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Florida Small Cities Community Development Block Grant (CDBG)

Application for Funding

Applicant: Flagler County
(Name of Local Government)

- | | |
|--|--|
| <input type="checkbox"/> Commercial Revitalization | <input checked="" type="checkbox"/> Housing Rehabilitation |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Economic Development |

Federal Fiscal Year 2017

Application Due Date: August 13, 2018

Mailing Address: Department of Economic Opportunity
Bureau of Community Revitalization
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405
Fax: (850) 922-5609
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

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Left click on the appropriate check boxes to indicate which parts of the application form are included in this application package.

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Part 1 – General Information

Introduction

In 1974, Congress passed the Housing and Community Development Act, Title I, and created the Community Development Block Grant (CDBG) program. The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), consists of an *entitlement program* that provides funds to urban areas and a *non-entitlement program* that provides funds to the states to award to smaller, mostly rural communities.

The Florida's Small Cities CDBG Program is administered by the Florida Department of Economic Opportunity (Department). Funding is awarded on a competitive basis. The scoring criteria are contained in this application form.

Cities with a population under 50,000, and counties with an unincorporated population under 200,000, are eligible to participate in the Florida Small Cities CDBG Program, unless they have accepted *special entitlement status* or have opted to join an *urban entitlement program*. A list of eligible communities is posted to the Department's website annually. Categories of funding include:

- Commercial Revitalization (CR)
- Economic Development (ED)
- Housing Rehabilitation (HR)
- Neighborhood Revitalization (NR)

Overall, at least 70% of the state's funding must benefit low- and moderate-income persons. Activities undertaken with CDBG funds must meet one of the following national objectives and each annual action plan developed by the Department will identify which national objective(s) will be funded from the annual federal allocation:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slum or blight
- Meet urgent community development needs

Pre-Application Activities

Local governments should review the Small Cities CDBG Program's administrative rule, Chapter 73C-23, Florida Administrative Code, and this application form to understand what activities must take place prior to the submission of an application and the scoring criteria for the application. For example, local governments must conduct two public hearings prior to submitting applications and may need to conduct surveys to document that at least 51% of the proposed beneficiaries are low- and moderate-income persons.

Notice of Application Cycle and Deadline for Submission

The Department publishes a Notice of Funding Availability (NOFA) in the Florida Administrative Register. The notice is published at least 30 days prior to the opening of the application cycle and is posted to the Department's website at <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program>. The notice states the start and end dates of the application cycle.

Two copies of each application (at least one of which must have original signatures) must be received by the Department by 5:00 p.m., Eastern Time on the deadline date stated in the NOFA. The second copy of the application can be submitted as an electronic file. Applications shall be submitted to:

Florida Small Cities CDBG Program
Department of Economic Opportunity
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Applications can be hand-delivered to the CDBG Office – Caldwell Building, 107 East Madison Street, Tallahassee, Florida. The applications must be received and date stamped by 5:00 p.m. Eastern time on the deadline date stated in the NOFA.

By the application deadline, one copy of the materials listed below must be sent to the Regional Planning Council that serves the applicant.

1. Part 2 - Application Profile and General Scoring Criteria
2. Part 9 - Forms and Supporting Documentation – Appendix A: Maps

Application Format and Application Submission

The application is divided into nine parts. A local government must complete the parts of the application that relate to the activities for which it is requesting funds. Do not submit the entire application. Submit only those parts required for all applications and the part specifically related to the category (Commercial Revitalization, Economic Development, Housing Rehabilitation, or Neighborhood Revitalization) for which funds are being requested.

- All applicants must complete the cover section and Parts 2, 8, and 9. Only the relevant appendices from Part 9 should be submitted with the application.
- Part 3 must be submitted by all applicants that are requesting points for non-CDBG funds that will be used on the project.
- Parts 4, 5, 6, and 7 pertain to individual funding categories. Submit the appropriate part for the category of funds being requested.

Part 2 – Application Profile and General Scoring Criteria

**Application Profile
Table G-1**

Local Government Contact Information:

Local Government Name: Flagler County		
Street Address: 1769 East Moody Boulevard, Building 2		
Mailing Address (if different):		
City: Bunnell	Zip Code: 32110	County: Flagler
Main Telephone: (386) 313-4000	Main Facsimile: (386) 313-4120	Federal ID Number: 59-6000605
DUNS Number: 808206494	Local Government's Name in DUNS: Flagler County Board of County Commissioners	
Chief Elected Official: Gregory Hansen		Title: Chairman, Board of County Commissioners
Telephone: (386) 313-4000		Facsimile: (386) 313-4120
E-mail Address:		
Local Government Financial Officer: Lorie Bailey-Brown		Title: Financial Services Director
Telephone: (386) 313-4036		Facsimile: (386) 313-4108
E-mail Address: lbrown@flaglercounty.org		
Local Government Project Contact: Ralston Reodica		Title: SHIP Administrator
Street Address: 1769 East Moody Boulevard, Building 2		
City: Bunnell		Zip Code: 32110
Direct Telephone: (386) 313-4037		Facsimile: (386) 313-4176
E-mail Address: rreodica@flaglercounty.org		

Application Profile – Table G-1 (Continued)

Application Preparer Information		
Preparer's Name: Ralston Reodica	Organization Preparing Application: <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 1769 East Moody Boulevard, Building 2		
City: Bunnell	State: FL	Zip Code: 32110
Telephone: (386) 313-4037	Facsimile: (386) 313-4176	
E-mail Address: rreodica@flaglercounty.org		

Consultant Information		
Consultant's Name:	<input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address:		
City:	State:	Zip Code:
Telephone:	E-mail Address:	

Demographics		
U.S. Congressional District Number: 6	Florida Senate District Number: 7	Florida House District Number: 24
Service Area Census Tract(s) and Block Group(s): 601.04, 601.06, 602.06, 602.07, 603.01, 603.02, 603.03, 603.04		

Application Type: Indicate the application category. A completed application must include the appropriate section as listed below.	
<input type="checkbox"/> Commercial Revitalization (Part 4)	<input type="checkbox"/> Economic Development (Part 5)
<input checked="" type="checkbox"/> Housing Rehabilitation (Part 6)	<input type="checkbox"/> Neighborhood Revitalization (Part 7)

Application Profile – Table G-1 (Continued)

Citizen Participation – Public Hearings	
Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published: July 11, 2018	List the date when the first public hearing was held: July 16, 2018
List the date that the public notice for the second public hearing was published: July 25, 2018	List the date when the second public hearing was held: August 6, 2018

Subgrant Funding Request:	
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction’s LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
LMI Population	Maximum Subgrant Request
1 – 499	\$600,000.00
500 – 1,249	\$650,000.00
1,250 – 3,999	\$700,000.00
4,000 – and above	\$750,000.00
Local Government’s LMI Population: 3,870	Subgrant Funds Being Requested: \$ 700,000

Application Profile Table G-1 (Continued)

Answer the following questions by clicking on the correct check box.		
Historic Preservation Will the project impact a building, public improvement or planned open space that is 50 or more years old? If yes, documentation must be provided in Appendix L of Part 9. (See instructions.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Interlocal Agreement Will project activities require an interlocal agreement? If yes , the interlocal agreement(s) must be provided in Appendix J of Part 9. (See instructions.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State of Financial Emergency Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Grant Preparation Costs The applicant may request subgrant funds for the cost of application preparation. See instructions if funds are requested. Does the applicant wish to request subgrant funds for the cost of application preparation? If yes, documentation must be included in Appendix F of Part 9. Amount: \$ _____	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
National Flood Insurance Program Is the applicant currently participating in the National Flood Insurance Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

According to the Florida Housing Data Clearinghouse managed by the University of Florida Shimberg Center for Housing Studies, unincorporated Flagler County has a population of 14,034 residents with 4,969 owner-occupied housing units. Of these 4,969 households, 37%, or 1,856, have low- or moderate-income (LMI) meaning household income does not exceed 80% of the area median income of \$58,900 depending on household size. Furthermore, 1,101 (nearly 60%) of these LMI households are cost-burdened - spending over 30% of household income on housing expenses - and 681 households are headed by someone 65 years or older. In addition, 653 of the LMI households are severely cost-burdened - spending over 50% of household income on housing expenses - and 366 households are headed by someone 65 years or older. These housing cost-burdened LMI households are generally unable to afford home repairs and are forced to stay in substandard housing as there are no subsidized or affordable rental housing in unincorporated Flagler County according to the Shimberg Center.

Flagler County was also impacted by hurricanes Matthew in 2016 and Irma in 2017 with thousands of homes suffering major and minor damage as reported by Federal Emergency Management Agency (FEMA) and local authorities. This has caused unprecedented critical home repair problems for LMI homeowners, particularly in the unincorporated areas of the county.

Flagler County is requesting \$700,000 in CDBG Housing Rehabilitation grant funding to assist residents throughout the unincorporated areas of Flagler County with necessary housing repairs. At a minimum, 10 LMI housing units (of which at least 2 units will be VLI and 3 units will be LI) will be rehabilitated consistent with the adopted housing code. Necessary repairs may be provided in the form of rehabilitation of existing housing units or demolition and replacement of the entire housing unit if deemed appropriate. A relocation allowance will be provided to residents that must be temporarily relocated. Currently, the grant application has budgeted \$590,000 for housing rehabilitation/replacement, \$5,000 for temporary relocation and \$105,000 for administration costs. Flagler County will also spend \$50,000 in County SHIP funds as leverage. SHIP funds will be spent after site visit and before final close out as supplemental funds for CDBG housing applicants. All households assisted will be LMI to ensure project meets a CDBG national objective.

