PBCHA provides Community Policing Unit office space at certain Communities. 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 is intended to function as a live-work-learn complex, where participants would enroll in a learning curriculum that would be administered 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**

The FSS Program will be available to all Public Housing residents and will enable residents to develop an individual training plan to establish self-sufficiency goals. The PBCHA works closely with Housing Partnership to provide Homeownership counseling to participants interested in becoming homeowners. As part of the PBCHA's annual budget, there is a set-aside of \$25.00 per household to help establish and fund Resident Councils at five of the authority's locations. There is presently one (1) active Resident Council Organization chartered at Drexel House. Initiatives are being put in place to establish Councils at other developments, with the collaboration of local agencies. The PBCHA had one (1) resident elected for a three year term serving 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; and 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.

**Discussion**

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## **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. Nonetheless, the Town pays half of the salary of a Department of Children and Families (DCF) employee who is located in the Town to provide residents, including the homeless, assistance with food stamps, cash assistance, and Medicaid eligibility. The DCF employee is located at the County's Citizen Action Program Office, which also provides clients with utility assistance and food.

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

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

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

Palm Beach County's Homeless Outreach Team (HOT), which spearheads the County's homeless outreach program, will continue to conduct initial screenings in the field in an effort to determine what programs and services are most needed by the homeless population. The HOT Team will continue to travel to various locations within Palm Beach County where homeless people are known to congregate to conduct these on-site assessments.

**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 funding through HUD's Continuum of Care 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 Memorandum of Agreements that establish the policies and procedures for hospitals and mental health institutions to make referrals to the Lewis Center.

#### **Discussion**

## **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.

- Commercial and industrial development linkage fee:
  - All new development or redevelopment exceeding 10,000 s.f.;
  - Exemptions for educational institutions, government buildings or places of worship;
  - Waivers for development in the bioscience, medical or pharmaceutical research and educational facilities related to these industries.
- 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. This trend has since turned around for condominium sales began increasing in median sale price in 2010. Rental prices by gross rent also increased dramatically between 2000-2010 making Jupiter inaccessible to low and moderate-income renters as well as homebuyers. In addition to rising prices in housing affordability, there is no local Housing Authority to provide public housing and Jupiter's assisted housing stock, already small, is declining.

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

### **Introduction**

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**

Since 2006, the Town has leased space for El Sol, Jupiter's Neighborhood Resource Center, for a \$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) congregated daily on Center Street in an unorganized outdoor labor market where employers picked them up for work.

Neighbors complained to town officials about traffic safety, loitering, and a drop in real estate values. Laborers were subject to wage theft, unsafe work environments and abuse. The cultural tensions in Jupiter were escalating. A group of residents, immigrants, faith-based groups, and university and town officials coalesced to address the problem. In 2006, that grassroots, public/private coalition resulted in the creation of El Sol, Jupiter's Neighborhood Resource Center.

El Sol was formed as a result of a community effort to transform the problem of an unsafe and contentious open-air day-labor market into a safe and productive resource center in which all people can achieve their highest potential. Laborers can find work through the center, and the center offers also computer and English language classes to its visitors.

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 our population was either living at or below 200% of the federal poverty level; female-headed households (with children) earning 15.6% less than their male counterparts, or non-English speaking day laborers. 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 the area residents Tuesdays and Fridays from 2PM to 5PM. Also, the Town partnered with The Florida Department of Children and Families (DCF) to bring an ACCESS worker to the Town of Jupiter to assist residents to apply for Food Stamps, Medicaid, and Cash Assistance. The Town

pays half of the salary of the case worker. The Town was also instrumental in spearheading the start of a free medical clinic.

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

The Town has undertaken several different affordable housing actions:

- a) The Town of Jupiter created an affordable housing task force to review all of the Town's affordable housing policies. As a result, the Town created a comprehensive affordable housing program to increase the availability of affordable housing opportunities in the Town. 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 of Jupiter operates a homeowner rehabilitation grant. The program is code driven and the resident has to be approached by the Town's Code Compliance because of a pending violation. Currently, The Town's Homeowner grant (up to \$8,000) helps people replace their roofs, windows and driveways.
- 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) In October of 2012, Jupiter Town Council approved 351 unit residential apartments and future commercial development at 1030 Military Trail. The project is currently under construction. Prior to the issuance of any development permits, the Owner contributed \$130,000 to the Town for workforce housing programs, or other programs or purposes deemed appropriate by the Town Council. The subject property is restricted such that there remains a minimum of 75 units for workforce housing for at least 50 years, as follows: 36 units for low income (60 to 80 percent of median income); 13 units for moderate-low income (80 to 100 percent of median income), 13 units for moderate-high income (100 to 120 percent of median income), and 13 units for middle income (120 to 140 percent of median income).

### **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 our population was either living at or below 200% of the federal poverty level; female-headed households (with children) earning 15.6% less than their male counterparts, or non-English speaking day laborers. Twenty-five percent of school-aged children in our community were eligible for free or reduced lunches.

The Town has partnered with C.R.O.S. Ministries to open a food pantry in El Sol that serves the area residents Tuesdays and Fridays from 2PM to 5PM. Also, the Town partnered with The Florida Department of Children and Families (DCF) to bring an ACCESS worker to the Town of Jupiter to assist residents to apply for Food Stamps, Medicaid, and Cash Assistance. The Town pays half of the salary of the employee. This assistance is ongoing.

The Town was also instrumental in spearheading the start of a free medical clinic. MyClinic offers free primary care for adults. This year, the Clinic is hoping to expand its services to also dental and mental health.

#### **Actions planned to develop institutional structure**

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, Housing Leadership Council of Palm Beach County, and Career Source. The Town departments that are integrally involved in the administration of the CDBG program are the Building Department, Finance, Code Compliance, Parks and Recreation, Planning and Zoning, and Public Works. The Town will take corrective measures over the period of this Consolidated Plan if any gaps are identified in the institutional structure.

### **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 Workforce Housing Program Steering Committee to review all of the Town's affordable housing policies. The committee consists of Town staff, non-profit housing organizations, developers, residents, representatives of financial institutions, and Jupiter Police Department. As a result, the Town created a comprehensive affordable housing program to increase the availability of affordable housing opportunities in the Town. 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.

In addition, the Town was instrumental in founding the Jupiter volunteer clinic, MyClinic, which serves the Town's un- and underinsured adult population offering free primary care. MyClinic will soon also offer both dental and mental health services for its patients.

Furthermore, the Town is involved in other health related collaborations mostly related to grant opportunities for the Town's underserved populations.

Town of Jupiter has established several cross-departmental teams to overcome gaps in institutional structures and enhance coordination. The Neighborhood Theme Team meets monthly and it consists of members from the Neighborhood Services Department, Code Compliance, Building Department, Administration, Planning & Zoning Department, Jupiter Police Department, Engineering Department and Recreation Department. The purpose of the Team is to come together and solve issues that affect the neighborhoods (especially the older neighborhoods, which are M/L Income).

### **Discussion**

## Program Specific Requirements

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

#### Introduction

For FY 2015-2016, the Town expects to receive CDBG funding in the amount of \$264,337 to carry out two 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(I)(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
Total Program Income	\$0

#### 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%

#### Discussion