



U.S. Department of Housing and Urban Development
Community Planning & Development Division
Region IV, Miami Field Office
Brickell Plaza Federal Building
909 SE First Avenue, Room 500
Miami, FL 33131-3042

March 15, 2018

Ms. Verdenia C. Baker
County Administrator
Palm Beach County
301 North Olive Ave., 12th floor
West Palm Beach, FL 33401

Subject: Annual Community Assessment
Consolidated Annual Performance and Evaluation Report (CAPER)
2016 Program Year - CDBG, HOME, ESG and NSP 1, 2, & 3 Programs
Palm Beach County

Dear Ms. Baker,

The Housing and Community Development Act of 1974, as amended and the National Affordable Housing Act of 1990, require that a determination be made annually by HUD that the grant recipient is in compliance with the statutes and has the continuing capacity to implement and administer the programs for which assistance is received.

In accordance with the Consolidated Planning Regulations of January 5, 1995, this Office makes a comprehensive performance review of your overall progress annually, as required by §24 CFR 91.525. The review consists of analyzing your consolidated planning process; reviewing management of funds; determining the progress made in carrying out your Consolidated Plan policies and programs; determining the compliance of funded activities with statutory and regulatory requirements; determining the accuracy of required performance reports; and evaluating your accomplishments in meeting key departmental objectives.

We congratulate you on your accomplishments during this past year in the achievement of departmental objectives.

SUMMARY OF PERFORMANCE

Community Development Block Grant (CDBG)

The County received \$5,765,423.00 in CDBG FY 2016 grant funds, and is commended on its performance in expending \$4,228,609.48 or 97.85% on activities benefiting low or moderate-income persons. This performance exceeds departmental standards.

HUD's mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.

The Financial summary indicated \$949,609.66 in net expenditures for planning and administrative costs, or 16.23% of the grant funds plus program income received during the FY 2016 program year. The Financial Summary also showed \$864,323.86 in net expenditures for public services, or 14.99% of the grant. Our review of the activities indicates that they appear to be eligible as provided for at §24 CFR Part 570.201-6, and meet one of the three National Objectives established at §24CFR 570.208.

We were pleased with the County's economic development performance, in particular its activities that provided funding for the creation of 78 full time equivalent (FTE) jobs to benefit low-income persons. In addition, the County provided services to 33,948 individuals with its public facilities and public infrastructure projects that were carried out during the program year.

The County is in compliance with departmental progress standards in the expenditure of its CDBG Line-of-Credit (LOC) balances. The County is required to have no more than 1.5 years of funding available in its LOCC's at the end of the tenth month of its program year. The County's LOCC's balance as of August 2, 2017 was \$8,639,027.41 which represents 1.50 years of funding.

As a reminder, according to the National Defense Authorization Act of 1991 (P.L.101-510), CDBG grantees have a total of eight years to obligate and expend CDBG funds, counting the three-year obligation period and the additional five years for expenditure. For example, CDBG funds appropriated by Congress in FY 2011 must be obligated (put under funding contract to the grantee) by September 30, 2013 (three years). They must be disbursed by the grantee by September 30, 2018 (FY 2013 + 5 years). If the FY 2011 grant funds are not drawn down from the Line of Credit Control System (LOCCS) by the end of FY 2018, they will be recaptured by HUD and returned to the U.S. Treasury. Also, be aware that if a grantee returns funds to an expired grant, the funds are returned to the Treasury and are no longer available in the grantee's LOCC's. This means grantees unspent funds will be permanently lost. Therefore, grantees who need to return funds to an expired grant should contact the Miami Field Office for instructions.

HOME

The County received \$1,646,340.00 in HOME FY 2016 grant funds. Our review determined that the County achieved its objective of providing affordable housing for rental assistance resulting in 102 individuals being served.

Our evaluation of these accomplishments disclosed no concerns with respect to eligibility, income targeting, affordability, or match requirements.