General Scoring Criteria — Table G-3

1. Community-Wide Needs Score (CWNS) The CWNS for each non-entitlement local government is posted on the Department’s website at: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants (Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)		Score: <u>107.69</u>
2. Special Designation Score Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) (Transfer this score to line 3a. of the Application Scoring Summary page.)		Score: <u>20</u>
<input type="checkbox"/> Rural Area of Opportunity (RAO)	<input checked="" type="checkbox"/> Rural Community as defined by §288.0656, F.S.	
<input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.	<input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.	
3. Grant History Score: If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. (Transfer this score to line 3b. of the Application Scoring Summary page.)		Score: <u>100</u>
4. CATF Score: The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)		
4a. If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, score 10 points, or		Score: <u>0</u>
4b. If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, score 5 points. (Transfer this score to line 3c. of the Application Scoring Summary page.)		
If applicable, list the date that the public notice for the CATF meeting was published:	If applicable, list the date when the CATF meeting was held:	

General Scoring Criteria — Table G-3 (Continued)

5. Outstanding Performance in Equal Employment Opportunity (EEO)						
<p>M/WBE Contracting: The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to DEO for that subgrant and enter a score based on the achievement reported.</p>						
Most Recent Administratively Closed Small Cities CDBG Contract Number:				N/A		
Amount Awarded to M/WBE firms	÷	Total Prime Contracts Amount	X 100 =	_____ M/WBE %		
M/WBE %	Points		<p>5a. M/WBE Contracting Score:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">5</p> <p style="text-align: center;">(Maximum 20 points)</p>			
0.0 – 4.99%	0					
5.0 – 14.99%	5					
15.0 – 19.99%	10					
20.0 – 24.99%	15					
25.00%+	20					
<p>If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points.</p>						
<p>Local Government Minority Employment: The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant’s percentage of minority employees. See instructions for calculations.</p>						
Number of Permanent Full-time Equivalent Minority Applicant Employees	÷	Number of Permanent Full-time Equivalent Applicant Employees	=	Applicant’s Percentage of Minority Employees		
_____ 51 _____		_____ 363 _____		_____ 14.05% _____		
<p>Enter percentage of minorities in the applicant’s county: 16.10%</p>						
<p>If the “Prorated 60 Points Score” is claimed, complete the following equation:</p>						
Applicant’s Percentage of Minority Employees	÷	Percentage of Minorities in Applicant’s County	=	Applicant’s Percentage of Minority Employees	X 60 =	Points Claimed
_____ 14.05 _____		_____ 16.10 _____		_____ .8727 _____		_____ 52.36 _____

If the applicant has three or less employees, 40 points may be claimed.		
5b. Local Government Minority Employment Score (60 Points Maximum):		<u>52.36</u>
6. Outstanding Performance in Fair Housing		
The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline. See instructions for guidelines and documentation requirements.		
	Date	Score
6a. Date Fair Housing Ordinance Adopted:	<u>11/5/1990</u>	<u>5</u>
6b. Date of Fair Housing Workshop:	<u> </u>	<u> </u>
6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):		<u>5</u>

Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score: 62.36
(Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)
(90 points maximum)

Part 2 – Application Profile and General Scoring Criteria

Instructions

Application Profile (Table G-1)

The application profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box on page 2.

Citizen Participation

1. The Applicant may appoint a Citizens Advisory Task Force (CATF) to make recommendations on community needs prior to drafting an Application for Funding and to provide input during the implementation of any subgrants that the Applicant receives. An Applicant can claim up to 10 points on its Application for Funding if it has an active CATF. To claim points for having CATF participation in the application process, the following conditions must be met:

(a) The task force shall be comprised of at least five residents of the Applicant's jurisdiction, and at least 51% of the members must be from low- to moderate-income households.

(b) No more than one employee of the Applicant can serve on the CATF, and no elected officials of the Applicant can serve as members of the task force.

(c) The CATF shall conduct at least one meeting prior to an Application for Funding being drafted and prior to the notice for the second public hearing being published to discuss community needs and to provide recommendations to the local governing body. The meeting shall be advertised in accordance with subsection 73C-23.0031(27), F.A.C. A minimum of 51% of the members must participate in the meeting.

(d) If the Applicant is claiming points for having an active CATF, copies of the public notice, affidavit of publication, meeting minutes and sign-in sheet shall be included in Part 9, Appendix D, of the Application for Funding, Form SC-60, which is further described in paragraph (6)(a) below. If the affidavit is not available by the application deadline, it must be provided by the end of the "completeness period" to retain the points.

2. Local governments must conduct two public hearings in accordance with subsection 73C-23.0041(1) prior to submitting their applications for funding. The hearings shall be advertised in accordance with subsection 73C-23.0031(27). Documentation of the citizen participation activities must be included in Appendix D of Part 9. The following documents shall be included:

- Copies of the required public hearing notices and affidavits of publication;
- Certified copies of the minutes from the public hearings.

Historic Preservation

Answer "Yes" if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

If this question is answered "Yes," proceed as follows:

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the ***Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings*** (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.
- Provide the following documentation in Appendix L of Part 9:
 - The location/address;
 - The construction date;
 - The activity affecting the historic property; and
 - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties

Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include in Appendix J an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved)
- The purpose of the interlocal agreement
- A delineation of the cooperation between the parties involved
- A description of the activities and the service area(s)
- The amount of funds being committed (and associated terms)
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions

1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in whose jurisdictions the CDBG activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity which has provided written assurance, to maintain the activity. Such an interlocal agreement must be submitted with the Application for Funding.

2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, service areas, and job creation locations are not inconsistent with its comprehensive plan.

3. The application shall contain excerpts of the comprehensive plans of all local governments in whose jurisdiction activities will take place. The excerpts must document that the activities, project areas, service areas, and job creation locations are not inconsistent with the local government's comprehensive land use plan.

4. An eligible Applicant's activities can extend beyond its jurisdiction, provided the areas outside its jurisdiction are eligible. The Applicant must have legal authority to provide such services or undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments. Except for Economic Development projects, no more than 25 percent of the service area beneficiaries may reside outside the Applicant's jurisdiction unless all CDBG funded work is taking place within the Applicant's jurisdiction or on property owned by the Applicant. When all work will take place within the Applicant's jurisdiction or on property owned by the Applicant, up to 50 percent of the beneficiaries may reside outside the Applicant's jurisdiction.

5. Pursuant to 24 CFR 570.486(b), an eligible individual Applicant may apply to undertake a portion of an eligible Neighborhood Revitalization activity in an otherwise eligible location outside its jurisdiction or service area, if it can provide written documentation that the activity is required by an engineer or by a state or federal agency having regulatory authority over the activities. Any benefit to persons outside the jurisdiction or service area must not be a Direct Benefit and may only be incidental to the activity undertaken within the jurisdiction or service area.

Subgrant Application Preparation Costs

If subgrant application preparation costs are to be paid from the subgrant, the grant writer must have been procured pursuant to 2 CFR sections 200.317-.326. Include the following in Appendix F of Part 9:

Include the following in Appendix F of Part 9:

- A copy of the Request for Proposal advertisement
- The ranking sheets
- Minutes of the meeting where the grant writer was selected
- A copy of the invoice from the grant writer
- A copy of the contract between the local government and the grant writer

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

If the local government prepared the application using local government staff or the staff of another governmental agency selected pursuant to Chapter 287, F.S., the local government may seek payment only for direct costs incurred as part of the application preparation. In order to be eligible for payment, documentation of direct costs must be provided with the application.

National Flood Insurance Program

Please indicate whether the local government is a current participant in the National Flood Insurance Program.

Project Narrative (G-2)

The information below must be included in the project narrative:

1. Applications proposing more than one activity or service area must include a narrative for each activity and/or service area.
2. Applications presenting both addressed and unaddressed needs must include a separate project narrative for each.
3. For addressed and unaddressed needs, a narrative description of each proposed activity must include the following information:

- Activity description, including the need being met
 - Explanation of the need for CDBG funding
 - Proposed construction start and completion dates
 - Quantity and location of activity within the service area
 - Cost of the activity
 - How the activity meets a national objective
 - Purpose of the activity (if not readily apparent)
 - Beneficiaries (Total, VLI and LMI) of the activities.
4. Describe all activities to be undertaken and the projected cost, without regard to the funding source or whether such funding will be counted for leverage.
 5. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction.
 6. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity.
 7. Specify whether any portion of the project area is located in a flood-prone area and whether the local government participates in the National Flood Insurance Program.
 8. If complementary activities are being undertaken, explain how they relate to the project.
 9. If funds from other sources are being "leveraged," describe how the funds will be used (what they will pay for, etc.).
 10. If the removal of public building architectural barriers to handicapped persons is being paid for with CDBG funds, identify:
 - The location and function of each building
 - The barriers to be removed in each building
 - How the expenditure of CDBG funds will resolve the problem
 11. If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.
 12. The narrative for Economic Development applications must also include a statement regarding, or description of, the following:
 - The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success
 - The number and types of jobs to be created and/or retained
 - Additional development, spin-off jobs, and the need for additional goods and services which are likely to be stimulated by the proposed project
 - Any increases to the tax base that will occur, including property, sales, and other taxes
 - Anticipated training needs of LMI persons who may apply for the created jobs; and how and who will provide the training
 - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG assisted activity is \$34,999 or less in CDBG funds.

13. The narrative for Commercial Revitalization applications must also include a statement regarding, or description of, the following:
If acquisition or demolition other than for an easement is proposed as part of the project, provide the following documentation with the application:

- The purpose of the proposed acquisition or demolition
- A list of the sites proposed for acquisition or demolition
- The ownership of each site
- Current zoning and land use of the proposed site
- Estimated value of each site
- Current zoning for each site

For activities addressing the Slum and Blight National Objective, include a description of the slum or blight conditions being addressed by the activity and documentation that the activity is eligible under CDBG regulations.

