

# 24-6608 - 2. Resolution No. R2024-32 Exhibit A. Annual Action Plan

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# Annual Action Plan



## AP-15 Expected Resources

### INTRODUCTION

The Five-Year Consolidated Plan is a document, required by the U.S Department of Housing and Urban Development (HUD), that identifies federal, state, local and private resources expected to be available to the Village of Wellington to address priority needs and specific objectives identified in the Strategic Plan. These resources are summarized in SP-35. The Consolidated Plan serves as a planning document meeting the federal government statutory requirements in 24CFR 91.200-91.230, the Annual Action Plan is the mechanism where the programs and projects are authorized and funded. This Action Plan covers the third year of the Consolidated Plan period beginning October 1, 2024 through September 30, 2025.

The Village of Wellington anticipates an annual allocation of \$289,226 in CDBG funding for the 2024/2025 program year. There is no anticipated program income, or prior-year resources, anticipated for program year 2024/2025. The total amount available for program year 2024/2025 is \$289,226. CDBG funds will be used for housing and community development activities such as housing rehabilitation, public services, and administration of the Village's CDBG program.

Other resources, such as private and non-Federal public sources may become available to Wellington during the program year. For CDBG leveraging, these include funding from State and Federal grant sources, other Wellington municipal departments or the Village's general fund, or non-profit agencies or organizations or community foundations. Wellington will look to leverage funds, if available and when applicable.

Anticipated resources are summarized in **Table 1** and **Table 2**. Wellington has identified priorities and specific goals to address over the five-year planning period and within the third year. Goal outcomes are

described in quantitative terms. Wellington has selected goal outcome indicators and quantities based on previous program performance and current anticipated resource availability.

**TABLE 1: ANTICIPATED RESOURCES**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total Received Years 1-3: \$		
CDBG	Public – Federal	Admin and Planning Economic Development Housing Public Services	\$289,226*	\$0	\$299,783	\$876,172	\$517,538	The five-year total \$1,393,710 expected to be available is based upon projected annual CDBG allocations of \$278,742 for each of the years covered by the Consolidated Plan.

\*HUD 2024 Formula Allocation

**Table 1 – Anticipated Resources**

**EXPLAIN HOW FEDERAL FUNDS WILL LEVERAGE THOSE ADDITIONAL RESOURCES (PRIVATE, STATE AND LOCAL FUNDS), INCLUDING A DESCRIPTION OF HOW MATCHING REQUIREMENTS WILL BE SATISFIED**

Wellington will look to leverage funds, if available, from other state and federal grants, Village municipal departments, non-profit housing and public service providers, third-party developers, public housing authorities, and other agencies and programs against CDBG dollars. Wellington will assure that the requirements related to non-federal share will be utilized as referenced in 24 CFR 570.201 (3) (g), for any project in which CDBG funding is used as the non-federal match. In the future, the Village will continue to aggressively pursue funding from private, public, state, and federal sources to address economic and community development needs.

**IF APPROPRIATE, DESCRIBE PUBLICLY OWNED LAND OR PROPERTY LOCATED WITHIN THE JURISDICTION THAT MAY BE USED TO ADDRESS THE NEEDS IDENTIFIED IN THE PLAN**

Currently, Village owned land is dedicated to public facilities and parks. These amenities are used to provide services and activities for residents, including youth, seniors, and the special needs population. These lands will continue to be made available to the public and to address public needs. Excess property shall be disposed of pursuant to local, state, and federal laws; and income derived from related properties shall be returned to its appropriate funding source.

**DISCUSSION**

Wellington’s anticipated funding allocation from CDBG will be applied to address the Consolidated Plan’s five-year goals, including housing, public services, economic development, and program administration. Wellington is fortunate to have a network of partners, including other Wellington municipal departments, Palm Beach County departments, regional agencies and organizations, housing and public service providers, and dedicated residents to help address these goals through financial leveraging, coordination, and collaboration. The Village of Wellington receives State Housing Initiative Partnership (SHIP) program funds, which are used to provide homeownership rehabilitation and disaster relief assistance. SHIP funds are not used to leverage any specific CDBG activities.

## AP-20 Annual Goals and Objectives

**TABLE 2: GOALS SUMMARY INFORMATION**

Sort Order	Goal Name	Category	Start Year	End Year	Objective	Outcome	Geographic Area	Priority Needs Addressed	Funding	Goal Outcome Indicator	Quantity	Unit of Measure (UoM)
1	Housing	Affordable Housing	2022	2026	Provide Decent Affordable Housing	Affordability	Communitywide	Housing Rehabilitation	CDBG: \$188,381	Homeowner Housing Rehabilitated	8	Households/ Housing Units
2	Public Services	Non-Housing Community Development	2022	2026	Create Economic Opportunities	Availability/ Accessibility	Communitywide	Youth Services, Employment Training	CDBG: \$43,000	Public service activities other than Low/Moderate Income Housing Benefit	75	Persons Assisted
3	Administration/Planning	Other (Program Administration)	2022	2026	N/A	N/A	Communitywide	Program Administration	CDBG: \$57,845	Other	0	Other

**Table 2 – Goals Summary Information**

**GOAL DESCRIPTIONS**

1	Goal Name	Housing
	Goal Description	Improve the availability, accessibility, and condition of affordable housing for low- and moderate-income and special needs households in Wellington. CDBG: \$188,381
2	Goal Name	Economic Development
	Goal Description	Support programs that create economic opportunities and provide workforce training for low- and moderate-income persons in Wellington. CDBG: \$43,000
3	Goal Name	Administration/Planning
	Goal Description	Administer Wellington's CDBG program. CDBG: \$57,845

# AP-35 Projects

## INTRODUCTION

Wellington’s planned actions for the 2024/2025 Annual Action Plan are intended to support housing, public services, and economic development for low- and moderate-income populations as well as the Village’s special needs population. The activities for this year have been planned in accordance to HUD national objectives.

