



Community Development Block Grant (CDBG)

Annual Action Plan 2014-2015

Karen Golonka, Mayor

Ilan Kaufer, Vice Mayor

Wendy Harrison, Town Council Member

Jim Kuretski, Town Council Member

Todd Wodraska, Town Council Member

Town of Jupiter Neighborhood Services

210 Military Trail

Jupiter, FL 33458

Andy Lukasik, Town Manager

Lori Bonino, Assistant Town Manager

Satu Oksanen, Neighborhood Services Manager

Town of Jupiter Action Plan

FY 2014 – 2015

Table of Contents

Section	Page
AP-05 Executive Summary	1
PR-05 Lead & Responsible Agencies	5
AP-10 Consultation	7
AP-12 Participation	10
AP-15 Expected Resources	12
AP-20 Annual Goals and Objectives	15
AP-35 Projects	18
AP-50 Geographic Distribution	20
AP-55 Affordable Housing	21
AP-60 Public Housing	23
AP-65 Homeless and Other Special Needs Activities	25
AP-75 Barriers to affordable housing	26
AP-85 Other Actions	27
AP-90 Program Specific Requirements	32
Appendix 1: Maps	I
Appendix 2: Form 424 and Certifications	II



Executive Summary

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

1. Introduction

Federal regulation 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, 2014 through September 30, 2015. This period corresponds with the Town's 2014-2015 fiscal year, and the U.S. Department of Housing and Urban Development's (HUD's) 2015 program year. This will be the Town's 3rd 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, 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.

2. Summarize the objectives and outcomes identified in the Plan

In 2015, the Town of Jupiter is committed in continuing its efforts to assist people rehabilitate and repair their homes. In addition, the Town is taking on the renovation of Pine Gardens South Park, which is a neighborhood park serving the low-and moderate income residents that reside



in the community. The park is located in Census Tract 2.05 Block Group 2. Sixty-four (64) percent of the area population is low- and moderate income. Nine-hundred ninety-nine (999) residents will benefit from the improvement.

In addition, the Town is committed to provide a transportation program for the Town's seniors. This would require the Town to partner with a local transportation company to offer seniors rides within the Town's limits. A senior would get a reusable "swipe card" for 8 monthly one-way rides to travel to medical appointments, grocery stores, Community Center events, etc. The Town is planning on assisting low-income 17 seniors annually.

The Town will also pay for the salary of a Code Compliance officer dedicated to the Town's low- and moderate income areas to conduct outreach for the Town's rehabilitation program.

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:

1. Developing internal policies and program guidelines, budgets, and staffing plans;
2. Creating outreach and marketing strategies;
3. Establishing internal resource and service delivery coordinating strategies;
4. Developing collaborative partnership arrangements with other local government entities, non-profit organizations and community groups, and;
5. Developing program applications and materials.

The original strategy the Town was proposing did not work because of changing housing market. Initially, the Town was going to acquire, rehabilitate and resell homes in Jupiter. This strategy proved to be too hard to accomplish since investors were seizing all prospective properties. The Town amended its 2012 and 2013 Action Plans to focus on purchase assistance and housing rehabilitation.

Based on the numerous public meetings and outreach conducted during 2012, 2013 and 2014, The Town is confident that its residents approve of the current strategy of continuing with the housing program, as well as take on the Pine Gardens South Park improvements, code compliance, as well as senior transportation program for 2015.



4. Summary of Citizen Participation Process and consultation process

For the preparation of the 2015 Action Plan, The Town hosted three public meetings/workshops to discuss the CDBG Program and solicit ideas from the public. The meetings were held on February 4th, 6th, and 27th of 2014. Residents were given a brief presentation about the overall CDBG Program; then, residents were divided into smaller groups to brainstorm. Approximately 20 residents attended each meeting.

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.

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 departments.

Town of Jupiter provided ample opportunities for citizens to comment on the Draft Five-Year Consolidated Plan 2012-2017 and Action Plan 2014-2015.