General Scoring Criteria (Table G-3)

1. Enter the **Community Wide Needs Score** provided by the Department. This document is posted to the Department's website at: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants>
2. If the local government has one or more special designations, enter 20 points for the **Special Designation Score**. Points cannot be claimed unless all activities occur within the boundaries of the special designation. The service area or project area map and the jurisdiction map must show the boundaries of the designated area(s) if the designation does not encompass the entire jurisdiction.
3. If the applicant has not had an open CDBG subgrant in the NR, HR, or CR categories within five years of application deadline, claim 100 points for the **Grant History Score**.

Outstanding Performance in Equal Employment Opportunity

1. Achievement in M/WBE Contracting
 - Enter the appropriate score based on achievement reported in Minority-/Women-Owned Business Enterprises (M/WBE) reports to the Department from the most recently administratively closed subgrant. The percentage is calculated by dividing the total amount of funds reported as awarded to M/WBE contractors or subcontractors by the total amount of all prime contracts awarded.
 - If the applicant has no administratively closed CDBG subgrant within four years of the application deadline date, score 5 points.
2. Local Government Minority Employment

When determining the local government minority employment score:

 - "Permanent full-time employment" includes full-time and part-time employees who are eligible to receive benefits, but not elected officials. County applicants shall count only the staff employed by the Board of County Commissioners, and not any constitutional officers. Only one payroll within 45 days of the application deadline shall be used for establishing total full-time employees and total full-

time minority employees.

- The number of part-time employees, who meet the definition of permanent full-time employees because they are eligible to receive benefits, must be converted to full-time equivalents (FTE) based upon the number of hours worked in an average week, with 40 hours per week setting the standard for full-time employment.
- Minority population percentages are provided by the Department. For the local government employment score calculations, "within the County" includes the sum of incorporated and unincorporated areas.
- The applicant may claim:
 - 60 points if the percentage of permanent full-time and full-time equivalent minority employees equals or exceeds the percentage of minorities within the County, or
 - 40 points if the local government has three or fewer employees without regard to full-time or part-time status, or
 - A prorated portion of 60 points if the percentage of full-time and full-time equivalent minority employees is less than the percentage of minorities within the county.

Outstanding Performance in Fair Housing

The applicant may claim:

1. Five points if, before the application deadline, the local government adopted a Fair Housing Ordinance that covers all federally protected classes (race, color, familial status, handicap, national origin, religion, and sex).
2. Five points if the local government conducted a Fair Housing workshop within 12 months before the application deadline date that meets all the following conditions:
 - Public notice was provided pursuant to 73C-23.0031(27), F.A.C.,
 - The workshop was conducted by the local government, and the information presented during the workshop was designed for the public, property owners, housing professionals and local elected officials,
 - An agenda and training materials covering both the state and federal Fair Housing laws were provided to all participants, and
 - A sign-in sheet was maintained.

Someone must attend the workshop to claim the points for conducting the workshop.

EEO/Fair Housing Summary

Up to 90 points can be claimed for Outstanding Performance in Equal Employment Opportunity and Outstanding Performance in Fair Housing:

- 20 points for Achievement in M/WBE contracting
- 60 points for Local Government Minority Employment
- 10 points for Outstanding Performance in Fair Housing

Part 3 – Sources and Uses of Non-CDBG Funds

Sources and Uses of Non-CDBG Funds
Private, Participating Party, Public Leverage from Non-Local and Local Funding Sources
Table L-1

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
14A	Flagler County SHIP Funds	\$50,000	\$	Grant/Local Government Funds
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
	Totals	\$50,000	\$	
	Total Funds Claimed for Leverage Scoring	\$50,000		

Use the preceding totals to compute the number of points you are claiming for leverage scoring on the next page.

Leverage Score Summary

<p style="text-align: center;">Leverage Points Calculation for NR, CR, and HR</p> <p style="text-align: center;">Communities with a LMI Population of 1,249 or Less</p> <p style="text-align: center;"><u> </u> \$ ÷ \$1,000 = <u> </u> Points</p> <p style="text-align: center;">(25 Points Maximum)</p>
<p style="text-align: center;">Leverage Points Calculation for NR, CR, and HR</p> <p style="text-align: center;">Communities with a LMI Population of 1,250 or More</p> <p style="text-align: center;"><u> \$50,000 </u> ÷ \$2,000 = <u> 25 </u> Points</p> <p style="text-align: center;">(25 Points Maximum)</p>
<p style="text-align: center;">Leverage Points Calculation for ED</p> <p style="text-align: center;"><u> </u> \$ ÷ \$10,000 = <u> </u> Points</p> <p style="text-align: center;">(125 Points Maximum)</p>

Leverage Score: 25

**(Transfer this score to line 3d. on the Application Scoring Summary page in Part 8.
25 Points Maximum for NR, HR, and CR. 125 Points Maximum for ED.)**

Part 3 – Sources and Uses of Non-CDBG Funds

Instructions

Leverage

Leverage includes local government funds, grants and loans to the local government, funds expended by other entities for the project, including a Participating Party in an Economic Development project, fee waivers, or land required for the project which is donated by the local government or any other entity or private individual (i.e., an easement). Special CDBG allocations awarded separately from the annual allocation, such as disaster recovery funding, may be used as leverage. Leverage funds must be spent on activities that are eligible for CDBG reimbursement in the program category that is being funded to receive leverage points for the respective application. Funds expended incidentally in a service area by other entities, on activities which the local government is not legally responsible for, and which would occur regardless of the CDBG activity (such as FDOT paving of a state highway), may not be claimed for leverage.

Points can be claimed for documented leveraged funds that were committed to the project by resolution or vote of the local governing body prior to the application deadline. A copy of the resolution or certified meeting minutes must be included with the application (Appendix E) that reflects the commitment. List by activity all leverage funding; indicate the source and amount of funds that will be claimed for scoring.

In addition to the resolution or certified minutes, documentation of leverage provided by non-local sources must be submitted to the Department with the application to qualify for points.

- For Commercial Revitalization, Housing Rehabilitation and Neighborhood Revitalization applications in communities with fewer than 1,250 LMI residents, claim one point for each \$1,000 of non-CDBG funds contributed to the project as leverage. (25 Points Maximum)
- For Commercial Revitalization, Housing Rehabilitation and Neighborhood Revitalization applications in communities with 1,250 LMI residents or more, claim one point for each \$2,000 of non-CDBG funds contributed to the project as leverage. (25 Points Maximum)
- For Economic Development applications, claim one point for each \$10,000 of non-CDBG funds contributed to the project as leverage. List all funds to be contributed.

The following requirements relate to the use of leveraged funds claimed for application score points:

- a. Except for grant application preparation costs, leverage must be expended after the date of application site visit and prior to submission of the administrative closeout
- b. Leveraged funds must be expended proportionately and concurrently with CDBG funds to the extent feasible.
- c. Except for fee waivers and donation of land, leverage must be cash expenditures.
- d. Impact, permit and other fees which the local government would normally collect due to the CDBG project, but which the local government waives, qualifies as local government leverage. (If the fee would have been collected by another entity and that entity waives the fee, it qualifies as “non-local” leverage.)
- e. Except for administrative and engineering costs, leverage funds shall only be expended on eligible activities for the program category that is

being funded to qualify for scoring. The leveraged activities must meet the LMI national objective. For NR and CR projects, the leveraged activities shall take place in the designated service areas.

- f. Funds for jurisdiction-wide or large area-wide activities (i.e., sewer or water treatment plant, water tank, etc.) shall not be counted unless the CDBG project is for the same activity or the leveraged funds are for a new or expanded water or sewer plant and the CDBG project is for the associated water or sewer lines or hook-ups.

The proportion to be counted shall be based on a pro-rata share of service to the project's beneficiaries. If beneficiary information is not available, households may be used for calculating the proportion. (For example, leveraging a new sewer plant with a CDBG grant for 50 of 200 total hookups will allow the proportion to be calculated using total and CDBG beneficiaries, if these are known; if total beneficiaries are unknown, use the proportion of CDBG hook-ups to total hook-ups [25%.])

- g. Grant or loan funds, which the local government will expend as leverage, must be under contract or awarded to the local government when the application is submitted. All documents necessary to complete the award, loan or grant must be fully executed by all parties before the application deadline date.
- h. Funds not yet awarded by EDA may be claimed for leverage if the local government can document that it received a written formal notification that their EDA application has been received, reviewed and found to warrant further consideration within the 12 months before the application deadline.
- i. Grants or loans from the Florida Communities Trust, pursuant to Chapter 380.501-.515, F.S., may be counted if the parcel is included in a grant awarded prior to application deadline and the parcel will be part of a CDBG activity.
- j. State Housing Initiatives Partnership (SHIP) funds can only be used for leverage on Housing Rehabilitation projects.
- k. For grants and loans in NR, for each \$5 of construction leverage expended on an activity, there must be at least \$1 of CDBG funds expended on the same activity.

To meet this requirement, the following activities listed separately in the application shall be considered one activity:

- Water plant, new or replacement water lines and water hook-ups
- Sewer plant, new or replacement sewer lines and sewer hook-ups
- New roads and resurfacing existing road

- l. Land acquisition, including easements, required for any activity shall be considered part of that activity. Funds which will be expended on the project by another entity must be officially committed to the project on the application deadline by a letter signed by an authorized individual representing that entity. The letter must state the amount, source and use of the entity's funds and, except for SHIP funds, must indicate that the funds are currently available. The applicant is responsible for ensuring that the person signing the letter is authorized to commit the funds.