As a reminder, please be aware that any HOME funds appropriated in FY 2011 will not be available for PJs to expend after September 30, 2018. HOME funds remaining in your FY 2011 grant after this date will be recaptured by the United States Treasury. Unexpended HOME funds on grants from 1992 through 2001 are not subject to these rules. However, beginning with the FY 2002 appropriation, each annual HOME grant is subject to this eight-year expenditure rule. So, for example, FY 2011 HOME funds will no longer be available to you after 9/30/2018.

Our records indicate that the County of Palm Beach has remaining HOME funds in FY 2011, subject to recapture if not expended by September 30, 2018 as noted below:

FISCAL YEAR	ST	RECIPIENT OF FUNDS	FUND TYPE	BALANCE TO COMMIT	DRAW PENDING APPROVAL	BALANCE TO DRAW
2011	FL	Word of Faith CDC	CR	\$3.66	\$0.00	\$3.66
2011	FL	Neighborhood Renaissance, Inc.	CR	\$0.00	\$0.00	\$229,622.78

Therefore, in order to avoid recaptured of HOME funds, all drawdown request through IDIS must be submitted and approved usually by close of business on September 25, 2018. Please note that the September 25th date is not constant and subject to change. Please check with our office and the HUD Exchange for the exact date for Fiscal Year 2018.

You may refer to HOME facts Vol 2 No 2 February 2009, for additional instructions of this requirement.

Matching Contribution Requirement - 24 CFR 92.218

Each participating jurisdiction must make contributions to housing that qualifies as affordable housing under the HOME program. The contribution must total not less than 25 percent of the funds drawn from the jurisdiction's HOME Investment Trust Fund Treasury account in that fiscal year, except for administration and planning cost, pursuant to 24 CFR 92.207. This requirement may also be subject to change due to a match reduction for fiscal distress or presidential declared disaster designation by HUD HQ's. Our review of the County's FY 2016 annual match requirement contribution of 25% could not be confirmed as it was not reported in IDIS.

Emergency Shelter Grant (ESG) /Solutions

The County received \$517,694.00 in FY 2016 ESG grant funds.

In accordance with 24 CFR Part §576.203(a)(2), within 180 days after the date that HUD signs the ESG grant agreement, the recipient must obligate all the grant amount, except the amount for its administrative costs. In addition, the recipient must draw down and expend funds from each year's grant not less than once during each quarter of the recipient's program year. In accordance with 24 CFR Part §576.203(a)(2)(b), all of the recipient's grant funds must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient.

Our review determined that the County has met its FY 2016 obligation requirement by committing \$517,694.00 in ESG funds during this reporting period, and expended grant funds in the amount of \$481,869.43 within 24 months of the date of the grant award. Please note that the County has an outstanding balance of \$35,824.57 due on or before September 29, 2018 in order to meet the FY 2016 expenditure deadline. Activities were deemed eligible in accordance with §24 CFR 576, and not more than 7.5% of the grant amount was expended for administrative activities.

The matching contributions to supplement the recipient's ESG requirements, in an amount that equals the amount of ESG funds provided by HUD and limits on the use of street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and HMIS activities appear to have been met. The County has made significant progress in assisting homeless persons under the Rapid Rehousing program, and is to be commended for its performance in supporting tenant based rental assistance for 729 formally homeless persons.

Performance Measurement

In September 2004, CPD Notice 03-09 was sent to all grantees in reference to Local Performance Measurement Systems for CPD Formula Grant Programs. In this notice it strongly recommends the use of a performance measurement system in order to account for productivity and program impact. Productivity displays the quantity, quality, and time a grantee undertakes activities. Program impact reflects how activities yield desired outcomes within the community and the persons assisted. The Field office reiterated the importance of determining whether the County is currently using a performance measurement system, developing a system, or has not yet developed a system.