The Village will continue to operate its CDBG program through the Planning, Zoning and Building Department, which will provide funding for housing rehabilitation, youth services, and employment training. These actions will improve the quality of housing and quality of life for low- and moderate-income persons living in Wellington.

As in the past, the Village will continue to coordinate with other public or social service providers to prevent homelessness and promote access to public services for special needs populations generally assumed to be low- and moderate-income. During the 2024/2025 program year, the Village will fund activities that address the needs of the non-homeless special needs populations such as youth, seniors, and persons with disabilities. Planned housing activities include continuation of the Village’s housing rehabilitation program.

Wellington’s planned actions for the 2024/2025 Annual Action Plan are summarized in **Table 2** and **Table 3**.

**TABLE 3: PROJECT INFORMATION**

#	Project Name
1	Housing Rehabilitation Program
2	Youth Mentoring Program and Summer Employment Program*
3	Administration/Planning

*\*Activities are public service – subject to 15% cap*

**Table 3 – Project Information**



**DESCRIBE THE REASONS FOR ALLOCATION PRIORITIES AND ANY OBSTACLES TO ADDRESSING UNDERSERVED NEEDS**

The allocation priorities are focused on the goals of the Strategic Plan: housing, public services, economic development, and program administration. It is important to note that total funding for public services is capped at 15% of the total CDBG allocation. Total funding for activities related to administration is capped at 20% for CDBG.

<b><u>Strategic Plan Goal</u></b>	<b><u>CDBG (% of Total Expected)*</u></b>
Housing:	\$188,381 (65%)
Public Service:	\$43,000 (15%)
Administration/Planning:	\$57,845 (20%)

*\*No program income or prior-year resources are anticipated. Percentages may not equal 100% due to rounding.*

Wellington’s primary obstacle to meeting underserved needs is a lack of funding. In recent years, reduced revenues have plagued all levels of government (federal, state, and local). Wellington receives a relatively small CDBG allocation since becoming an entitlement community in 2012. Housing in Palm Beach County is another obstacle to meeting underserved needs, costs of living in Palm Beach County remain higher than the state average. Within Wellington and in recent years, housing prices for both rental and ownership have dramatically outpaced household income, making homes less affordable for lower income families. Wellington’s small CDBG allocation is used for housing rehabilitation and repair to help maintain the existing affordable housing inventory, in conjunction with activities that provide public services and economic development.

# AP-38 Project Summary

## PROJECT SUMMARY INFORMATION

1	<b>Project Name</b>	<b>Housing Rehabilitation</b>
	Target Area	Communitywide
	Goals Supported	Housing
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$188,381
	Description	Five-year forgivable housing rehabilitation loans and technical assistance will be provided to 8 income-eligible homeowners throughout Wellington.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner Housing Rehabilitated: 8 Household/Housing Units
	Location	Communitywide
	Planned Activities	14A Rehab: Single-Unit Residential
2	<b>Project Name</b>	<b>Summer Youth Employment Program</b>
	Target Area	Communitywide
	Goals Supported	Economic Development
	Needs Addressed	Youth Services, Employment Training
	Funding	CDBG: \$43,000
	Description	Paid summer internships will be provided to 10-15 youth (ages 16-18) from low- and moderate-income (LMI) families throughout Wellington. Program may be delivered by one or more area non-profit organizations. Mentoring services may be connected to the Summer Youth Employment Program and may be delivered by one or more area agencies or non-profit organizations.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons
	Location	Communitywide
	Planned Activities	05D Youth Services; 05H Employment Training
3	<b>Project Name</b>	<b>Administration/Planning</b>
	Target Area	Communitywide
	Goals Supported	Administration/Planning
	Needs Addressed	Program Administration
	Funding	\$57,845
	Description	Preparation of required plans and reports, subrecipient and contractor monitoring, and day-to-day management and oversight of the CDBG program.
	Target Date	9/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	Other: 0 Other
	Location	Communitywide
	Planned Activities	21A General Program Administration

## AP-50 Geographic Distribution

### DESCRIPTION OF THE GEOGRAPHIC AREAS OF THE ENTITLEMENT (INCLUDING AREAS OF LOW-INCOME AND MINORITY CONCENTRATION) WHERE ASSISTANCE WILL BE DIRECTED

Wellington will use CDBG funds throughout the jurisdiction to serve low- and moderate- income persons. Individuals or families are considered low- and moderate- income if they mat at or below 30 percent, 50 percent, and 80 percent of the median family income for the area. The Village’s basis for allocating CDBG funding geographically will consist of allocating resources to areas with the highest percentage of low- and moderate-income persons. CDBG funds will be used to improve the quality of housing and the quality of life for low- and moderate-income persons, communitywide. See **Table 4**.

Wellington is designated as an exception grantee by HUD. In order for a Census Block Group to qualify as a low- and moderate-income area, a Block Group in the Village must contain 35.05% or more low- and moderate-income population.