5. Summary of public comments

Based on the feedback received from the residents in the three public meetings the Town held in February of 2014, the residents felt that the Town's senior population needed more programs and services. Need for more transportation services seemed to come up in all of the three meetings. In addition, the public felt that the Town's current housing program was important and necessary service for the Town's residents. Also, the residents voiced concerns for the conditions in the Town's Charter Neighborhoods (Pine Gardens South and North, Eastview Manor, and Jupiter River Estates).



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

The Town of Jupiter prides itself in being a very responsive Town's Government and takes residents comments and views seriously. It was explained to the public that the CDBG meetings were part of an overall strategy to develop the most needed and also feasible program for the Town.

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, 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	Town of Jupiter Neighborhood Services

Table 1 – Responsible Agencies

As the Department that administers Community Planning and Development funds for the Town of Jupiter, Neighborhood Services (NS) prepares the Consolidated Plan. The Department administers federal funds provided to the County under the formula based CDBG Program.

NS staff interacted with representatives of units of local and county governments; local, regional, and state non-profit agencies concerned with housing, social services, and non-housing community development needs; non-profit and for-profit housing providers; public housing authorities; and other representatives of various local institutions that may have been able to provide information.

NS also conducted two public meetings to introduce the public to the need for the Five-Year Consolidated Plan in spring of 2012. The public meetings were also posted on NS website, in the Palm Beach Post (the leading print media in Palm Beach County) and broadcasted over various electronic media outlets as a result of the efforts of the Town’s Community Relations Department.



Consolidated Plan Public Contact Information:

Satu Oksanen, Manager
Town of Jupiter Neighborhood Services
210 Military Trail
Jupiter, FL 33458
561-741 2524
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 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).

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 Palm Beach County Continuum of Care is a county-wide strategy (inclusive of the Town of Jupiter) for meeting the needs of individuals and families who are homeless or at risk of being homeless. In September, 2008, the Board of County Commissioners adopted a Ten Year Plan to End Homelessness in Palm Beach County.

In July 2012 the Lewis Center, Palm Beach County's Homeless Resource Center, opened its doors with 20 emergency beds and added 20 more beds in October 2012. On January 2, 2013 the final 20 emergency beds were added. The Center became fully operational in January 2013 with 60 emergency beds available 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. Town of Jupiter has an Interlocal agreement with the County to transport potential clients to the Center.

The Town of Jupiter is committed in 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, which some are homeless. Also, C.R.O.S. Ministries operates a food pantry in El Sol that is open on Tuesdays and Fridays.

Recently the Town partnered with Career Source to offer services to the unemployed in the Town's Community Center.

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



#	Agency/Group/Organization	Agency/Group/Organization type	What section of the Plan was addressed by Consultation?*
1	El Sol	Services-Migrant, day laborers, homeless	Unserved needs
2	Rebuilding Together Palm Beach	Services-Housing	Affordable housing
3	Housing Leadership Council of Palm Beach, Inc.	Services-Housing	All housing

Table 2 – Agencies, groups, organizations who participated

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

N/A

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 2010-2015	Palm Beach County Department of Economic Sustainability	Major overlap especially in Countywide issues including homeless

Table 3 – Other local / regional / federal planning efforts



AP-12 Participation – 91.105, 91.200(c)

For the preparation of the 2015 Action Plan, The Town hosted three public meetings/workshops to discuss the CDBG Program and solicit ideas from the public. The meetings were held on February 4th, 6th, and 27th 2014 and advertised in the Town Times. The Town also sent an email invitation to approximately 11,000 residents who have opted to receive communication from the Town.

At the meetings, residents were given a brief presentation about the overall CDBG Program, and then residents were divided into smaller groups to brainstorm. Approximately 20 residents attended each meeting.

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.

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.

Town of Jupiter provided ample opportunities for citizens to comment on the Draft Five-Year Consolidated Plan 2012-2017 and Action Plan 2014-2015.