Donated Land

- m. To be counted for leverage, land must already be owned by the local government, be the subject of a purchase agreement or purchase option, or be the subject of a donation agreement (contingent on only the local government obtaining the grant and completing the project).
- n. Donation of land qualifies as leverage only if the property is not already being used for the CDBG activity requiring the land and the donation allows the local government to avoid a purchase of land for the project. If the land is already in use and the CDBG activity allows continuation of the existing use, leverage cannot be claimed (i.e., land being used as a park will not qualify as leverage for a new park; land not used as a park, but donated for that use will qualify as leverage; a golf course which will also be used as a wastewater spray field will not qualify as leverage.)
- o. The value of donated land shall be based on one of the following:
 - The most recent value established by the County property appraiser.
 - An appraisal based on proposed use by a state licensed appraiser.
 - The most recent sale price if sale was within 12 months of application deadline; or, for property valued at less than \$10,000, a statement of value from someone knowledgeable about property values.
 - For easements, a proportional value, based on the size of the easement to the value of the total property's size, is acceptable.

Economic Development/Participating Party Leverage

In addition to the overall leverage requirements, leverage funds provided by a Participating Party must be reflected in the Participating Party's letter of commitment. For scoring purposes, a Participating Party may claim a leverage amount that is less than the total amount reflected on Table E-2.

To qualify for points, funds must be:

- In the form of available cash, new equity or debt funds.
- Spent on activities at the job creation location or on activities directly in support of grant-related activities at the job creation location.
- Expended on initial startup costs.

Funds cannot be for ongoing costs of operation, such as payroll, rent, lease expense, inventory purchases, non-capitalized equipment, maintenance, or other like expenses may not be counted.

Public Leverage from Local Funding Sources

Leverage contributions provided by the local government must be reflected on Table L-1 and in the local government's letter of commitment.

To be claimed for points, funds:

- Must be from the applying local government.
- Must be used for CDBG eligible activities that directly enhance or expand the scope of the CDBG activities or project, are in direct support of the job creating entities, or are necessary for the completion of the proposed CDBG funded activities.
- May include funds from General Revenue, Program Income from a prior CDBG project, waiver or payment of permitting fees, funds expended which will not be reimbursed by a CDBG grant.
- Cannot be grants from any governmental or private agency, in-kind services, normal recurring governmental services or expenses, forgiven or deferred taxes, donations, or expenses that are maintenance in nature.
- Can be provided by a loan; however, the loan must be fully approved, subject only to the receipt of CDBG or other federal funding.
- Can be administrative costs for CDBG application preparation paid by the local government, which will not be reimbursed by the subgrant.

Public Leverage from Non-Local Government Sources

Leverage funds provided by non-local government sources must be reflected on Table L-1 and in the Participating Party's letter of commitment.

To claim points, funds must be:

- From a source other than CDBG, the applying local government (applicant), or a political subdivision of the applicant.
- Used for CDBG eligible activities that directly enhance or expand the scope of the CDBG activities or project, are in direct support of the job creating entities, or are necessary for the completion of the proposed CDBG funded activities.
- Fully approved and ready to be sold, if provided by the sale of bonds.
- Fully approved, subject only to the receipt of CDBG or other federal funding, if provided by a loan.
- An amount that is not less than the amount reflected on Table L-1.

Other Funds Needed for the Project (Not Claimed for Leverage)

Identify (by activity, amount and source) in the appropriate column of the Sources and Uses of Non-CDBG Funds spreadsheet any funds not claimed for leverage, but which are required for the project. For Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation projects, documentation of the availability of these funds will be requested at the site visit. Funds are “available” if the local government can document (e.g., executed funding document or letter of funds award) that the funds are guaranteed. For the application to remain fundable, this documentation must be received by the Department no later than the end of the completeness period.

For Economic Development projects, documentation of the availability of all funds necessary for the completion of a project must be provided by the end of the 60-day offer to contract period.

Part 6 – Housing Rehabilitation

**Category Impact
CDBG Funds and Activity Goals Score — Table H-1**

	A	B	C	D	E	F
Activity #	Activity Name	Enter CDBG Activity \$	% of CDBG Project Cost (B ÷ 1)	Goal Points	Activity Goal Score (C x D)	# of Housing Units To be Addressed by Activity
01	Acquisition (in support of)	\$	%	*		
01	Acquisition in 100 Year Floodplain	\$	%	75		
04	Clearance	\$	%	35		
15	Code Enforcement	\$	%	45		
04A	Demolition (without subsequent construction)	\$	%	50		
16A	Historic Preservation - Residential	\$	%	35		
14A	Housing Rehab/Demolition/Replacement	\$590,000	99.16%	75	74.37	10
08	Permanent Relocation as a part of Hazard Mitigation	\$	%	75		
08	Permanent Relocation – Other	\$	%	50		
14A	Potable Well Installation**	\$	%	70		
14A	Removal of Housing Architectural Barriers	\$	%	75		
14A	Septic System Installation**	\$	%	70		
14A	Sewer Hookups**	\$	%	70		
08	Temporary Relocation	\$5,000	.84%	75	.63	5
14A	Utility Hookups, Other**	\$	%	60		
14A	Water Hookups**	\$	%	70		
1. Add Column B to get the CDBG Project Cost		\$595,000	4. Add Column E to get the Total Activity Goal Score: 75			Total Unduplicated Number of Housing Units to be Addressed by All Activities <u>10</u>
2. Enter CDBG Administrative Funds (Maximum of 15% of Total CDBG Funds Requested)		\$105,000	* Goal points for this activity are same as the activity supported by the acquisition.			
3. Add 1 and 2 for Total CDBG Funds Requested		\$700,000	** Use only if no housing rehabilitation is required. Otherwise, treat as complementary activity to housing rehabilitation activity.			

Low Income and Very Low Income Beneficiary Impact Score

Option 1: Housing Rehabilitation (Housing Rehab/Demolition/Replacement)	
5a. Number of homes to be addressed whose occupants qualify as “low income:” (Note: “low income” (LI) means the household income is between 30.01% - 50% of median income for your county)	
“Low income” beneficiary impact points: 3 homes* X 50 = 150 points (150 Points Maximum)	
5b. Number of homes to be addressed whose occupants qualify as “very low income:” (Note: “very low income” (VLI) means the household income does not exceed 30% of median income for your county) 1 home: score = 55 points; 2 homes: score = 85 points:	
“Very low income” beneficiary impact points: 2 home(s) = 85 points (85 Points Maximum)	
Option 2: Hookups Only (Sewer, Water or Other Utility)	
5c. Number of households to be hooked up whose occupants qualify as “low income:”	
“Low income” beneficiary impact points: homes* X 7 = points (175 Points Maximum)	
5d. Number of households to be hooked up whose occupants qualify as “very low income:”	
“Very low income” beneficiary impact points: home(s) X 6 = points (60 Points Maximum)	
5e. Total “Low Income” and “Very Low Income” Beneficiary Impact Score (5a+5b) or (5c+5d): <u>235</u> (235 Points Maximum)	
* If a Recipient serves more “very low income” homes than scored on this application, those additional homes can be counted to meet the number of “low income” homes that the Recipient committed to serve.	

Average CDBG Cost per LMI Housing Unit

6a. Use the CDBG Funds and Activity Goal Score Spreadsheet to calculate the average CDBG LMI housing unit cost:

$$\frac{\$595,000}{\text{CDBG Project Cost}} \div \frac{10}{\text{Total Number of LMI Housing Units}} = \frac{\$59,500.}{\text{Average CDBG LMI Housing Unit Cost}}$$

Enter the appropriate score from the chart below on line 6b.

Option 1. Rehab - Average CDBG Cost Per LMI HU	Score	Option 2. Hookups - Average CDBG Cost Per LMI HU	Score
Less than \$62,250	120	Less than \$2,200	100
\$62,250 to \$65,000	105		
\$65,000 to \$66,999	90	\$2,200 to \$3,099	80
\$67,000 to \$68,999	75		
\$69,000 to \$70,999	60	\$3,100 to \$3,999	60
\$71,000 to \$72,999	45		
\$73,000 to \$74,999	30	\$4,000 to \$4,899	40
\$75,000 to \$76,999	15		
\$77,000 to \$77,999	0	\$4,900 and above	20
\$78,000 to \$78,999	-50		
\$79,000 and above	-100		

6b. Average CDBG Cost per LMI Housing Unit Score: 120

“Green” Rehabilitation Standards

7a. If the Housing Assistance Plan (HAP) requires all the minimum “green” standards identified in the instructions, **score 45 points:** 45

7b. If the HAP requires all the supplemental “green” standards identified in the instructions, **score 30 points:** 30

7c. “Green” Rehabilitation Standards (7a + 7b) Score: 75

Category Summary Score (4+5e+6b+7c=): 505

**(Transfer this score to line 3e. in the HR column on the Application Scoring Summary page – Part 8, page 4.)
(Cannot exceed 505 points.)**

Part 6 – Housing Rehabilitation

Instructions

Program Requirements for Housing Rehabilitation.

- (a) The primary objectives of the Housing Rehabilitation category are to improve housing conditions for low- and moderate-income persons. All housing units to be rehabilitated shall be located within the jurisdictional boundaries of the Recipient. For a county, all housing units to be rehabilitated shall be located in the unincorporated portion of the county.
- (b) Housing Rehabilitation subgrant Recipients must have a Department-approved Housing Assistance Plan addressing the requirements specified in Part 9 of the application. A copy of the applicant’s HAP must be included in Appendix K.
- (c) Low- and Moderate-Income Benefit for Housing Rehabilitation.
1. Selection of beneficiaries or housing units need not take place during the application process, but may take place at any time during the subgrant application or implementation process. All beneficiaries must be low- and moderate-income persons pursuant to 24 CFR 570.482, as incorporated in Rule 73C-23.0030, F.A.C.
 2. Activities involving rehabilitation shall be considered to directly benefit low- and moderate-income persons only to the extent that such housing shall, upon completion, be occupied by low- and moderate- income persons, and for rental units, the units must be occupied by low- and moderate-income persons at affordable rents pursuant to 24 CFR 92.252, as incorporated in Rule 73C-23.0030, F.A.C.
 3. Water or sewer hookups may be performed under this category as a complementary activity in conjunction with rehabilitation of a home.
 4. Water or sewer hookup-only applications must be funded under this category. Related activities, such as abandonment of a septic tank or well or modification to a house’s plumbing to complete the hookup, may be funded in a hookup-only grant. Beneficiaries are reported by households.