**TABLE 4: GEOGRAPHIC DISTRIBUTION**

Target Area	Percentage of Funds
Communitywide (All Low- and Moderate-Income Areas or Persons)	100%

**Table 4 – Geographic Distribution**

### RATIONALE FOR THE PRIORITIES FOR ALLOCATING INVESTMENTS GEOGRAPHICALLY

Wellington’s rationale for allocating investments geographically is dependent upon the location of low- and moderate-income populations, which may reside anywhere in the village. As an “Exception Grantee,” Wellington reviews HUD-published data on an annual basis for all village neighborhoods where at least 35.05% of the population is determined to be low- and moderate-income (i.e., earning 80% or less of the Area Median Income). Currently there are nine (9) U.S. Census Block Groups that meet or exceed these criteria in the Village. Eight (8) of these Block Groups are fully located within the Village of Wellington limits. These identified areas are situated predominately in the central and eastern portions of the Village (see Strategic Plan, **Map 5**).

## **DISCUSSION**

Wellington has identified three (3) projects to implement the four (4) goals of the Strategic Plan during the first year of the Five-Year Consolidated Plan for 2022/2023-2026/2027. These projects benefit low- and moderate-income persons communitywide and within the Village's low- and moderate-income areas. Projects with communitywide benefit include housing rehabilitation, public service and economic development activities, and the Village's administration of the CDBG program.

# AP-55 Affordable Housing

## INTRODUCTION

Wellington has adopted a housing goal that places a high priority on improving the availability, accessibility, and condition of affordable housing for low- and moderate-income residents of the Village. While the Village emphasizes housing rehabilitation, this goal will also be addressed by local non-profit and for-profit organizations and developers that construct new, modestly priced, affordable houses, or that repair existing houses for resale to lower-income, first-time homebuyers. In addition, the Village will seek other creative ways to provide affordable housing opportunities.

The Annual Action Plan must specify goals for the number of homeless, non-homeless, and special needs households to be supported within the program year. These numbers are shown in **Table 5** and are inclusive of the affordable housing activities shown in **Table 2** and **Table 3**. **Table 6** indicates the number of households to be supported through specific activities, such as rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. For the purposes of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. [This section replaces the former HUD Table 3B.]

**TABLE 5: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT REQUIREMENT**

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	8
Special Needs	0
<b>Total</b>	<b>8</b>

**Table 5 – One Year Goals for Affordable Housing by Support Requirement**

**TABLE 6: ONE YEAR GOALS FOR AFFORDABLE HOUSING BY SUPPORT TYPE**

One Year Goals for the Number of Households Supported Through:	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
<b>Total</b>	<b>8</b>

**Table 6 – One Year Goals for Affordable Housing by Support Type**

**DISCUSSION**

Wellington will rely on various partners throughout its jurisdiction and Palm Beach County to assist its residents in obtaining affordable housing. The primary strategy to address affordable housing within the Village will be owner-occupied rehabilitation loans; however, other creative ways to provide affordable housing will be pursued in conjunction with community partners.

# AP-60 Public Housing

## **INTRODUCTION**

This section of the Annual Action Plan describes what actions Wellington will take in the 2024/2025 program year to carry out the public housing portion of the Strategic Plan. Below, the Village has identified how the 2024/2025 Annual Action Plan will address the needs of public housing during the program year.

## **ACTIONS PLANNED DURING THE NEXT YEAR TO ADDRESS THE NEEDS TO PUBLIC HOUSING**

Wellington does not own or operate any public housing; however, other housing providers in the community continuously seek to rehabilitate the supply of housing affordable to low- and moderate-income persons. While Wellington itself does not have an established Housing Authority, the Palm Beach County Housing Authority does provide housing assistance for low and moderate-income residents in Wellington. The Palm Beach Housing Authority (PBCHA) was established to provide affordable housing to low-income families through a variety of rental assistance programs, such as Section 8 Program, Affordable Housing Apartment Units, and Public Housing throughout Palm Beach County. The mission of PBCHA is to provide safe and affordable housing for low and moderate-income families, elderly, and disabled individuals who strive for self-sufficiency and/or independent living. The PBCHA is committed to increasing the quality housing opportunities to residents through effective and responsive management and responsible stewardship of public and private funds. Counting both public housing units and housing units subsidized by Housing Choice Vouchers, the PBCHA controls a total of four (4) developments which includes Drexel House, Dyson Circle, Schall Landing, and Seminole Estates located throughout the County. Additionally, the PBCHA manages numerous single-family homes throughout Palm Beach County and 2,998 housing choice vouchers throughout the County.

## **ACTIONS TO ENCOURAGE PUBLIC HOUSING RESIDENTS TO BECOME MORE INVOLVED IN MANAGEMENT AND PARTICIPATE IN HOMEOWNERSHIP**

While Wellington itself does not have an established public housing authority, over the next year the Village will continue to collaborate with the PBCHA to provide housing assistance for low and moderate-income residents in the Village and encourage public housing residents to become more involved in homeownership opportunities in the Wellington area.



**IF THE PHA IS DESIGNATED AS TROUBLED, DESCRIBE THE MANNER IN WHICH FINANCIAL ASSISTANCE WILL BE PROVIDED OR OTHER ASSISTANCE**

The PBCHA was last assessed in 2023 and was designated as “troubled”. PBCHA has stated they will continue to explore opportunities to develop, revitalize, and preserve its existing housing portfolio and increase the availability of affordable housing units throughout the County. PBCHA may continue to collaborate with or designate additional development partners such as municipalities, nonprofit organizations and/or developers, public and private developers, and consider the issuance of bonds. PBCHA and/or its subsidiary entity(s) will utilize all available and appropriate funding/financing tools and strategies including the Capital Fund Program (CFP), Mixed Finance Development, Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD) conversions, Project Based Vouchers (PBV), Public Facilities Investment Corporation (PFIC), Community Development Block Grant (CDBG), Bonds issuance, Institutional loans and other available sources to redevelop Drexel House Apartments, Schall Landing, Seminole Estates, Dyson Circle, and its Scattered Site single-family homes. PBCHA will continue to evaluate and pursue, where feasible, the acquisition and/or development of ACC public housing units (within its Faircloth authority) as part of the overall development plan.

