

APPENDIX D - HOME Program Description

The HOME Program was created by the 1990 Cranston-Gonzalez National Affordable Housing Act in order to make funds available to participating jurisdiction (PJs) for the provision of decent, safe, affordable housing and expansion of the long-term supply of affordable housing. The HOME program encourages and promotes partnerships between public and private entities for the creation of affordable housing opportunities to low and very low income households.

The County's FY 2020-2021 HOME allocation is expected to be \$2,391,052. Federal regulations governing the HOME Program allow for a maximum of 10% of HOME Program allocation to be spent on program administration and planning activities; at least 15% of the funds must be spent on CHDO administered activities; and 5% of the funds may be awarded to CHDOs to cover their administrative costs. The HOME Program regulations require each participating jurisdiction to provide, matching contribution, of not less than 25% of the funds drawn from its HOME Investment Trust Fund Treasury account for certain activities. During FY 2020-2021, the required match of \$508,099 will be provided from State Housing Initiatives Partnership (SHIP) Program funding. The specific amounts which Palm Beach County will set aside to fund eligible costs under the HOME Program are outlined below:

- *HES Program Administration and Planning*: \$239,105 representing 10% of the total allocation;
- *Community Housing Development Organization (CHDO) Set-Aside Program*: \$358,657 representing 15% of the overall HOME Program allocation. Funding will be used for the development, acquisition and/or rehabilitation of existing single family housing for lease or resale to eligible households;
- *CHDO Set-Aside Program Operating Expenses*: \$119,553 representing 5% of the overall HOME Program allocation;
- *Rental Housing Development*: \$800,000 for loan assistance to create permanent rental housing through the construction of new housing on vacant property, demolition of existing vacant buildings, and rehabilitation/redevelopment of existing residential property.
- *Tenant Based Rental Assistance*: \$250,000 in HOME Program funding will be allocated for homeless prevention/intervention and will be carried out by Palm Beach County's Community Services Department.
- *First Time Homebuyer Program*: \$623,737 in HOME Program funding awarded as second mortgages to first time homebuyer families whose income does not exceed 80% AMI.

The Table below shows that an estimated 59 households will benefit from the programs to be implemented under the HOME Program for FY 2020-2021. Of this total, thirty (30) affordable rental/homeownership housing units will be created and 29 renter households will be provided with rental assistance.

Activity	Funding	# of Units /Households Assisted
Program Administration and Planning	\$239,105	n/a
CHDO Set-Aside Program	\$358,657	4 unit
CHDO Set-Aside Program Operating Expenses	\$119,553	n/a
Rental Housing Development	\$800,000	16 units
Tenant Based Rental Assistance	\$250,000	29 households
First Time Homebuyer	\$623,737	10 households

Total	\$2,391,052	59
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Matching Contributions

The minimum 25% match contribution is required only for certain HOME activities. Based on the County’s HOME allocation for FY 2020-2021, the match requirement totals \$508,099. Palm Beach County provides its match requirement from the SHIP program and currently has \$325,839 in surplus commitment remaining on hand. The remaining match commitment to be provided by the County is \$210,429.

Proposed HOME Projects

For FY 2020-2021, HES will undertake the following: Tenant-Based Rental Assistance (TBRA), Rental Housing Development, First Time Homebuyer Program and CHDO Activities. The County will utilize one of the following processes to select the agency(s) to implement each of these programs: designation by Board of County Commissioners; competitive Request for Proposal (RFP); and application process. Solicitations for funding are made available via public notices in the newspaper, posting on HES website, and email distribution to interested parties.

HOME Priority Needs and Objectives

Programs to be supported with HOME funding are intended to address specific priority needs which are identified in the County’s Five Year Plan for FY 2020-2024. The table below lists HOME activities that will be implemented during the upcoming fiscal year and correlates these activities with the priorities identified in the Plan.