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	20	Residents were mainly concerned about services for the Town's senior residents, lack of public transportation, and the conditions in the Town's Charter Neighborhoods.	N/A	
2	Public meeting	Broad Community	20	Residents were mainly concerned about services for the Town's senior residents, lack of public transportation, and the conditions in the Town's Charter Neighborhoods.	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)
3	Public meeting	Seniors	20	Residents were mainly concerned about services for the Town's senior residents, lack of public transportation, and the conditions in the Town's Charter Neighborhoods.	N/A	
4	Newspaper ad	Broad Community	Everyone who receives a water bill in the Town, approximately 30,000	N/A	N/A	https://www.jupiter.fl.us/index.aspx?nid=623
5	Email blast	Broad Community	11,000 households	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Town of Jupiter expects to receive CDBG funds of \$257,057 during the next fiscal year (October 1, 2014 – September 30, 2015). In addition to the annual allocation, the Town will also have available unexpended funds from prior fiscal years of approximately



\$400,000. This brings the total available CDBG funds for the program year to \$657,057. 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 1				Expected Amount Available Reminder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-federal	Admin and Planning Housing Public Improvements Public Services	\$257,057	\$0	\$400,000	\$657,057	\$514,114	The amount received for FY 2014-2015 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, public improvements, and public services.

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. The CDBG program will be used to fund housing activities including the Downpayment and Closing Cost Assistance Program that will assist low- and moderate-income first-time homebuyers. This program will leverage private funds in the form of first mortgages.

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.



Annual Goals and Objectives

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

Introduction

The FY 2014-2015 Action Plan includes four projects to be funded under the CDBG Program. These include improvements to the Pine Gardens South Park, development and implementation of a senior transportation program, funding for the salary and benefits of a Code Compliance Officer, as well as administrative costs needed to undertake the projects.

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Pine Gardens South Park Improvements	Pine Gardens South	Improved Parks and Recreational Facilities	Parks and Recreational Facilities	CDBG: \$123,646
Description	Renovation of the Pine Gardens South Park to replace aging park equipment and improve safety and accessibility.			
Code Compliance	Pine Gardens neighborhood- North and South (and other target areas)	Code Compliance	Code Compliance	CDBG: \$52,000
Description	Code Compliance will perform routine inspections of low income neighborhoods, subsequent follow-up inspections, and disseminate information about the Town's Housing Program and other programs that may benefit residents. The principal areas of responsibility for Code Compliance relate to maintenance of property, minimum housing standards, occupancy overcrowding, zoning violations, overgrown lots or yards, inoperative vehicles, illegal signs, convenience store safety inspections, and other issues which affect the quality of life within the boundaries of the Town.			



Senior Transportation	Town-wide	Services for Elderly Persons	Services for Elderly Persons	CDBG: \$30,000
Description	Free rides for elderly Town residents that register to participate in the senior transportation program. The Town will contract will provider(s) to transport seniors to medical appointments, libraries, community center, and other points within the Town.			
Administration	Town-wide	Planning & Administration	Planning & Administration	CDBG: \$51,411
Description	Includes general, fiscal, and planning administrative expenses incurred by Town of Jupiter and its Consultant in performing planning, coordinating, and monitoring of the CDBG Program.			

Table 6 – 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 (see Citizen Participation) as well as from needs identified by departments within the Town of Jupiter.

During public meetings held to garner input on the needs of the community, one of the needs continuously raised was senior transportation. The Town of Jupiter is served by Palm Tran and Palm Tran Connection, Palm Beach County’s transportation services, however due to route schedules, difficulties experienced by seniors in getting to a bus stop, and high demand for the services, there is still a need for increased senior transportation services in the Town. The Town is utilizing CDBG to fund a pilot senior transportation program that will provide door-to-door rides for registered seniors. The program will be carried out Town-wide.