**DISCUSSION**

Wellington does not own any public housing; however, it resides within the Palm Beach County Housing Authority, which manages and administers public housing for residents of Wellington.

## **AP-65 Homeless and Other Special Needs Activities**

**INTRODUCTION**

This section of the Annual Action Plan describes Wellington’s one-year goal, and the specific actions steps it will undertake in the program year to carry out the homeless strategy identified in the Strategic Plan. Additionally, this section addresses any activities related to the supportive housing needs of non-homeless populations. The Village of Wellington’s strategies that subsidize, preserve, or create affordable housing in Wellington for low- and moderate-income persons are deemed to be preventing homelessness.

## **DESCRIBE THE JURISDICTIONS ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS**

Over the next year, Wellington does not anticipate receiving grant funds under the McKinney-Vento Homeless Assistance Program, Supportive Housing Shelter Plus Care Program, or Section 8 Program; and will not utilize any CDBG funds to address homeless needs specifically. During the most recent Point-in-Time (PIT) count conducted by the Palm Beach County Division of Community Services and its partners in January 2024, there were 422 chronically homeless persons in Palm Beach County. It is unknown how many homeless persons reside in Wellington. However, during the next year, the Village will continue to collaborate with the Continuum of Care to provide information and referrals to services for homeless persons in the Village.

## **REACHING OUT TO HOMELESS PERSONS (ESPECIALLY UNSHELTERED PERSONS) AND ASSESSING THEIR INDIVIDUAL NEEDS**

Wellington will assess the needs of homeless persons in the community on an individual basis, provide information, and make appropriate referrals accordingly. The Village provides referrals to programs and resources within Palm Beach County or the State, and these resources are identified on the Community Assistance webpage ([www.wellingtonfl.gov/communityassistance](http://www.wellingtonfl.gov/communityassistance)) and at Wellington municipal department offices. Community assistance resources to prevent homelessness include:

- Emergency Rental and Utility Assistance from Palm Beach County
- Florida Hometown Heroes Housing Program

Additionally, homeless outreach is regularly conducted by the Division of Human and Veterans Services under the Palm Beach County Community Services Department. The Homeless and Housing Alliance (HHA) of Palm Beach County maintains Homeless Outreach Teams (HOT). The Homeless Coalition of Palm Beach County also sponsors events to reach out to homeless persons and identify individual needs.

## **ADDRESSING THE EMERGENCY SHELTER AND TRANSITIONAL HOUSING NEEDS OF HOMELESS PERSONS**

There are no emergency shelters or transitional housing facilities within Wellington. The Village will provide referrals to those in need of these services to the local Continuum of Care. Palm Beach County has opened a one-stop homeless resource center, which will provide temporary shelter, job training, and medical services to the homeless. Local municipalities will have the ability to transport homeless

persons in their community to the homeless resource center to allow homeless persons in the Wellington area to gain access to mainstream resources throughout Palm Beach County.

**HELPING HOMELESS PERSONS (ESPECIALLY CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES, FAMILIES WITH CHILDREN, VETERANS AND THEIR FAMILIES, AND UNACCOMPANIED YOUTH) MAKE THE TRANSITION TO PERMANENT HOUSING AND INDEPENDENT LIVING, INCLUDING SHORTENING THE PERIOD OF TIME THAT INDIVIDUALS AND FAMILIES EXPERIENCE HOMELESSNESS, FACILITATING ACCESS FOR HOMELESS INDIVIDUALS AND FAMILIES TO AFFORDABLE HOUSING UNITS, AND PREVENTING INDIVIDUALS AND FAMILIES WHO WERE RECENTLY HOMELESS FROM BECOMING HOMELESS AGAIN**

One of Wellington’s strategies for preventing and reducing homelessness is to promote and encourage the development of programs that facilitate the transition from homelessness into permanent housing. Many of these programs are operated by the Continuum of Care lead, Homeless and Housing Alliance of Palm Beach County (Palm Beach County Division of Human and Veteran Services,) and partnering agencies. Local non-profit organizations serving the homeless population in the Wellington area will operate under the County’s discharge coordination policy.

**HELPING LOW-INCOME INDIVIDUALS AND FAMILIES AVOID BECOMING HOMELESS, ESPECIALLY EXTREMELY LOW-INCOME INDIVIDUALS AND FAMILIES AND THOSE WHO ARE: BEING DISCHARGED FROM PUBLICLY FUNDED INSTITUTIONS AND SYSTEMS OF CARE (SUCH AS HEALTH CARE FACILITIES, MENTAL HEALTH FACILITIES, FOSTER CARE AND OTHER YOUTH FACILITIES, AND CORRECTIONS PROGRAMS AND INSTITUTIONS); OR, RECEIVING ASSISTANCE FROM PUBLIC OR PRIVATE AGENCIES THAT ADDRESS HOUSING, HEALTH, SOCIAL SERVICES, EMPLOYMENT, EDUCATION, OR YOUTH NEEDS**

The 2024/2025 Annual Action Plan focuses on providing a number of programs that benefit low-income individuals and families. Programs include housing rehabilitation, youth mentoring, youth employment and workforce training. Wellington will continue to encourage and assist locally funded nonprofits to access homeless funding.

**DISCUSSION**

Wellington does not plan to allocate 2024/2025 CDBG funds toward specific activities to reduce homelessness. The Village will continue to offer information, referrals, and coordination with agencies that provide shelter, medical assistance, case management, job skills training, and other homeless services.