HOME Program	Activity Type	Priorities Addressed
CHDO Set-Aside Activities	Acquisition/rehabilitation of existing single family housing for sale or lease to eligible beneficiaries.	Affordable Rental Housing; Affordable Homeownership: High
Rental Housing Development	Loan assistance program to create permanent rental housing.	Affordable Rental Housing: High
Tenant Based Rental Assistance	Funding allocated for homeless prevention/intervention; to be administered and overseen by PBC Community Services.	Homeless Prevention; Affordable Rental Housing: High
First Time Homebuyer Program	Funding awarded as second mortgages to first time homebuyer families whose income does not exceed 80% AMI.	Affordable Homeownership: High

Affirmative Marketing Policy and Procedure

To advance the County's efforts in achieving non-discrimination and equal opportunity in housing, and to fulfill the HOME requirements of outreach targeted at low and very-low income persons, particularly residents of public housing and manufactured housing, the County has established policies and procedures to affirmatively market housing units produced under these programs. The objectives of these

affirmative marketing policies and procedures are in accordance with 24 CFR 92.351 of the HOME regulations and Section 3 of the Housing Development Act of 1968, as amended (12 U.S.C. 1701 U), and is applicable to other Federal, State and local regulations.

In order to carry out policies and procedures of HES's Affirmative Marketing Program, all non-profits, for-profits, municipalities and individual owner/investor subrecipients of the aforementioned programs must comply with the following:

- The Equal Opportunity logo or slogan must be used by owners in advertising vacant units, and be present on solicitations for Owner Proposal Notices.
- Lenders, non-profit housing developers, and program subrecipients are requested to solicit applications from persons in the housing market area who are not likely to apply to housing without special outreach. Owners and agencies can satisfy this requirement by posting a notice of vacancies or housing opportunities in locations, including, but not limited to, the following:
 - Mobile home communities
 - Churches and other related organizations;
 - Community organizations;
 - Fair housing groups;
 - Housing counseling agencies;
 - Agencies for the disabled;
 - Employment centers;
 - Social media;
 - Local public housing authorities (PHAs) or other similar agencies.
- Program participants must also utilize, to the extent feasible, commercial media informing potentially eligible homebuyers in the market. The use of community, minority, and other special interest publications likely to be read by persons needing special outreach is recommended.
- All program participants are required to adequately inform and train their staff on the objectives of affirmative marketing and ensure that their staff takes every step to ensure compliance.
- Lenders, non-profit housing developers, and other program subrecipients will be required to keep records describing actions taken to affirmatively market units in the rehabilitation program. Palm Beach County HES will keep records of their efforts to affirmatively market units and will require rental owners to maintain records of such efforts. Investors/owners must also maintain copies of advertisements, minutes of meetings, income documentation, and census tract information, as applicable.
- Affirmative marketing records of the subrecipients/developers in the program will be monitored periodically. These records will include, but not be limited to: copies of brochures, news clippings, press releases, sign-in logs from community meetings, and any written letters of inquiry to, or from, prospective clients. The participants will be informed of their responsibility to adhere to the said requirements.

Meetings will be held, as needed, with selected subrecipients to ensure the smooth implementation of these and other program requirements.

Minority Outreach Program

Regarding the procurement of supplies, equipment, construction, or services funded with HOME funds, the County requires that subrecipients/contractors make a positive effort to utilize the supplies and services of small business and minority/women-owned business enterprises, and to provide these sources with the maximum feasible opportunity to compete for contracts pursuant to this Agreement. To the greatest extent feasible these small business and minority/women-owned business enterprises shall be located in or owned by residents of the CDBG target areas as designated in the County's current Consolidated Plan.

This is required by Executive Order 11246, and in order to comply, Palm Beach County deliberately notifies the Offerors or Bidders of the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specification," and the goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area. The goals referenced are shown on the table below.

Timetable	Goal for Minority Participation in each Trade	Goals for Female Participation in each Trade
	22.4%	6.9%
Area Covered	Palm Beach County	All trades for the life of the project

These are required to be inserted into the bid documents and HES requires compliance to be documented on the contract award report. The goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographic area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR-60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; the employer identification number of the subcontractor; the estimated dollar amount of the subcontract; and the estimated subcontract start and completion dates.