Complementary Activities

Complementary activities are eligible activities, as provided in Section 290.042, F.S., which are necessitated by the primary activity or project scored in the CDBG application for which grant funds are requested. Complementary activities in the Housing category include water and sewer hookups to provide service to units being rehabilitated or providing rehabilitation to the kitchen and/or bathroom plumbing of houses so that they can access water and/or sewer hookups. Water and sewer hookups are not complementary if they are the primary activity because the home is not being rehabilitated except as needed to allow the hookup.

The per housing unit cost of providing service shall not exceed \$5,000. The use of CDBG funds for complementary activities may not exceed 35% of the total CDBG funds requested for the primary activity.

Category Impact

The Housing Category Impact Section requires applicants to describe activities, outline the budget, and document VLI and LMI benefit. The applicant must provide supporting documentation with the application as indicated. The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score

- Low Income and Very-Low Income Beneficiary Impact Score
- Average CDBG Cost Per LMI Housing Unit Score
- “Green” Rehabilitation Standards Score

CDBG Funds and Activity Goal Score (Table H-1)

Provide the proposed CDBG budget by activity, determine the goal scores and then enter the total project activity goal score.

- Enter the proposed CDBG budget, excluding administrative costs in Column B for each planned activity. All eligible Housing activities are listed in Column A. The Cost Standard Used to estimate costs must be available at the local government for review during the site visit. Department staff will review the standard for cost reasonableness. The Department reserves the right to request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.
- Total Column B - CDBG Project Cost. Administrative costs are not included in the CDBG Project Cost.
- Enter the percentage of each activity’s cost relative to the CDBG Project Cost (Column C) and enter the corresponding activity goal score for each activity (Column E).
 - To determine each activity’s percentage of the CDBG Project Cost, divide activity cost by the CDBG Project Cost (see item 2B). Enter this percentage as a four-digit decimal number (i.e., 100% = 1.000, 9.87%= .0987, and 35.12% = .3512).
 - To determine each activity’s goal score, multiply the percentage entered in Column C by the goal points in Column D. This score cannot exceed 75 points.
- Enter the CDBG Administrative Funds Requested. In Column B, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for the Housing category cannot exceed 15% of the total CDBG funds requested.
- Enter the Total CDBG Funds Requested. Add the CDBG Project Cost (1B) and the CDBG Administrative Funds (2B) to arrive at the total funds requested.

Low and Very Low Income Beneficiary Impact Score

The definitions of “low income” and “very low income” used for the purposes of scoring in this application are HUD’s definitions for the CDBG Program. They are not the same as the definitions of “low income” and “very low income” used for Section 8 purposes even though it is the Section 8 income limits tables that are used to determine points for serving “low income” and “very low income” households. For the purposes of scoring, “low income” limits are those listed as “very low income” on the Section 8 income limits table and “very low income” limits for the purposes of scoring are those listed as “30% of median” on the Section 8 income limits table. The “low income” limits on the Section 8 table meet the “moderate income” definition for CDBG purposes.

If multi-family housing units are proposed for rehabilitation and the rehabilitation work is limited to the exterior of the structure, the local government must ensure that after rehabilitation, 51% or more of the households served are LMI. The only exception is for a duplex. If a duplex is rehabilitated and the work is limited to the exterior of the structure, at least one of the units served must be occupied by an LMI household. Anytime rehabilitation work is performed on the interior of a housing unit, it must be occupied by an LMI household.

Option 1.

1. Score 50 points for each home (up to three maximum) which will be addressed whose occupants qualify as “low income.”
2. Score 55 points for the first home which will be addressed whose occupants qualify as “very low income” (VLI) and an additional 30 points if a second such home will be addressed.

Option 2.

1. Score 7 points for each hookup (up to 25 maximum) that will be made to a home whose occupants qualify as “low income.”
2. Score 6 points for each hookup (up to 10 maximum) that will be made to a home whose occupants qualify as “very low income” (VLI). Note that any “very low income home” hookups also qualifies for points as a “low income” home.

Average CDBG Cost per LMI Housing Unit Score

1. Enter the CDBG Project Costs from Table H-1.
2. Enter the total number of housing units to be addressed.
3. Calculate the Average CDBG Cost per LMI Household. This figure does not include administration funds.
4. Enter the appropriate Average CDBG Cost per LMI Housing Unit score. The table on page 4 provides scores for the Average CDBG Cost per LMI Housing Unit served for Option 1 and Option 2. A maximum of 120 points can be claimed.

“Green” Rehabilitation Standards

If the applicant’s Housing Assistance Plan that was in effect on the day of application submission contains all the following minimum “green” standards which will be implemented for all homes rehabilitated or demolished and rebuilt, score 45 points:

1. Refrigerators that are replaced or installed shall be Energy Star rated. Gas water heaters that are replaced or installed shall be Energy Star rated.
2. All exterior doors and windows that are replaced or installed shall be Energy Star rated; and
3. All lighting fixtures and ceiling fans that are replaced or installed shall be Energy Star rated.

If the applicant’s Housing Assistance Plan that was in effect on the day of application submission contains all the “green” standards above and the following additional standards for all homes, score another 30 points:

1. Weatherization of all homes rehabilitated. At a minimum, weatherization shall include attic insulation, and if appropriate, floor insulation, as well as sealing all exterior walls. Other weatherization activities are at the local government’s option. (Demo-rebuilt homes are presumed to meet the minimum insulation and sealing requirements.)
2. HVAC units that are replaced or installed shall be Energy Star rated and have a SEER rating of at least 14.

Part 8 – Certification and Score Summary

I, the undersigned chief elected official or authorized representative of the Applicant, certify that, to the best of my knowledge, this Florida Small Cities Community Development Block Grant Application for Funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

I also certify that the Applicant:

Has met all citizen participation requirements contained in Chapter 73C-23, Florida Administrative Code:

Following public notice, hearings were conducted by a member of the local governing body or a duly authorized employee;

- The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
 - The notice for the second public hearing was published following the first public hearing. The notice included a summary of the activities that would be conducted with CDBG funds, the specific locations where those activities would take place, a line item budget, and the time and place where a copy of the draft application would be available for review; and
 - A second public hearing was conducted to obtain citizen comments on the CDBG application prior to submission.
2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
 3. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
 4. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
 5. Will administer the subgrant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
 6. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
 7. Has adopted or will adopt a Community Development Plan or has adopted the Local Comprehensive Plan as its Community Development Plan.
 8. Will adopt an Anti-Displacement and Relocation Policy and will minimize the displacement of persons.
 9. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
 10. Has authorized the submission of this application by vote of the local governing body.
 11. Will adopt a CDBG Procurement Policy that conforms to 2 CFR 200.317 – 200.326, Sections 255.0525 and 287.055, Florida Statutes, and Rule 73C-23.0051(4), Florida Administrative Code.
 12. Has implemented a financial management system that complies with Section 218.33, Florida Statutes, and 2 CFR 200.302.

13. Will complete a self-evaluation of its facilities related to the Americans with Disabilities Act and adopt a Transition Plan, if applicable.
14. Will meet a National Objective for each funded activity other than administration and engineering prior to the administrative closeout of the subgrant.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title: Greg Hansen, Board of County Commissioners Chairman
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B.

Signature of Application Preparer if not an employee of the Local Government
Signature: _____
Typed Name and Title:
Name of Firm or Agency:

Application Scoring Summary

This form is the Applicant's evaluation of the application score. Use the "scores" identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. When all of the scores have been transferred to this form, add the scores and enter the total.

Applicant Name: Flagler County				(For DEO Use Only) Application Number: _____		
Enter Type of Application: <input type="checkbox"/> Commercial Revitalization <input checked="" type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Economic Development <input type="checkbox"/> Neighborhood Revitalization						
Title/Score	Part	Page	CR	ED	HR	NR
1. Community-Wide Needs Score (250 Points Maximum)	2	7			107.69	
2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (90 points maximum)	2	9			62.36	
3. Program Impact:						
3a. Special Designation Score (20 Points Maximum)	2	7			20	
3b. Grant History Score (100 Points Maximum)	2	7			100	
3c. CATF Score (10 Points Maximum)					0	
3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)	3	3			25	
3e. Category Summary Score	6	4			505	
3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum)	8	4			650	
4. Total Application Score (1+2+3f) (1000 Points Maximum)	8	4			820.05	
Less Penalties Assessed (For DEO Use Only)						
Final Score (For DEO Use Only)						

Part 9 –Supporting Documentation

Place all supporting documentation in this section. Separate the documents with a titled tab or titled colored paper. Include only those appendices that are required for the application.