Beginning October 1, 2006, each Consolidated Annual Performance and Evaluation Report (CAPER) or Performance and Evaluation Report (PER) should include the status of the grantee's efforts toward implementing a performance measurement system as described in the Federal Register Notice dated March 7, 2006. All CAPER or PER reports should provide a description of how the jurisdiction's program provided new or improved availability/accessibility, affordability, sustainability of decent housing, a suitable living environment, and economic opportunity. The CAPER/PER must include a comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives.

A review of the IDIS CDBG Performance Measures Report (PR83) and the Housing Performance Report (PR85) disclosed that the County is inputting data for its activities.

Concerns

There are some performance issues that require action for resolution as a result of our review of your Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2016:

(1) Slow moving activities:

A review of the County's reporting data (IDIS Report # PR02) - List of activities by program year and project, in the Integrated Disbursement and information System (IDIS) are showing a number of old funded activities with large balances, no draws made, or activities incorrectly reported. The activities identified in the report is as follows:

IDIS Activity #	Activity Name	PY	Program	Status	Funded Amount	Drawn Amount	Balance
2	CDBG Committed Funds Adjustment	1994	CDBG	Open	\$39,894,000.00	\$39,755,893.26	\$138,106.74
297	HOME Program Implem	1995	CDBG	Open	\$0.00	\$0.00	\$0.00
3269	GUS Distributing Corporation	2008	CDBG	Open	\$0.00	\$0.00	\$0.00
3271	Pinewood Cleaners	2008	CDBG	Open	\$0.00	\$0.00	\$0.00
3273	Critical Needs Program - 2008	2008	CDBG	Open	\$0.00	\$0.00	\$0.00
3046	Circle S Pharmacy	2009	CDBG	Open	\$152,000.00	\$152,000.00	\$0.00
3047	Simco Convenience Store	2009	CDBG	Open	\$100,000.00	\$100,000.00	\$0.00
3270	EHR Tech, LLC	2009	CDBG	Open	\$0.00	\$0.00	\$0.00
3272	Critical Needs Program	2009	CDBG	Open	\$0.00	\$0.00	\$0.00
3156	City of South Bay - Tanner and Cox Park Improvements	2010	CDBG	Open	\$456,101.00	\$4,900.00	\$451,201.00
2843	Countywide Housing Rehabilitation Program	2011	CDBG	Open	\$17,344.94	\$12,469.94	\$4,875.00
3038	Riviera Beach CRA Public Market	2012	CDBG	Open	\$150,000.00	\$150,000.00	\$0.00
2912	Garcia,Evier	2005	HOME	Open	\$0.00	\$0.00	\$0.00
2916	Longmore Gayle, Dawn	2005	HOME	Open	\$0.00	\$0.00	\$0.00
3229	Habitat Housing Solutions	2010	HOME	Open	\$35,367.00	\$0.00	\$35,367.00
3275	Community Services TBRA Program	2010	HOME	Open	\$249,240.50	\$249,240.50	\$0.00
3228	Habitat Housing Solutions	2010	HOME	Open	\$170,987.02	\$170,987.02	\$0.00
3276	Neighborhood Renaissance (Arts Loft)	2010	HOME	Open	\$532,187.00	\$245,664.55	\$286,522.45
3099	HOME Administration	2012	HOME	Open	\$159,257.90	\$145,633.44	\$13,624.46
3096	HOME Admin	2013	HOME	Open	\$202,114.44	\$149,872.55	\$52,241.89

It's recommended that the County, where appropriate, accurately report on open activities with \$0 balance and/or old activities with balances, as soon as possible, but no later than 30 days from receipt of this letter. By doing so, it will aid to avoid erroneous reporting and will assist the County in meeting its timeliness test. For additional information on the reporting requirements for the CAPER please visit HUD's website at:

<https://www.hudexchange.infor/idis/idis-reporting/>

(2) CDBG Activities At Risk Dashboard:

The County's CDBG Activities -At Risk Dashboard Report (PR 59) is currently showing activities flagged as At-Risk due to slow expenditures, review is overdue, one year no draw, etc., for the following IDIS activities:

Awaiting Grantee's Required Explanation and Remediation Plan

IDIS Activity	Activity	Year	Remediation Plan Submission Deadline	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Fund Date
2843	Countywide Housing Rehabilitation Program	2011	3/07/2018	×			2/28/12
3156	City of South Bay – Tanner and Cox Park improvements	2010	2/14/2018	×			11/15/2016
3068	PBC Facilities - Bill Bailey Community Center	2014	2/11/2018		×		11/18/2014

Awaiting Grantee's Completion of Remediation Actions

IDIS Activity	Activity	Target Completion Date for Remediation Action	1 Year No Draw	3 Year No Acc	80% Drawn No Acc	Fund Date
3038	Riviera Beach CRA Public Market	2/06/2016	×	×		6/23/15
3079	Lake park – Kelsey and Lakeshore Parks Restroom Improvements	3/16/2018	×			3/11/2015

The County must ensure that the activity is completed in the action plan via IDIS. Additional information can be found at:

<https://www.hudexchange.info/onecpd/assets/File/IDIS-Online-Reports-User-Guide-PR51-60.pdf>

(3) HOME match:

Although the County attached a HOME Match document in the eCon Planning suite, our review of IDIS (PR 33 HOME Match Liability Report) for FY 2015 & 2016 indicates that the match requirement has not been reported. Please upload the County's HOME minimum match requirement in IDIS for FY 2015 & 2016 and provide a copy to this Office as soon as possible, but not later than 30 days from receipt of this letter. Please note that this same concern was outlined in our FY 2017 assessment letter.

Fair Housing and Equal Opportunity (FHEO)

The Office of Fair Housing and Equal Opportunity (FHEO) is required to conduct an analysis of each grantee's Consolidated Annual Performance Evaluation Report (CAPER) to ensure compliance with the civil rights requirements to affirmatively further fair housing as required in 24 C.F.R. 91.225(a)(1), 91.325(a)(1), and 91.425(a)(1)(I). Affirmatively furthering fair housing means that each grantee will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, taken appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions taken in this regard. Additionally, the *Fair Housing Planning Guide* is available on the Hudweb at:

<http://www.hud.gov/offices/fheo/images/fhpg.pdf>

The *Fair Housing Planning Guide* contains valuable information, which may assist you in your revisions and future CAPER, and Annual Action Plan submissions.

The FHEO evaluation of the County's FY 2016 CAPER submission is based, in part, on their review of various Civil Rights Certifications; the Analysis of Impediments (AI); geographic distribution and areas of minority concentrations along with program benefit for minority persons and persons with disabilities.

Please be reminded that the County is obligated to maintain a current Analysis of Impediments (AI) and affirmatively further fair housing choice in its annual plans, activities, and reports until the County submits its first Assessment of Fair Housing (AFH-formerly the AI) under the Affirmatively Further Fair Housing (AFFH) Final Rule published July 16, 2015.

The FHEO evaluation of County's FY 2016 CAPER submission is currently under review. Once the review is completed, any issues identified will be communicated in a separate letter.

Office of Public and Indian Housing (OPIH)

The Office of Public and Indian Housing (OPIH) was also required to conduct an analysis of the County's FY 2016 Consolidated Annual Performance Evaluation Report (CAPER). This request was intended for the accuracy of any data shown for the local PHAs, the County's housing inventory and the plan in general. The OPIH evaluation of the County's FY 2016 CAPER submission is currently under review. Once the review is completed, any issues identified will be communicated in a separate letter.

The Housing and Economic Recovery Act of 2008 And The American Recovery and Reinvestment Act of 2009 Programs*

Neighborhood Stabilization Program (NSP-1)

The Neighborhood Stabilization Program (NSP-1) was authorized under the Housing and Economic Recovery Act (HERA) of 2008.