# AP-75 Barriers to Affordable Housing

## INTRODUCTION

This section summarizes actions Wellington will undertake during the program year to reduce barriers to affordable housing and influence whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction.

According to the Housing Leadership Council of Palm Beach County and the “Housing for All: Palm Beach County Housing Action Plan,” published in 2021, the current housing crisis has resulted from limited housing inventory coupled with growing income gaps, rising rents, and untenable cost burdens. The Housing Leadership Council cites the limited availability and high cost of land and construction materials, which is exacerbated by regulations on density that underutilize land, and other barriers such as processing of development approvals and permits. These policy barriers may be ameliorated by creative funding and financing, planning and regulatory reform, targeted neighborhood revitalization, community development, and promotion of racial equity in housing policy.

Wellington’s housing market presents the most significant barrier to developing an adequate supply of affordable housing for low- to moderate-income people. Recent inflation and supply issues has resulted in the exorbitant cost of housing and construction materials. Moreover, residents’ and landlords’ limited knowledge of fair housing standards is another barrier to affordable housing.

## **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**

Wellington and its local non-profit agencies, including agencies that provide non-profit legal assistance, will continue to work collaboratively to distribute promotional fair housing education materials to make Wellington residents fully aware of their fair housing rights and how to file a fair housing complaint. Additionally, Wellington will also conduct further educational outreach campaigns to target housing providers and consumers using multiple media vehicles in English, Spanish, and other languages common to Wellington residents. Wellington will actively ensure that all CDBG publications, notices, and

materials posted in the local newspaper and on Wellington’s website are translated into Spanish and other languages representative of the population.

Palm Beach County has several programs that it utilizes to remove or ameliorate the negative effects of public policies that are barriers to affordable housing. These include workforce housing programs, community land trusts, community redevelopment areas, and coordination with developers and municipalities, including Wellington, to identify and address barriers to affordable housing. The Housing Leadership Council, a regional partner, also works to identify and address such barriers. In general, Wellington will continue to work with non-profit housing developers and providers to increase the amount of affordable housing.

During the next year, Wellington will implement the following strategies:

- Identify non-profit organizations and developers serving low- and moderate-income residents
- Conduct a communitywide Fair Housing forum for lending practices
- Promote public and private partnerships to increase affordable housing options

Wellington has adopted a Housing goal that places a high priority on improving the availability, accessibility, and condition of affordable housing for low- and moderate-income residents. Wellington’s primary strategies will be housing repair and rehabilitation to improve the existing inventory of affordable housing for low- and moderate-income residents, and youth services disadvantaged households.

## **DISCUSSION**

Wellington will continue to avoid all barriers to affordable housing as it has in the past. See also **SP-55**, "Barriers to Affordable Housing" in the Five-Year Consolidated Plan for more detailed explanations of strategies.

# AP-85 Other Actions

## **INTRODUCTION**

This section of the Annual Action Plan describes Wellington’s planned actions to carry out the following strategies outlined in the Strategic Plan:

- Foster and maintain affordable housing;
- Evaluate and reduce lead-based paint hazards;
- Reduce the number of poverty-level families;
- Develop institutional structure; and
- Enhance coordination.

In addition, the Village has identified obstacles to meeting underserved needs and proposed actions to overcome those obstacles.

## **ACTIONS PLANNED TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS**

The obstacles to meeting the underserved needs in Wellington consist of the following: the limited available resources to meet the needs of low- and moderate-income persons. The Village plans to provide youth services and employment opportunities to address these obstacles.

As the population of the Village continues to grow, limitations on affordable housing will become a major barrier. The high cost of housing in the Village has amplified the demand for affordable housing. A home rehabilitation program is offered for low- and moderate-income households to improve housing quality for those who qualify.

## **ACTIONS PLANNED TO FOSTER AND MAINTAIN AFFORDABLE HOUSING**

In the Strategic Plan, the Village’s five-year housing goal is to improve the availability, accessibility, and condition of affordable housing for low- and moderate-income and special needs households in Wellington. This goal is addressed, in part, by the implementation of a housing rehabilitation program for income-eligible households. Additionally, the Village will continue to coordinate with affordable housing developers on creative ways to provide affordable housing and will provide referrals on a case-by-case basis to the various Palm Beach County agencies, including the PHA, that provide housing services to low- and moderate-income persons.

### **ACTIONS PLANNED TO REDUCE LEAD-BASED PAINT HAZARDS**

The lead-based paint analysis for Wellington has revealed relatively new housing stock built after 1978, which significantly decreases the likelihood of lead poisoning. During the 2024/2025 Annual Action Plan period, the Village does not anticipate allocating any CDBG funds for the evaluation or reduction of lead-based paint hazards; however, as a precautionary measure, the Village will continue to annually monitor the age of the housing stock and evaluate lead-based paint hazards on a project-by-project basis.

### **ACTIONS PLANNED TO REDUCE THE NUMBER OF POVERTY-LEVEL FAMILIES**

According to the 2016-2021 American Community Survey (ACS) estimates, 6.2% of people living in Wellington are at poverty level or below. The Village does not possess the capacity or manpower to directly improve the poverty status of its citizens. However, the Village supports non-profit groups, County and State efforts to move low-income persons to economic self-sufficiency or to a maximum level of economic independence. In addition, the Village offers programs such as housing rehabilitation, youth services, and employment training to income-eligible persons. The Village maintains a close working relationship with the Legal Aid of Palm Beach County, Inc., an agency that provides fair housing education and outreach services, landlord/tenant counseling, fair housing enforcement and foreclosure representation. The Village issues a proclamation annually promoting April as Fair Housing Month.