Other projects were prioritized by the Town due to their location in low income neighborhoods that require improvements. The Pine Gardens South Park is a highly utilized neighborhood park in need of improvements to aging infrastructure and equipment. Code Compliance efforts are also a priority in low income neighborhoods and the Town will provide outreach and education to lower income residents about improving their neighborhoods, addressing blighted areas, and maintaining properties.



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.



AP-35 Projects – 91.220(d)

Introduction

The FY 2014-2015 Action Plan includes four projects to be funded under the CDBG Program. These include improvements to the Pine Gardens South Park, development and implementation of a senior transportation program, funding for the salary and benefits of a Code Compliance Officer, as well as administrative costs needed to undertake the projects.

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Pine Gardens South Park Improvements	Pine Gardens South	Improved Parks and Recreational Facilities	Parks and Recreational Facilities	CDBG: \$123,646
Description	Renovation of the Pine Gardens South Park to replace aging park equipment and improve safety and accessibility.			
Code Compliance	Pine Gardens South and North	Code Enforcement	Code Enforcement	CDBG: \$52,000
Description	Code Compliance will perform routine inspections of low income neighborhoods, subsequent follow-up inspections, and disseminate information about the Town’s Housing Program and other programs that may benefit residents. The principal areas of responsibility for Code Compliance relate to maintenance of property, minimum housing standards, occupancy overcrowding, zoning violations, overgrown lots or yards, inoperative vehicles, illegal signs, convenience store safety inspections, and other issues which affect the quality of life within the boundaries of the Town.			
Senior Transportation	Town-wide	Services for Elderly Persons	Services for Elderly Persons	CDBG: \$30,000
Description	Free rides for elderly Town residents that register to participate in the senior transportation program. The Town will contract will provider(s) to transport seniors to medical appointments, libraries, community center, and other points within the Town.			
Administration	Town-wide	Planning & Administration	Planning & Administration	CDBG: \$51,411
Description	Includes general, fiscal, and planning administrative expenses incurred by Town of Jupiter and its Consultant 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 (see Citizen Participation) as well as from needs identified by departments within the Town of Jupiter.

During a public meeting held to garner input on the needs of the community, one of the needs continuously raised was senior transportation. The Town of Jupiter is served by Palm Tran and Palm Tran Connection, Palm Beach County's transportation services, however due to route schedules, difficulties experienced by seniors in getting to a bus stop, and high demand for the services, there is still a need for increased senior transportation services in the Town. The Town is utilizing CDBG to fund a pilot senior transportation program that will provide door-to-door rides for registered seniors. The program will be carried out Town-wide.

Other projects were prioritized by the Town due to their location in low income neighborhoods that require improvements. The Pine Gardens South Park is a highly utilized neighborhood park in need of improvements to aging infrastructure and equipment. Code Compliance efforts are also a priority in low income neighborhoods and the Town will provide outreach and education to lower income residents about improving their neighborhoods, addressing blighted areas, and maintaining properties.

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.



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 2014-2015, the Town will utilize CDBG funds in target areas that have a high concentration of low- and moderate-income persons, substandard housing, and blight. The Senior Transportation program will be operated on a town-wide basis.

Geographic Distribution

Target Area	Percentage of Funds
Pine Gardens	48.1%
Other Charter neighborhoods	20.2%

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. By serving the senior population, funding projects in low income neighborhoods, and income certifying beneficiaries of the housing programs, the Town will be in compliance with this requirement.



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 will also increase the availability of owner occupied housing to lower income groups by providing assistance to first time homebuyers through low-interest financing and home buyer education. Specifically, for the period of this Action Plan, the Town’s strategy for addressing the affordable housing needs of Jupiter residents is to provide grants or forgivable loans for rehabilitation and emergency home repairs and provide down payment assistance grants to first time homebuyers to promote homeownership.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	18
Special-Needs	0
Total	18

Table 9 - 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	15
Acquisition of Existing Units	3
Total	18

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

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. The Town anticipates that 15 existing owner-occupied units will



be rehabilitated each year and 3 households will benefit from downpayment and closing cost assistance.