The County of Palm Beach received \$27,700,340.00 in NSP-1 fiscal year 2009 grant funds and has expended \$28,540,742.00 of its NSP-1 grant funds which includes program income.

In addition to the 100% expenditure requirement, the regulation requires that ... "no less than 25% of the funds appropriated or otherwise made available for the purchase and redevelopment ... will be used to house individuals or families whose income do not exceed 50% of area median income."

We are pleased to report that the County has met both the 100% NSP expenditure and the 25% for Low Income Households (LH25) set-aside expenditure requirements as of February 26, 2018. This performance meets Departmental standards.

As of February 26, 2018, our records indicate that your NSP-1 program grant has a remaining grant funds balance of \$2,145,781.00.

Program Income (PI):

The County reported that it received \$5,704,608.00 in program income (PI); as you are aware, program income must be disbursed prior to any draw-down of grant funds. In addition, the County should maintain documentation (i.e. spreadsheets, reports, receipts, etc.) to track program income.

Quarterly Progress Reports (QPR's):

Our review of the County's Quarterly Progress Reports revealed that the County is in compliance with the timely submittal of Quarterly Progress Report (QPR's) as of October 30, 2017.

The County is required to continue reporting in the Disaster Recovery Grant Reporting (DRGR) system.

Neighborhood Stabilization Program (NSP-2)

The Neighborhood Stabilization Program (NSP-2) was authorized under the American Recovery and Reinvestment Act of 2009 and the Housing and Economic Recovery Act (HERA) of 2008.

The County of Palm Beach received \$50,000,000.00 in NSP-2 fiscal year 2010 grant funds and has expended \$51,248,570.00 or 100% of its NSP-2 grant funds which includes program income.

In addition to the 100% expenditure requirement, the regulation requires that ... “no less than 25% of the funds appropriated or otherwise made available for the purchase and redevelopment ... will be used to house individuals or families whose income do not exceed 50% of area median income.”

We are pleased to report that the County has met both the 100% NSP grant expenditure and the 25% for Low Income Households (LH25) set-aside expenditure requirements as of February 26, 2018. This performance meets Departmental standards.

As of February 26, 2018, our records indicate that your NSP-1 program grant has a remaining grant funds balance of \$0.

Program Income (PI):

The County reported that it received \$4,575,134.00 in program income (PI); as you are aware, program income must be disbursed prior to any draw-down of grant funds. In addition, the County should maintain documentation (i.e. spreadsheets, reports, receipts, etc.) to track program income.

Quarterly Progress Reports (QPR's):

Our review of the County's Quarterly Progress Reports revealed that the County is in compliance with the timely submittal of Quarterly Progress Report (QPR's) as of January 10, 2018.

The County is required to continue reporting in the Disaster Recovery Grant Reporting (DRGR) system.

It appears that the County's activities are complete, and the grant is ready for closeout. If you have not been contacted regarding closeout of this grant, please let us know.

Neighborhood Stabilization Program (NSP-3)

The Neighborhood Stabilization Program (NSP-3) was authorized under Section 1497 of the Wall Street Reform and Consumer Protection Act (Dodd-Frank) of 2010.

The County of Palm Beach received \$11,264,172.00 in NSP-3 fiscal year 2011 grant funds and has expended \$11,499,214.00 of its NSP3 grant funds which includes program income.

In addition to the 100% expenditure requirement, the regulation requires that ... “no less than 25% of the funds appropriated or otherwise made available for the purchase and redevelopment ... will be used to house individuals or families whose income do not exceed 50% of area median income.”

We are pleased to report that the County has met both the 100% NSP expenditure and the 25% for Low Income Households (LH25) set-aside expenditure requirements as of February 26, 2018. This performance meets Departmental standards.

As of February 26, 2018, our records indicate that your NSP-3 program grant has a remaining grant funds balance of \$173,122.00

Program Income (PI):

The County reported that it received \$1,039,254.00 in program income (PI); as you are aware, program income must be disbursed prior to any draw-down of grant funds. In addition, the County should maintain documentation (i.e. spreadsheets, reports, receipts, etc.) to track program income.