### **ACTIONS PLANNED TO DEVELOP INSTITUTIONAL STRUCTURE**

During the next year, the Planning, Zoning and Building Department will serve as the lead agency for planning and coordinating the implementation of the CDBG-assisted activities. The U.S. Department of Housing and Urban Development (HUD) requires that, during preparation of the Consolidated Plan/Annual Action Plan, entitlement communities consult with other public and private agencies that provide services to low- and moderate-income families. Wellington is in full compliance of this requirement. As a part of the Wellington's planning process for the CDBG Program, over the next year the jurisdiction will continue to collaborate with various non-profit agencies involved in the implementation of low- and moderate-income programs to discuss housing and non-housing needs for residents of Wellington.



## **ACTIONS PLANNED TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING AND SOCIAL SERVICE AGENCIES**

As previously mentioned, over the next year Wellington will continue to collaborate with various non-profit agencies involved in the implementation of programs and services for low- and moderate-income persons to discuss the housing and non-housing community development needs of the residents of Wellington.

## **DISCUSSION**

Wellington's actions planned to address obstacles to meeting underserved needs include activities in support of youth, and other low-and moderate-income households. Additionally, the Village's actions to foster and maintain affordable housing include continued funding of the housing rehabilitation program and further coordination with Wellington area agencies and developers that promote access to affordable housing.

Lead-based paint hazards will continue to be evaluated. Institutional structure will continue to be developed through continued coordination with Palm Beach County and other State and local agencies. Wellington will continue to foster inter-agency coordination with the public service agencies in Palm Beach County and the Wellington area.

# AP-90 Program Specific Requirements

## INTRODUCTION

This section addresses the program-specific requirements for the Annual Action Plan. The Village of Wellington targets and invests CDBG funds where 35.05% or more of the total household beneficiaries have low- to moderate-incomes. The Village qualifies CDBG activities under the national objective of benefit to low- and moderate-income households.

## 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.

### AVAILABLE PROGRAM INCOME

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

### OTHER CDBG REQUIREMENTS

Available Program Income	Amount
1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income (for year 2024/2025). <i>Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Annual Action Plan.</i>	100%

## DISCUSSION

Wellington anticipates \$0 in program income to be available during the program year. Wellington has

not identified funds for urgent need activities at this time; however, the percentage of overall benefit to low- and moderate-income persons is expected to be 100%. Wellington has calculated the percentage of overall benefit based on the first program year (2024/2025).

# Citizen Participation Plan



## Purpose

The purpose of the Citizen Participation Plan is to establish a viable means by which citizens of Wellington can actively participate in the development of activities undertaken with Community Development Block Grant (CDBG) funds. Wellington will emphasize the participation of persons of low and moderate incomes who reside in the U.S. Department of Housing and Urban Development (HUD) designated areas in which funds are proposed to be used. Wellington ensures continuance of its policies to minimize the potential displacement of persons in these areas. The Citizen Participation Plan also provides for participation of persons representing special target groups, such as senior citizens, persons with disabilities, protected classes defined by the Fair Housing Act, and low/moderate income residents of Wellington.

## Article I: Policy Statement

Wellington endorses and encourages active citizen participation relative to the CDBG Program. Methods are utilized to encourage citizen participation in development of the grant submission and implementation of the activities and proposed use of funds as outlined in the following articles. These methods will address timely public notices, public hearings, publication of pertinent information with timely and reasonable access to said hearings, information and records pertaining to the Village's proposed use of grant funds and various appropriate means to address citizen participation as required by the regulations of the Secretary of the Department of Housing and Urban Development, and relating to the actual use of grant funds under Public Law 100-242.

Wellington has devised specific actions to encourage increased participation in its housing and community development programs, particularly by persons of low to moderate income, special needs populations, and protected classes as defined in the Fair Housing Act. Some of the actions include:

- Review of all citizen comments and incorporation of such comments in the Consolidated Plan, Annual Action Plan, Fair Housing reports, and Consolidated Annual Performance Evaluation Report (CAPER) as applicable;
- Analyze the impact of Consolidated Plan program activities on neighborhood residents, particularly low- and moderate-income residents, special needs populations, and protected classes as defined in the Fair Housing Act;
- Conduct Needs Assessments and appropriate on-site visits to each proposed project before including it in the Consolidated Plan or other HUD reports and studies;
- Meet with neighborhood groups to identify priority needs and inform them about the Consolidated Plan and other HUD reports and studies, project eligibility, the program planning process, project selection and funding, and the project implementation process; and
- Seek input from local and regional institutions regarding strategies to address priority needs.

Wellington will strive to increase citizen participation in its housing, community development, and human services programs by providing relevant information so persons/agencies in Wellington might benefit from these grant programs. Techniques may include but are not limited to public housing meetings/forums, neighborhood meetings, presentations to civic associations, public hearings, faith-based meetings, surveys, newspaper articles and advertisements, public access announcements (e.g. Wellington Government Access Channel 18), e-mail, feature stories, postings on the Village website, and individual personal contacts.

## Article II: Citizen Participation in Grant Development

### SECTION 1: PUBLIC HEARINGS

A minimum of two public hearings will be held prior to the submission of the Consolidated Plan and Annual Action Plan, one of which will be held before the proposed plan is published for public comment. Wellington will also conduct various needs assessments and public hearings throughout the fiscal year for substantial amendments to the grant, to ensure participation in grant development. Public hearings will be discussed further in **Article IV**. Notice of the public hearing will be published in the official Village paper and made available on the Village website, at least ten (10) days and no more than fifteen (15) days prior to the public hearing.