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 home ownership 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

In order to address the needs of public housing residents, the Palm Beach County Housing Authority (PBCHA) will continue to collaborate with the Palm Beach Sheriff's Office (PBSO) to help combat crime in public housing by providing office space in its housing developments to PBSO's Community Policing Unit. PBCHA will also continue to implement the Family Self-Sufficiency (FSS) Program which includes case management for clients.

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

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 (5) of the authority's locations. There are presently two (2) active Resident Council Organizations that are chartered at Drexel House and South Bay (Marshall Heights). There will be start-up elections this year at Seminole and Schall Circle. Additionally, the PBCHA has a computer learning center at its Drexel Apartment location. A computer program has been established at Schall Circle, Dyson Circle and Seminole Manor.

The FSS Program assists participating families to access homeownership counseling, credit counseling, and job training/employment counseling. The goal of the FSS Program is to assist families to improve their education and job skills for the purpose of becoming gainfully employed. This is accomplished by encouraging additional education, job training, and more. Successful graduates of the program may also achieve other goals related to Homeownership and Entrepreneurship.

Once enrolled in the FSS program, a family works closely with an FSS Coordinator to sign a 5-year Contract of Participation and develop an Individual Training and Service Plan. The Contract of Participation delineates the terms of the contract, as well as the family's and PBCHA's responsibilities under such contract.

The Individual Training and Service Plan delineate the goals the family plans to achieve during the contract period, and dates on which such goals will be met. An incentive to successful participants of the program, is, PBCHA establishes an FSS escrow account for the family, which is credited based on increases to the family's rent portion due to increases on earned income.



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

Discussion

Town of Jupiter does not currently administer HOPWA funds. However, the Town of Jupiter is committed in 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.

Recently the Town partnered with Career Source to offer services to the unemployed in the Town’s Community Center.

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	N/A
Tenant-based rental assistance	N/A
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	N/A
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	N/A
Total	N/A



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

The Town is currently in the process of developing land development regulations for a local workforce housing program. The Town's Workforce Housing Program Steering Committee proposed several components for consideration to include the land development regulations. The components include a requirement for six percent on-site workforce housing units or provide developers the option to donate land or payment in lieu and implementation of a density bonus program offering incentives such as parking requirement waiver, building height increase, promoting workforce housing near schools, and expedited permitting.

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.



Furthermore, recently the Town partnered with CareerSource Palm Beach County to offer services to the unemployed in the Town's Community Center. CareerSource offers residents career development tools and resources needed to prepare, search and apply for local jobs. CareerSource helps people to build professional resumes, receive text job alerts, find local job openings, and research career options.

The Town also collects and distributes used school uniforms to families in need.

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

Discussion

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).



Program Specific Requirements

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

Introduction

For FY 2014-2015, the Town expects to receive CDBG funding in the amount of \$257,057 to carry out four activities. The Town is a relatively new entitlement jurisdiction and does that 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	