Appendix	Title
A	Maps (Required)
B	Local Governing Body's Resolutions for Signature Delegation and Application Submission (Required)
C	Comprehensive Plan Documents (Required)
D	Public Hearing/CATF Documentation (Required)
E	Leverage Documentation
F	Grant Application Preparation Cost Documentation
G	Readiness to Proceed Documentation
H	VLI/LMI Worksheets and Survey Documentation or Census Data and Maps
I	Documentation Related to Health and Safety Impact Score
J	Joint Agreements, Contingency Funding Documentation and/or Interlocal Agreements
K	Housing Assistance Plan (Required for all Housing Rehabilitation Applications)
L	Historic Preservation Documents
M	Special Designation Documentation
N	Documentation for Economic Development Applications
O	Documentation for Other Community Development Activities Score (Commercial Revitalization)
P	Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)
Q	Local Government Minority Contracting and Fair Housing Score Documentation
R	Commercial Rehabilitation Policy (Required for all Commercial Revitalization Applications that will utilize CDBG funds to rehabilitate commercial buildings)
S	

Appendix A: Maps (Required)

Failure to submit a required map with the application will result in a 250-point reduction to the Total Application Score. Please review the requirements for the maps carefully. If the Department requests revisions to any of the maps and the revisions are not provided timely within the completeness period as defined by 73C-23.0031(12), F.A.C., then 250 points will be deducted from the Total Application Score. The maps must be legible. A list of maps that must be included with the application by program category follows:

Commercial Revitalization

If the application is using the LMI National Objective, a jurisdiction map, service area map and flood prone area map must be included. If the project is jurisdiction wide, the service area map must show the borders of the project area or a separate project area map must be included with the application. If the project is not jurisdiction wide, the applicant must include documentation to justify why the project impacts a limited portion of the community, and the Department must approve the justification.

If the application is using the Slum and Blight National Objective, a jurisdiction map, project area map and flood prone area map must be included in Appendix A.

Economic Development

The application must include a jurisdiction map, project area map and flood prone area map. Applications that propose to meet the public benefit standard by providing services to low- and moderate-income residents must also have a service area map.

Housing Rehabilitation

The application must include a jurisdiction map and flood prone area map. There is no service area or project area map because housing rehabilitation projects provide direct benefit to low- and moderate-income residents who typically have not been identified at the time of application. For counties, the jurisdiction map should indicate the boundaries of all incorporated areas of the county, and only homes in the unincorporated area of the county are eligible for rehabilitation.

Neighborhood Revitalization

The application must include a jurisdiction map, flood prone area map and one or more service area maps.

Jurisdiction Map

- A scale;
- A north arrow;
- The boundaries of the locality;
- The boundaries of the service area(s) where the activities will be conducted;
- The boundaries of a special designation area being claimed for points if smaller than the jurisdiction's boundaries;
- The City Hall or the County administration building; and
- The location of the CDBG program office, if other than at the City Hall or County administration building.

Service Area Map(s) – a map for each service area (a properly marked jurisdiction map will suffice for a city-wide activity)

- A scale;
- A north arrow;
- The boundaries of the service area reflecting project beneficiaries;
- A visual representation of all proposed service area activities (roads being paved or resurfaced, drainage features, lines being installed or replaced, fire stations and hydrants, lift stations, water and sewer plants, parks and community centers, and other CDBG-funded activities);
- The boundaries of a special designation area being claimed for points if smaller than the jurisdiction’s boundaries;
- A visual representation of all the housing units and, for surveyed homes, color or other coding indicating whether the home is LMI, VLI, vacant, or exceeds the income limits for these categories;
- A method of reference from the housing unit displayed on the map to a Household Income Survey Form;
- The names, streets, route numbers or easily identifiable landmarks where all service area activities are located;
- The location of all “number of units to be addressed” and all “number of units needed” for each activity in the service area and the major components of those activities;
- All affected Historic structures, planned open spaces, or public improvements; and
- If applicable, duplicated housing units if any service areas overlap.

Project Area Map – a map showing where the project activities will take place for an economic development subgrant or a commercial revitalization project that is jurisdiction wide.

- A scale;
- A north arrow;
- The boundaries of the project area;
- The location of all businesses being impacted by the project (commercial revitalization) or the location of all Participating Parties (economic development);
- The boundaries of a special designation area being claimed for points if smaller than the jurisdiction’s boundaries;
- The names, streets, route numbers or easily identifiable landmarks where all service area activities are located;
- A visual representation of all proposed CDBG-funded activities (street improvements and parking, pedestrian malls and parks, drainage features, utility improvements, façade renovation, fire hydrants, lift stations, water and sewer plants, elimination of blight, and other CDBG-funded activities);
- The location of all designated wetlands; and
- All non-CDBG funded activities necessary for the project.

100-Year Flood Prone Area Map (Unless the U.S. Federal Emergency Management Agency has not issued an official flood map covering the location of the service area or project area.)

- The boundaries of the service area where the activities will be concentrated; and
- An enlarged portion or portions of the flood prone area if any activities are located in whole or in part in the flood prone areas.

Appendix B: Local Governing Body's Resolutions for Signature Delegation and Application Submission (Required)

Attach a copy(ies) of the signed resolution(s) designating who can sign the CDBG application (and other documents if the resolution includes signature authority for contracts, modifications and other CDBG documents) and approving the submission of the CDBG application.

Appendix C: Comprehensive Plan Documents (Required)

Attach relevant portions/excerpts to document that the activities proposed in the application are not inconsistent with the adopted plan. Include the relevant data and analysis portions supporting the plan. If the adopted plan is silent on the activities requested, the local government must provide a statement to this effect on local government letterhead.

Appendix D: Public Hearing/Citizen Advisory Task Force (CATF) Documentation (Required)

The following items shall be included:

- Copies of the public hearing notices and CATF meeting notice with affidavits of publication from the newspaper;
- Copies of the sign-in sheets for the public hearings and CATF meeting;
- A list of CATF members if the Applicant has appointed a task force; and
- Copies of the certified minutes from the public hearings and the minutes from the CATF meeting shall be included in the application.

If certified copies of the public hearing minutes are not available by the application deadline, the agenda and available notes shall be included in the application, and certified copies must be provided by the end of the "completeness period" or the application shall be rejected.

If an affidavit of publication for one of the public hearings is not available at the time the application is submitted, a tear sheet from the newspaper with the notice must be included in the application. The affidavit must be provided to the grant manager by the end of the "completeness period" or the application shall be rejected. If an affidavit of publication for the CATF meeting is not available at the time the application is submitted, a tear sheet from the newspaper with the notice must be included in the application. The affidavit must be provided to the grant manager by the end of the "completeness period" to retain the points.

Appendix E: Leverage Documentation

Points can be claimed for documented leveraged funds that were committed to the project by the local governing body prior to the application deadline. Documentation must be included with the application that reflects the commitment – a resolution passed by the governing body committing the funds or a copy of certified minutes showing that the governing body voted to commit the funds. If the leverage is being provided by an outside party, a letter of commitment from a person with the authority to commit the funds must be included.

Appendix F: Grant Application Preparation Cost Documentation

If pre-award application preparation costs are to be reimbursed from the subgrant budget as allowed by 24 CFR 570.489(b), the grant writer must have been procured pursuant to 24 CFR 85.36. Include the following in the Supporting Documentation Section:

- A copy of the Request for Proposal advertisement and affidavit of publication
- The ranking sheets

- Minutes of the meeting where the grant writer was selected
- A copy of the invoice from the grant writer
- A copy of the contract between the local government and the grant writer

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

If the local government prepared the application using local government staff or the staff of another governmental agency selected pursuant to Chapter 287, F.S., the local government may seek payment only for direct costs incurred as part of grant application preparation. In order to be eligible for payment, documentation of direct costs must be provided with the application.

Appendix G: Readiness to Proceed Documentation

All required Readiness to Proceed documentation must be submitted with the application or the applicant cannot claim the 100 points. The required documentation includes biddable construction plans and specifications, sealed by an engineer or architect, for all “addressed need” activities in the application that require plans and specifications. To claim the points, the application must also include a letter from the engineer or architect who prepared the plans certifying that the plans are complete and ready for bid and that all infrastructure permits have been applied for except for those that would be granted by the applicant agency.

The required documents include the following:

1. A letter from the engineer or architect who prepared the construction plans and specifications to the chief elected official of the applicant certifying the following:
 - that the sealed and dated plans and specifications are complete,
 - that the bid documentation, including the plans and specifications, provided with the application contains all of the information that a contractor would need to bid on the project, except for the Davis-Bacon wage decision(s) and the CDGB Supplemental Conditions, and
 - that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)
2. A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s); the local government’s list of minority/women business enterprises, and the CDBG Supplemental Conditions;
3. Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)

Appendix H: VLI/LMI Worksheets and Survey Documentation or Census Data and/or Census Maps

**Very Low, Low, and Moderate Income Random Sample Survey Worksheet
Table LMI-1**

(This form is to be completed by Commercial and Neighborhood Revitalization applicants if a Random Sample Survey was conducted.)

Service Area Number:	
1. Enter the total number of households in the service area (universe).	
2. Enter minimum # of sample survey responses required to obtain a 95% confidence level at the confidence interval you select (see page 23 of HUD Notice CPD-05-06).	
3. Enter the total number of households actually responding to the survey including those assumed to be above Low and Moderate Income (LMI) after third party verification of household composition.	
Complete the following section for NR and CR applications.	
4. Enter the total number of LMI households responding from the sample.	
5. Enter the total number of LMI beneficiaries in the households responding from the sample.	
6. Enter the total number of above LMI households responding from the sample. (Check: Line 4 + Line 6 = Line 3)	
7. Enter the total number of above LMI beneficiaries in the households responding from the sample.	
8. Divide Line 5 by Line 4. This is the average size of the LMI households responding.	
9. Divide Line 7 by Line 6. This is the average size of the above LMI households responding.	
10. Divide Line 4 by Line 3. This is the percentage of households responding that are LMI.	
11. Divide Line 6 by Line 3. This is the percentage of households responding that are above LMI. [Check: Line 10 + Line 11 = 100%]	
12. Multiply Line 1 by Line 10. This is the estimate of the total number of LMI households in this service area.	
13. Multiply Line 1 by Line 11. This is the estimate of the total number of above LMI households in this service area.	