## **SECTION 2: MEETING MINUTES**

All minutes of the public hearings and resolutions made by Village Council will be retained at the Village Clerk's office. Any pertinent information such as written proposals from a citizens group, sub-recipient applications, correspondence, records, etc. will be retained by the Planning, Zoning and Building Department staff.

## **SECTION 3: ACTIVITY PUBLICATION**

The activities and/or categories proposed for funding, resulting from the public hearings and Planning, Zoning and Building Department staff review, will be published in the official Village paper and made available on the Village website prior to action by the Village Council.

## **SECTION 4: SPECIAL ASSISTANCE AND MEANINGFUL ACCESS**

All persons requiring special assistance to participate in public hearings due to a disability, physical impairment, or limited English proficiency, should contact the Village of Wellington Planning, Zoning and Building Department at 12300 Forest Hill Blvd, Wellington, FL 33414 or via telephone at (561) 791-4000 at least five (5) calendar days prior to the public hearing date so that reasonable accommodations can be provided. Hearing impaired persons should contact the Village of Wellington via TTD number (866) 783-2010.

# **Article III: Dissemination of Information**

## **SECTION 1: PUBLIC NOTICES**

The public notices to be published in the Palm Beach Post and made available on the Village website announcing public hearings will contain the following information:

- Purpose and intent of the meeting;
- Summary of relevant meeting content;
- Location, date, and time of the meeting;
- Address where written comments will be received and deadline for same; and
- Summary of proposed Wellington Consolidated Plan or Annual Action Plan, or changes for amendment of such plans.

## **SECTION 2: ACTIVITY PUBLICATION**

Activities to be accomplished with CDBG funds will be published in the official Village paper and made available on the Village website in the form of a public notice per the requirements of Article II prior to presentation to the Village Council.

## **SECTION 3: INFORMATION AVAILABILITY**

The following information will either be made available in the Village Clerk's Office and/or the Planning, Zoning and Building Department Office:

- Mailings and promotional materials relevant to HUD-related activities.
- Records of public hearings.
- Key program documents, i.e., Grantee Performance Reports and CAPER, Fair Housing reports, Annual Action Plans, and Consolidated Plans.
- Copies of regulations and policy issuances and explanation of program requirements will be made available at the Planning, Zoning and Building Department Office only.

# **Article IV: Public Hearings**

## **SECTION 1: PUBLIC HEARING REQUIREMENTS**

Wellington will conduct a minimum of two public hearings/meetings annually to obtain citizen comments and concerns and to respond to proposals and questions throughout the program year. The public hearings/meetings will be held at different stages of the fiscal program year. One of the public hearings/meetings will be held before the proposed Consolidated Plan or Annual Action Plan is published for public comment. Notice of the public hearing/meeting will be published in the official Village newspaper and made available on the Village website at least ten (10) days and not more than fifteen (15) days prior to the hearing. The Village Manager, or designee, will establish the time and location of all public hearings and meetings concerning the CDBG Program. Public hearings shall be held after adequate notice as described under **Article III**, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled. The public hearings/meetings will be properly advertised and will document any public comments received. Written minutes of the public hearing/meeting will be available for review during normal business hours and on the Village website under "AGENDAS/MEETINGS".

Wellington may conduct the following public hearings/meetings annually:

1. Needs Assessment Public Hearing/Meeting: The first public hearing/meeting will be conducted annually to determine the nature and types of assistance needed to address Wellington's priority needs. The public hearing/meeting is held at the beginning of the annual planning cycle to solicit input from residents, public housing agencies, and social services organizations on housing, community, and economic development needs. Wellington will use the Needs Assessment Public Hearing to report to the citizens on prior year performance for its HUD assisted programs. A Summary of the Consolidated Annual Performance Evaluation Report (CAPER) will be available for review by the attendees.
2. Proposed Projects/Goals Review: A second public hearing/meeting is normally held annually at the close of the project application cycle and/or to review proposed plan goals and strategies. The purpose of this public hearing/meeting is to present to the community all the projects submitted for funding for the year and/or to confirm priorities for planning purposes. Wellington staff will present to the public the results of the Needs Assessment process, including the priority housing and non-housing needs, the proposed long- and short-term strategies for addressing those needs and the resources available for this purpose. In addition, participants are encouraged to provide input on the degree and extent to which proposed applications address Wellington's priority needs.
3. Proposed Consolidated Plan, Annual Action Plan, or Fair Housing Report Review: Using resident input from the second public hearing/meeting, Wellington will develop a strategic Consolidated Plan, Annual Action Plan, or Fair Housing report. Activities proposed for funding with HUD community development funds through Wellington will be reviewed and appropriate recommendations will be made to the Village Manager and Village Council with input from the Planning, Zoning and Building Department staff. These recommendations will be advertised for public review and comment for thirty (30) days. At the conclusion of the thirty (30) day period a third public hearing/meeting will be conducted to provide ample opportunity for public comment. Once this process has been finalized, the Wellington Village Council will approve the Consolidated Plan, Annual Action Plan, or Fair Housing report.



4. Additional public hearings/meetings may be held as necessary to deal with such things as substantial amendments, environmental matters, subrecipient applications, and other issues where there is concern or need for public input.

## **SECTION 2: CITIZEN COMMENTS**

Wellington will consider any comments or views of residents, agencies, or other interested parties received in writing or orally at public hearings/meetings, in preparation of the final Consolidated Plan, Annual Action Plan, amendments to those plans, Fair Housing reports, or the Consolidated Annual Performance Evaluation Report (CAPER). A summary of these comments will be included in the final Consolidated Plan, Annual Action Plan, Fair Housing reports, or Consolidated Annual Performance Evaluation Report (CAPER).