Other CDBG Requirements

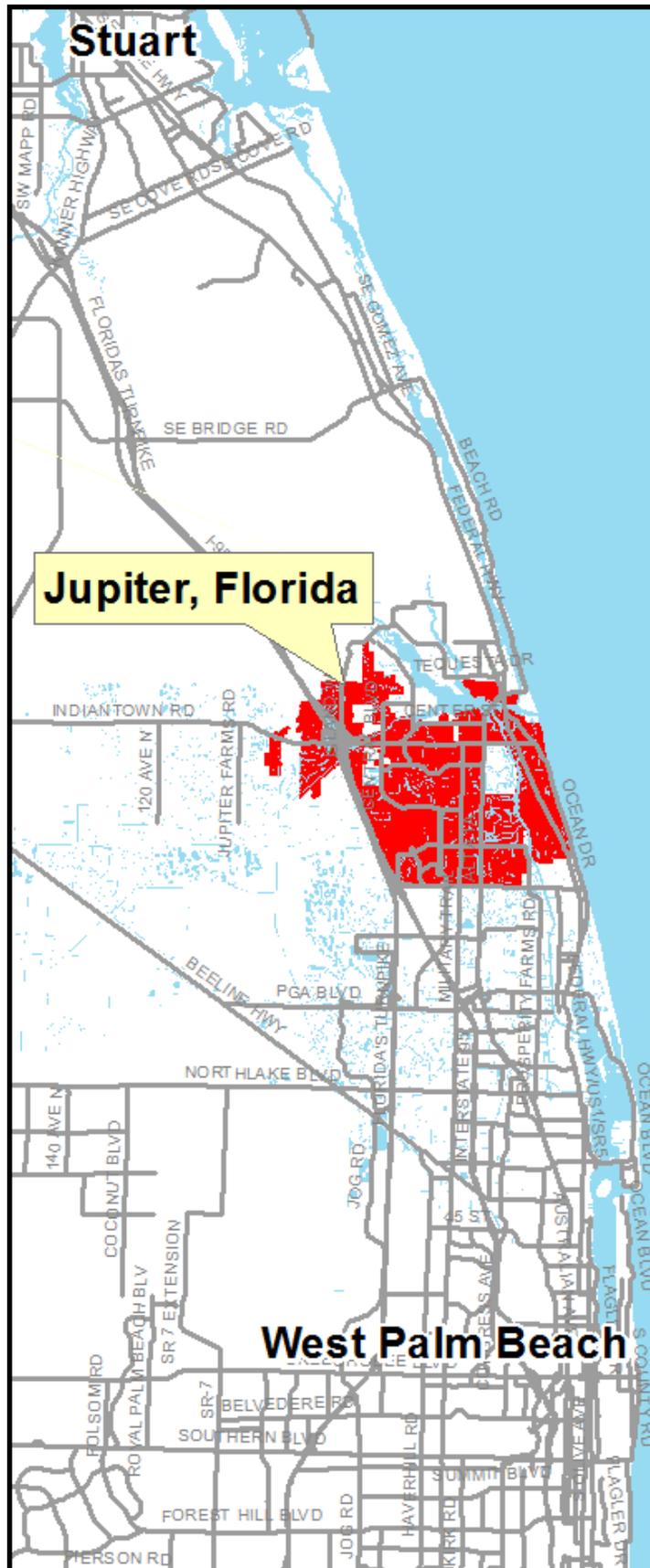
1. The amount of urgent need activities	\$0
---	-----

Discussion

N/A



Jupiter, Florida



INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled</td> </tr> <tr> <td>B. County</td> <td>Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> <tr> <td>H. Independent School District</td> <td>O. Not for Profit Organization</td> </tr> </table>	A. State	I. State Controlled	B. County	Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)	H. Independent School District	O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled																		
B. County	Institution of Higher Learning																		
C. Municipal	J. Private University																		
D. Township	K. Indian Tribe																		
E. Interstate	L. Individual																		
F. Intermunicipal	M. Profit Organization																		
G. Special District	N. Other (Specify)																		
H. Independent School District	O. Not for Profit Organization																		
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, 2014, 2015, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

Error! Not a valid link.

15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number

- This certification does not apply.
 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.



Signature/Authorized Official

8/4/2014

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

210 Military Trail

City/State/Zip

Jupiter, FL 33458

Telephone Number

Error! Not a valid link.

- This certification does not apply.
 This certification is applicable.

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number

- This certification does not apply.
 This certification is applicable.

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

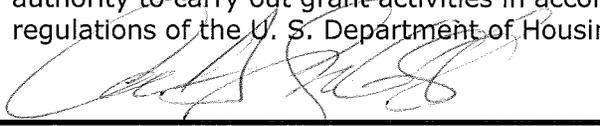
I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review

responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number

- This certification does not apply.
- This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan



8/4/2014

Signature/Authorized Official

Date

Andy Lukasik

Name

Town Manager

Title

210 Military Trail

Address

Jupiter, FL 33458

City/State/Zip

561-741 2214

Telephone Number