Very Low, Low, and Moderate Income Random Sample Survey Worksheet

Table LMI-1 (Continued)

14.	Multiply Line 8 by Line 12. This is the estimate of the total number of LMI beneficiaries in this service area.	
15.	Multiply Line 9 by Line 13. This is the estimate of the total number of above LMI beneficiaries in this service area.	
16.	Add Line 14 and Line 15. This is the estimate of the total number of all beneficiaries in this service area.	
17.	Divide Line 14 by Line 16, multiply the resulting decimal by 100, and subtract the confidence interval. This is the minimum percentage of LMI benefit in this service area for determining whether the LMI National Objective will be met. (This percentage must be the lowest possible percentage based on the confidence interval used for the survey. Example: a survey conducted using a confidence interval of 3 results in a LMI percentage of 55% using the procedure above. Enter 52% as the LMI benefit percentage.)	
Note: For scoring purposes, add back the confidence interval.		
Complete the following section for NR applications only.		
18.	Enter the total number of Very Low Income (VLI) households responding from the sample.	
19.	Enter the total number of VLI beneficiaries in the households responding from the sample.	
20.	Divide Line 19 by Line 18. This is the average size of the VLI household responding.	
21.	Divide Line 18 by Line 3. This is the average percentage of VLI households responding in the sample.	
22.	Multiply Line 1 by Line 21. This is the estimate of the total number of VLI households in this service area.	
23.	Multiply Line 20 by Line 22. This is the estimate of the total number of VLI beneficiaries in this service area.	
24.	Divide Line 23 by Line 16, multiply the resulting decimal by 100. This is the estimated percentage of VLI benefit in this service area.	

Appendix I: Documentation Related to Health and Safety Impact Score

For **Option A**, submit a copy of an administrative order, consent order, judicial proceeding or other order by a state or federal agency that states the health and safety issue. Also, send an engineer's written certification that the proposed CDBG activity will correct all or a given percentage of the deficiencies cited in the enforcement action.

For **Option B**, a letter from the chief elected officer certifying that the funding will be used to provide first-time sewer or water service.

For **Option C**, submit the FEMA Damage Survey Report, Data Sheet or Project Worksheet that was prepared in response to a federally declared natural disaster, which was declared before the application deadline. An engineer's written statement that the proposed CDBG activity will prevent the recurrence of the damage specified in the FEMA documents shall also be attached.

For **Option D**, submit the written citation issued by a State or Federal Regulatory Agency before the application deadline that states a violation of state or federal statutes, rules, or regulations that affect the health and/or safety of the local government's citizenry and includes the following the statutory or regulatory basis for the citation and a description or reference to the corrective action that the regulatory agency requires.

Appendix J: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements

If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include an interlocal agreement signed by the chief elected officers, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved)
- The purpose of the interlocal agreement
- A delineation of the cooperation between the parties involved
- A description of the activities and the service area(s)
- The amount of funds being committed (and associated terms)
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions

Appendix K: Housing Assistance Plan (Required for all Housing Rehabilitation Applications)

Insert a copy of the current Housing Assistance Plan. The date of adoption must appear on the plan.

Requirements for a Housing Assistance Plan

The local government must adopt a policy for selecting beneficiaries and housing units for housing assistance. If the Department awards a grant to the local government, the local government must follow this policy. The policy can only be modified with DEO approval. A copy of the policy must accompany the application. Each of the following criteria must be marked or highlighted for easy location by Department staff during the application review. The policy must address at least the following issues:

- a. The terms and conditions under which assistance will be provided.
- b. The process for soliciting, accepting, reviewing, and approving requests for assistance, including any proposed geographic distribution. This should include a reasonable notice or advertisement in the community that specifies the following:
 - The period during which applications will be received, if appropriate;

- Criteria for selection;
 - A ranking/scoring process with higher points given for extenuating circumstances (age or handicap), and
 - A process to notify members of the local governing body of the names of the beneficiaries selected to ensure that potential conflicts of interest are timely addressed.
- c. Pursuant to 24 CFR Section 570.489 and Chapter 112.311-112.3143, *Florida Statutes*, address conflicts of interest by establishing a process for the following:
- Identifying potential conflicts of interest;
 - Acknowledging beneficiaries by name in the minutes of CATF and commission/council meetings so that previously unknown conflicts may be surfaced;
 - Making those conflicts publicly known along with the final rankings based on the criteria outlined in the local government's housing assistance plan;
 - Dealing with those conflicts on a local level; and
 - Requesting waivers of those conflicts when appropriate.
- d. The process for determining what work must be done on each housing structure to ensure that upon completion, it will meet the HUD Section 8 Housing Quality Standards and the local housing code.
- e. Establishes a maximum amount of CDBG funds that may be expended on any one housing unit. If desired, this amount may be exceeded only by a recorded vote of the governing body.
- f. States whether or not the local government will assist in the rehabilitation of rental housing structures. If so, the policy must address the following:
- Under what terms and conditions (i.e., loan or grant) it will provide such assistance;
 - How ownership will be verified; and
 - What steps the local government will take to ensure that, after rehabilitation, tenants will not be charged more than affordable rents, pursuant to 24 CFR 570.483(b)(3).
- g. States whether or not the local government will assist in the rehabilitation of mobile homes, modular homes, or other forms of manufactured housing.
- h. Establishes a ratio of the cost of rehabilitating a housing structure to the value of the housing structure after rehabilitation (i.e., the ratio of the rehabilitation cost to the post-rehabilitation value should not be greater than one-to-one). Based on that ratio, the local government should define the criteria under which a house will be demolished and replaced rather than rehabilitated. For example, this section should indicate that if a post-rehabilitation value (\$30,000) is less than the cost of rehabilitation (\$35,000), the local government may opt to cover the costs for a site built home to be replaced with a new site-built home, a manufactured home or a mobile home. Similar criteria should be given for those houses which are chosen as unfeasible to repair. Such options should specify that replacement will only be made for owner occupied units.

- i. Establishes a formal written notification process that advises a homeowner/tenant when a previously selected housing unit is deleted from the rehabilitation program.
- j. Establishes what types of insurance (fire, casualty, flood) will be required, at what points in time the insurance must be in place, and for how long after administrative closeout it must be maintained in force.
- k. Establishes a process for determining when the rehabilitation is completed, including final acceptance of a contractor's work and final inspection of a housing structure.
- l. Establishes a process for ensuring ownership of non-rental housing units by the occupying beneficiary or the process for ensuring the legal status of the occupying beneficiary to encumber the property and to provide permission for a contractor to undertake construction work on the housing unit.
- m. Establishes the conditions under which a housing structure will be demolished or converted to non-LMI housing structures.
- n. Establishes the process that will be used to solicit contractors and assist beneficiaries in reviewing the contractor's performance including the following requirements;
 - Bids for rehabilitation or reconstruction of housing units must specify that they shall only be accepted from contractors licensed by the State of Florida, Department of Business and Professional Regulation.
 - The Contractor must agree in his bid that any change orders for rehabilitation or reconstruction of housing units which cumulatively exceed one thousand dollars (\$1,000) above the original contract amount, shall only be paid with CDBG funds if those change orders are to correct documented code violations based on a bona fide code violation report.
 - The Contractor must agree in his bid and contract that all change orders for housing rehabilitation or reconstruction shall be approved by the housing unit owner or his or her representative and the contractor and a representative of the local government prior to any initiation of additional work based on that change order.
- o. Establishes a process to ensure that before initiation of housing rehabilitation, the property on which the unit is located meets other appropriate local codes (i.e., nuisance, trash, and other environmental or health codes).
- p. Specifies the process of determining the age of housing units to be addressed and the actions to take with the Bureau of Historic Preservation when addressing units 50 or more years old.
- q. Specifies a lead-based paint abatement procedure to follow when addressing pre-1978 houses.
- r. Specifies a procedure for addressing structures in the 100-year flood plain.
- s. Specifies that the local government will document the completion of construction by ensuring that each housing unit case file shall contain the following information:
 - A statement from the contractor that all items on the initial work write-up as modified through change orders have been completed;
 - An acknowledgment that the housing unit meets the applicable local code and Section 8 Housing Quality Standards, signed and dated by the local building inspector or the local government's housing rehabilitation specialist;

- A signed statement by the housing unit owner, or his or her representative, that the work has been completed based on the work write-up and change orders. Should all requirements be fulfilled and the homeowner or their representative refuse to acknowledge completion of the work, the housing unit case file shall be documented with a statement detailing the stated reason for said refusal;
 - This documentation shall be completed prior to the submission of the administrative closeout package and shall accompany the administrative closeout package when submitted to the Department; and
- t. The following data will be provided by housing unit and summarized by activity as part of the administrative closeout for each activity providing direct benefit (i.e., housing rehabilitation, temporary relocation, hookups, etc.):
- Address of each housing unit rehabilitated with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit.
 - Whether the head of household is male or female, the number of handicapped persons in the household, the number of elderly persons in the household, and the LMI, LI, or VLI status of the household;
 - The race of the head of household (White, African American, Asian, American Indian or Alaska Native, Native Hawaiian/Pacific Islander, American Indian or Alaska Native and White, Asian and White, African American and White, American Indian or Alaskan Native and African American, or Other Multi-Racial.); and
 - If the head of household was Hispanic.

Appendix L: Historic Preservation Documents

Provide the following with the application for any properties listed, or eligible for listing, in the National Register of Historic Places:

- a. The location/address;
- b. The construction date;
- c. The activity affecting the historic property; and
- d. The results of any pre-application discussions with State Historic Preservation Office regarding the potential impact of the proposed project on historic properties.

Appendix M: Special Designation Documentation

Documentation can include copies of pages from state agency websites listing the communities that have received special designation and copies of letters from the Governor's Office or a state agency informing the local government that they have been included in a special designation area.