Quarterly Progress Reports (QPR's):

Our review of the County's Quarterly Progress Reports revealed that the County is in compliance with the timely submittal of Quarterly Progress Report (QPR's) as of October 30, 2017.

The County is required to continue reporting in the Disaster Recovery Grant Reporting (DRGR) system.

HUD strongly encourages grantees to use NSP funds not only to stabilize neighborhoods in the short-term, but to strategically incorporate modern, green building and energy-efficiency improvements in all NSP activities to provide for long-term affordability and increased sustainability and attractiveness of housing and neighborhoods. At minimum, NSP3 grantees must meet rehabilitation standards requirements of green and energy-efficiency actions. Additional resources related to sustainable and energy-efficient construction are available on the NSP Resource Exchange Website: (<http://www.hud.gov/nspta>)

OVERALL EVALUATION AND CONCLUSION

Our review of the annual performance report indicates that the activities carried out by the County during the program year were generally eligible or otherwise consistent with applicable CDBG, NSP, HOME, and ESG federal regulations.

The County's actions in the program year were consistent with the actions proposed to address identified priority needs. Results in achieving goals that were envisioned in the Consolidated Plan were satisfactory.

The County's approach to community development activities is comprehensive and creative, and reflects internal coordination and cooperation with its citizens.

To facilitate and expedite citizen access to our performance assessment, we request that you apprise the general public and interested citizen's organizations and non-profit entities, of its availability. If, for any reason, the County chooses not to do so, please be advised that our office is obligated to make this letter available to the public. We appreciate your cooperation in this matter.

It is also recommended that the County retain this assessment letter and make it available to its Independent Public Accountant (IPA).

In conclusion, as a result of our analysis we have determined that your overall progress is satisfactory. This determination is based upon the information available to this office, and does not reflect a comprehensive evaluation of specific activities.

Attached please find important information that would assist you in administering your CPD programs.

This office is available to assist you in any way possible. If you have any questions regarding this correspondence, or any other program matter, please do not hesitate to contact Jill Smolen, Senior Community Planning and Development Representative at (305) 520-5023, or via email message at: Jill.C.Smolen@hud.gov.

Sincerely,



Ann D. Chavis
Director
Community Planning and Development Division

Lisa Bustamante, Program Manager, US HUD

Enclosures

“GREEN HOUSING CONSTRUCTION”

HUD encourages thoughtful, achievable consideration and implementation of energy efficient and environmentally-friendly elements in the NSP3 program. NSP Notice provides information and guidance on the following Green elements:

- Transit accessibility
- Green building standards
- Reuse of cleared sites
- Deconstruction
- Renewable energy
- Water conservation
- Energy efficient materials
- Healthy homes

HUD provides that a grantee may “require NSP homes to achieve an established environmental or energy efficiency standard such as Green Communities or equivalent.” The following resources are designed to assist grantees in the construction and rehabilitation of green affordable housing. These are provided on the *NSP Resource Exchange* under “Toolkits,” at:

<http://hudnsphelp.info/index.cfm?do=viewToolkitsHome>

- **Green Housing Development Guide:**
<http://hudnsphelp.info/media/resources/GreenHousingDevelopmentGuide.pdf>
- **Sample Housing Rehabilitation Checklist:**
<http://hudnsphelp.info/media/resources/HousingRehabilitationChecklist.doc>
- **Sample Single-Family Housing Rehabilitation Specifications, including Green Specs**
<http://hudnsphelp.info/media/resources/SampleSingleFamilyRehabSpecificationsIncludingGreenSpecs.doc>
- **Sample Single-Family Housing Rehabilitation Standard Template:**
<http://hudnsphelp.info/media/resources/SingleFamilyHousingRehabilitationStandard.doc>
More tools will be added to the resource page as developed.