## **Article V: Citizen Comment & Evaluation of Grantee Performance**

### **SECTION 1: COMMENTS ON CONSOLIDATED PLAN, ANNUAL ACTION PLAN, FAIR HOUSING REPORTS, CAPER, AND PLAN AMENDMENTS**

Wellington's Consolidated Plan and amendments to the Consolidated Plan, Annual Action Plan, and Fair Housing reports will be complete in draft format and available for public review at least thirty (30) days prior to their submittal to HUD. Notice of this availability will be published in the official newspaper for the Village and on the Village website. Such notice will include a summary of the subject document and the locations where the document may be examined.

The Consolidated Annual Performance Evaluation Report (CAPER) will be complete in draft format and available for public review at least fifteen (15) days prior to their submittal to HUD. Notice of this availability will be published in the official newspaper for the Village and on the Village website. Such notice will include a summary of the subject document and the locations where the document may be examined.

## **SECTION 2: CRITERIA FOR CONSOLIDATED PLAN SUBSTANTIAL AMENDMENTS**

Substantial Amendment is any deviation from the Strategic Plan or Annual Action Plan that results in a significant change regarding the specific goals, National objectives, projects/activities, and budget as referenced in the current Consolidated Plan or Annual Action Plan.

Any potential Substantial Amendment to an existing Consolidated Plan or Annual Action Plan shall meet the following criteria and will require an opportunity for public comment:

- A. To make a change in the allocation priorities, a change in the method of distribution of funds, or a change in the funding source not previously anticipated;
- B. To carry out an activity using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan;
- C. To change the original intent and purpose of an activity which is no longer applicable;
- D. The costs associated with a change in the scope of an activity must increase or decrease by fifty-one percent (51%); or
- E. The location of an activity changes to the extent that it does not serve the target population as originally described in the Consolidated Plan or Annual Action Plan.

## **SECTION 3: ANNUAL PERFORMANCE REPORTS**

Annual performance reports, such as the Consolidated Annual Performance Evaluation Report (CAPER), will be complete in draft format and available for public review at least fifteen (15) days prior to their submittal to HUD. Notice of this availability will be published in the official newspaper for the Village and on the Village website.

During these fifteen (15) days, the Village will consider comments received in writing, or orally at any public hearing, before submitting the performance report to HUD.

A summary of these comments or views will be attached to the performance report submitted to HUD. Similar comments may be combined, in which case the number of people or organizations that concur with the issue, as expressed, will be specified.

#### **SECTION 4: ACCESS TO RECORDS**

All relevant HUD-related documents will be placed on file in the Village Clerk's Office and the Planning, Zoning and Building Department Office. Public notices related to said documents will be published in the official Village newspaper and on the Village website.

Wellington citizens will be encouraged to review the documents, and to submit written comments and suggestions to the Planning, Zoning and Building Department Office prior to the submission of any/all Consolidated Plan, Annual Action Plan, Fair Housing reports, CAPER, or other HUD-related documents to HUD.

### **Article VI: Technical Assistance**

The Village's Planning, Zoning and Building Department staff will provide technical assistance to groups and or individuals representing persons of low- and moderate-income that request such assistance in developing funding requests and proposals for budget consideration by staff involved with the CDBG Program.

### **Article VII: Complaints & Grievances**

It is the policy of Wellington to provide equal opportunity for services without regard to race, color, religion, sex, national origin, age, disability, familial status, pregnancy, marital status, genetic information, sexual orientation or gender identity or expression consistent with the Village of Wellington Civil Rights Act adopted by Ordinance No. 2015-11 (Code of Ordinances, Sec. 1-13. Civil Rights). Persons who feel that they have been discriminated against or who have a complaint pertaining to the Wellington Consolidated Plan, Annual Action Plan, amendments to these plans, Fair Housing reports, or Annual Performance Evaluation Report (CAPER), may file a complaint in writing to:

Village of Wellington

12300 Forest Hill Boulevard  
Wellington, Florida 33414  
Attn: Planning, Zoning and Building Department Director

The complaint must contain the following information:

1. Name and address of the person(s) filing the complaint;
2. A description of the act or acts considered to be in violation; and
3. Other available pertinent information which will assist in the review and resolution of the complaint.

Such complaints should be filed within thirty (30) days of the alleged discriminatory act. A written response as to the disposition of the complaint will be issued by the Planning, Zoning and Building Department Director no later than fifteen (15) working days following receipt of the complaint. A person who is dissatisfied with the response to complaint, or if the response is delayed more than fifteen (15) working days, may appeal in writing to:

Village of Wellington  
12300 Forest Hill Boulevard  
Wellington, Florida 33414  
Attn: Village Manager

A written response on the disposition of the complaint will be issued by the Village Manager not later than thirty (30) working days following the receipt of the complaint. If the complainant is dissatisfied with the response of the Village Manager, he/she may submit the complaint, in writing, to:

United States Department of Housing and Urban Development  
Brickell Plaza Federal Building  
909 SE First Avenue  
Room 500  
Miami, FL 33131-3028

No person shall intimidate, threaten, coerce, or discriminate against any person because he/she has made a complaint, testified, assisted, or participated in any matter in an investigation, proceeding, or hearing related to a complaint.

The identity of complainants shall be kept confidential, except to the extent necessary to carry out or conduct investigations, hearings, or judicial proceedings in any matter in an investigation, proceeding, or hearing related to a complaint

## **Article VIII: Rule & Law Changes & Plan Amendment**

If there are changes because of legislative authority or HUD causes changes in rules, regulations, and guidelines which impact the CDBG Program, said changes will supersede any/all the provisions contained in this Citizen Participation Plan.

# Appendix



1. Public Participation
2. Certifications

# Public Participation



# Certifications