Appendix N: Economic Development Documentation

The following documents should be included in this section for Economic Development applications:

- a. Local Government Commitment;
- b. Local Government Cost Estimate;
- c. Multi-Jurisdictional Activity Information;

- d. Commitment of Non-CDBG Funds to be Spent by the Local Government;
- e. Comprehensive Plan Conformance and Relevant Excerpts;
- f. Initial Participating Party Commitments;
- g. Business Plan;
- h. Participating Party(s) Current Employee Information, if applicable;
- i. Participating Party(s) Proposed New Job Creation Information; and
- j. Financial Information for Participating Parties which are expanding or to whom a CDBG Loan Is Proposed.

Appendix O: Documentation for Other Community Development Activities Score (Commercial Revitalization)

To document **Florida Main Street Program** status, provide a copy of a letter from the Department of State or a printout from the Florida Main Street Program website that shows the status.

To document that any part of the Project Area and all of the CDBG-funded activities are located in any part of a district listed on the **National Register of Historic Places**, include documentation from the National Park Service's website or a similar source that shows the designation.

To document that the local government has adopted **architectural design guidelines** for a rehabilitation program for the retail, service, and commercial buildings located in the project area, include a copy of the resolution that adopted the guidelines or a copy of certified minutes from the meeting at which the guidelines were adopted.

To document that the local government has completed a **market study and adopted a plan** by resolution which outlines priorities for the commercial district based upon community input, a copy of the plan showing the adopting date must be included in the application.

To document that the local government has created a **Community Redevelopment Trust Fund for the Community Redevelopment Area** in which the CDBG activities will take place (pursuant to Chapter 163.387, F.S.) and that the Trust Fund will remain in effect for the life of the Community Redevelopment Agency, documentation showing the receipt of tax increment funds from the County Tax Collector for the year preceding the application deadline before application deadline will be accepted.

Appendix P: Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)

Include a list of the addresses of any buildings to be demolished, a map showing the location of each building to be demolished, photos of the buildings, any condemnation orders, and documentation of ownership of each property.

Appendix Q: Local Government Minority Contracting and Fair Housing Score Documentation

Documentation for *Achievement in M/WBE Contracting* can include a spreadsheet that shows the expenditures of all of the contracts (funded with CDBG and all other project funds) executed under the last administratively closed CDBG subgrant and shows which went to minority- and women-owned businesses.

Documentation for *Fair Housing Score* will include a copy of the applicant's fair housing ordinance, and if a workshop was held, copies of the following:

- An affidavit of publication for the workshop notice;
- Copies of the agenda and training materials; and
- An attendance sign-in sheet.

Appendix R: Commercial Rehabilitation Policy (Required for all Commercial Revitalization Applications that will utilize CDBG funds to rehabilitate commercial buildings).

Insert a copy of the current Commercial Rehabilitation Policy. The date of adoption must appear on the policy. If the Department awards a grant to the local government, the local government must follow this policy. The policy can only be modified with DEO approval. A copy of the policy must accompany the application. The Department must approve the policy before funds can be requested for that activity. The following shall be included in the procedure:

1. Restrict the Rehabilitation of Commercial Buildings activity to commercial buildings within the project area pursuant to 24 CFR 570.202(a)(3), as incorporated in Rule 73C-23.0030, F.A.C. Properties upon which or adjacent to where CDBG activities are undertaken shall not be zoned for residential purposes only.
2. For projects using the national objective of benefiting low- and moderate-income persons, require all businesses receiving rehabilitation assistance to provide services, which are available to all the residents of the service area.
3. Specify the terms and conditions under which the rehabilitation assistance will be provided.
4. Provide that all buildings to be rehabilitated, except as provided in subparagraphs 11 and 14. below, will be occupied at the time the assistance is provided or subject to a lease agreement such that the building will be occupied prior to closeout. The occupant shall be a legally constituted business with business, sales tax, and occupational licenses.
5. Provide that all contracts for rehabilitation over \$2,000 will comply with the Davis-Bacon Act; effective date April 2009, which is incorporated herein by reference and is available at www.dol.gov/whd/regs/statutes/dbra.htm.
6. Provide that businesses residing in a building rehabilitated with CDBG funds shall comply with the provisions of 24 CFR Part 8, (HUD's implementing regulation of Section 504 of the Rehabilitative Act of 1973 (29 U.S.C. Section 794), as incorporated in Rule 73C-23.0030, F.A.C., as it relates to employment discrimination and facility accessibility.
7. Provide that CDBG funds addressing those code violations specified in the application will be in compliance with all local and state building codes and standards.
8. Establish a process for recognizing potential conflicts of interest, making those conflicts publicly known, dealing with those conflicts on a local level, and requesting waivers of those conflicts when appropriate pursuant to 24 CFR 570.489, as incorporated in Rule 73C-23.0030, F.A.C., and Sections 112.311-112.3143, F.S. Additionally, provide that no building owner, lesser, lessee, tenant, or occupant, or employee or immediate relative of the same, either personally or corporately, shall serve as a contractor to be paid with CDBG funds for the rehabilitation of said building, nor shall they be paid for their own labor with CDBG funds for the rehabilitation of said building.
9. Establish a process for final inspection of a commercial structure after rehabilitation and a process for final acceptance of a contractor's work on any grant funded activity and before the local government considers the rehabilitation completed.
10. The expenditure of CDBG funds per façade shall not exceed \$22,000 in CDBG funds. A building on a corner containing a single business may be considered to have two facades. Buildings which have been previously subdivided or portioned may be addressed as separate facades only if the building is subdivided such that:
 - a. There are separate primary entrances for each business; and,
 - b. Each of the businesses has separate and distinct occupational and sales tax licenses.
11. The façade of a vacant building may be addressed only if it is part of an overall building façade renovation effort in a contiguous area.

12. CDBG funds may be expended on the roof of a privately owned commercial building only after the issuance of a bonafide code violation report and only after the rehabilitation of the façade, the removal of architectural barriers to handicap access in the entrances and the bathroom areas, and the correction of other documented code violations.
13. CDBG funds for Commercial Revitalization activities shall not be used as grants or loans for working capital, inventory or supplies, or for interior repairs and renovations of existing businesses, except for repairs necessary to correct code violations or removal of architectural barriers to handicap access and correction of architectural barriers to handicap access in public buildings located in the project area pursuant to the requirements of 24 CFR Part 8, as incorporated in Rule 73C-23.0030, F.A.C.
14. A property that poses a threat to public health or safety can be acquired, cleared, or rehabilitated with CDBG funds to eliminate spot blight. An environmentally contaminated property can be remediated. Dilapidated buildings can be demolished, rehabilitated, relocated or, if historically significant, preserved. If a privately owned blighted property is cleared to eliminate a health or safety hazard, the Recipient shall place a lien on the property to recover the CDBG cost of eliminating the blight.

Additional Forms and Tables

Rural Development Rural Utility Service (RUS) Fee Schedule

Maximum Engineering Fee Percentages from Florida RUS Bulletin 1780-9 Revised 10/2009 (Applicable to Basic Engineering)				Maximum Engineering Fee Percentages from Florida RUS Bulletin 1780-9 Revised 06/2007 (Applicable to Inspection)	
Estimated Construction Cost	Basic Fee Table I Maximum	Basic Fee Table II Maximum		Inspection Fee Table IA Maximum	Inspection Fee Table IIA Maximum
100,000	12.3	10.1		6.9	6.5
200,000	11.2	9.4		6.3	5.9
300,000	10.4	8.9		5.8	5.3
400,000	10.0	8.5		5.5	4.9
500,000	9.6	8.2		5.3	4.7
600,000	9.2	7.9		5.1	4.6
800,000	8.6	7.5		4.6	4.1
1,000,000	8.2	7.2		4.1	3.8
2,000,000	7.8	6.8		3.5	2.9
3,000,000	7.4	6.4		3.1	2.4
4,000,000	7.1	6.1		3.0	2.2
5,000,000	6.8	5.9		2.8	2.0
7,500,000	6.6	5.7		2.7	1.95
10,000,000	5.9	4.6		2.5	1.8
15,000,000	6.1	5.2		2.3	1.6
20,000,000	5.9	5.1		2.2	1.45

Chapter 73C-23, FAC, establishes the above schedule as the maximum amount of CDBG funds that may be used to pay for basic engineering and inspection. To comply with 24 CFR 85.36, the local government must negotiate a fee, including profit, as a separate amount, and conduct a cost analysis of the fee. Non-CDBG funds may be used to pay for basic engineering and inspection costs exceeding the schedule.

Tables I and I-A shall be used for water treatment plants, sewers, sewage treatment plants, and rehabilitation of existing treatment facilities. For all other projects, use Tables II and II-A. For project costs falling between the amounts shown in the tables, percentages shall be interpolated to the nearest one-tenth percent. Projects with both Table I and Table II activities shall be prorated using the percentage of estimated cost for each table to the total estimated construction cost. Do not calculate based on the Table I cost and the Table II cost. (Example: if 35% of estimated construction cost is Table I, use 35% of Table I amount as calculated using the estimated construction cost; then use 65% of the Table II amount as calculated using the estimated construction cost.

The engineering fee may include any services defined as additional engineering in Chapter 73C-23, FAC. All additional engineering fees must be justified as outlined in Technical Memo 93-13. The engineering fee may also include preliminary engineering costs not to exceed one-half of one percent of total estimated construction costs. If readiness to proceed points are part of the final application score, then preliminary engineering costs may not be requested and the maximum engineering paid from CDBG funds shall not exceed \$10,000 plus the amount calculated from Table 1-A, Table II-A, or a prorated amount of both tables, as appropriate, depending on the activities to be funded from the grant.