Additionally, grantees interested in implementing Enterprise Green Communities Criteria can contact Enterprise for further information and assistance via:

www.greencommunitiesonline.org/

Repayment of HOME funds

<https://www.onecpd.info/resources/documents/HOME-FACTS-Vol1-No1-Repayment-of-Funds-Expend-Eligible-Costs-or-Activities.pdf>

“CONSOLIDATED PLAN MANAGEMENT PROCESS - CPMP”

The Office of Management and Budget asked that HUD work with local stakeholders to streamline the Consolidated Plan, making it more results-oriented and useful to communities in assessing their own progress toward addressing the problems of low-income areas. Grantees are encouraged to use the tool formats in developing Consolidated Plans, Action Plans, and annual performance reports.

“MINORITY BUSINESS ENTERPRISES - MBE”

Under executive orders 11625, 12432 and 12138 grantees must subscribe procedures acceptable to HUD for a minority outreach program to ensure that they are making concerted efforts to attract minority groups to the procurement process.

Furthermore, the Office of Small and Disadvantaged Business Utilization (OSDBU) is required to collect and consolidate data on Minority Business Enterprise (MBE) on an annual basis. You are encouraged to utilize Woman's and Minority Business Enterprise participation in all HUD programs. Grantees should submit their information, via email, on HUD form 2516 (Grantee Contract and Subcontract Activity Report). Please note that you may access the forms at: <http://www.hud.gov/offices/osdbu/forms/hud2516.xls>.

2018 TRAINING SURVEY

Please help us to identify the areas of training that could benefit your jurisdiction in operating and managing your CPD program(s). Complete the survey below no later than April 15, 2017, and either email or fax it to your CPD Representative or to John Quade, CPD Representative at john.f.quade@hud.gov or (305) 536-4781.

Please indicate your interest in receiving technical assistance/training below by ranking the importance from the highest (5) to lowest (1).

5 – Very Important 4 – Important 3 – Average 2 – Slightly Important 1 – Not Important

- Development Finance
- Relocation and Real Property
- CHDO Assistance
- Construction and Rehabilitation Management
- Economic Development/Section 108
- Effective Agreements
- Environmental Review and Compliance
- Financial Management
- Efficiency/Green Building
- Homelessness Issues
- IDIS
- Income Determinations
- Lead-Based Paint Compliance
- Neighborhood Stabilization Program –NSP (specify): _____
- Procurement and Contracting
- Subrecipient Management
- Using Outcomes to Measure Performance
- Recordkeeping and Reporting
- Debarment, Suspension, and Termination
- Audits
- Program Monitoring
- Federal Labor Standards
- DRGR
- HMIS
- Emergency Solutions Grant
- Basic CDBG Program
- Advanced CDBG Program
- Meeting CDBG Timeliness Test Requirements
- Timesheet Records Compliance
- Activity Delivery vs. Program Administrative Costs
- Property Management and Disposition
- Program Income
- Basic HOME Investment Partnerships Program
- Advanced HOME Investment Partnerships Program

- HOME Match Report/Log
- Subsidy Layering Review
- Meeting Commitment/Disbursement/CHDO Set-Aside Deadlines
- Resale/Recapture Provisions
- Maximum Purchase Price/After-Rehab Value Compliance
- Rental Project Compliance
- Rent Determinations
- Housing Quality Inspections
- Affirmative Marketing
- Accessing HOME and Low-Income Housing Tax Credits (LIHTC) Projects
- HOPWA (i.e.: reporting, monitoring oversight, financial mgmt.): _____
- Combining Multiple Community Planning & Development Programs
- Fair Housing Compliance
- Civil Rights Compliance Basic CDBG Program
- Section 504 Compliance
- Equal Opportunity Compliance
- Section 3 Compliance
- Conflict of Interest Determinations
- eCon Planning Suite
- Consolidated Plan/Action Plan Preparation
- Other (Please specify): _____
