

TAB 9



City of Palmetto Agenda Item

Meeting Date

08/20/12

Presenter: Jim Freeman

Department: City Clerk

Title: CDBG Grant Application

This is the second public hearing which is required before we submit our CSBG application. At this public hearing, residents will be given the opportunity to provide feedback on the proposed project. In addition, staff will report the results of the CATF meeting that was held earlier in the month and they have recommended that the City proceed with the CDBG application for the area that includes 24th Ave to 28th Ave between 10th St. and 13th St. The proposed project is in Ward II and includes street resurfacing, curbs, gutter, sidewalks, and stormwater improvements in the following area: 24th Ave W to 28th Ave W. between 10th Street and 13th Street(see attached map). This project is on the City CIP and part of the engineering has already been completed. If awarded, the grant is for \$750,000 and the City will utilize at least \$125,000 to maximize potential grant application points. The City match dollars are already budgeted as part of the CIP. Lombardo, Foley and Kolarick are working to update and modify the existing drawings to include the additional scope for the project. The timeline for this project application is very tight, but the engineers and grant administrator have indicated that they can meet the October 1, 2012 application deadline. There is no fee to write and submit the application. However, if we received the grant, then grant administrator receives 6% of the \$750,000 or \$48,750 for all administration services for the entire grant period.

Our grant consultant, Guardian, will be present to review the draft application that will be submitted on October 1st. If the draft application is available at time of agenda distribution it will be distributed. Otherwise, it will be forward as soon as we receive the application.

Budgeted Amount:

NA

Budget Page No(s):

Available Amount:

NA

Expenditure Amount:

\$48,750 if awarded the grant

Additional Budgetary Information:

Funding Source(s):

Sufficient Funds Available: ☒ Yes ☐ No

Budget Amendment Required: ☒ Yes ☐ No

Source:

City Attorney Reviewed: ☒ Yes ☐ No ☐ N/A

Advisory Board Recommendation: ☐ For ☐ Against ☐ N/A

Consistent With: ☐ Yes ☐ No ☐ N/A

Potential Motion/ Direction Requested:

Motion to accept the Citizens Advisory Task Force recommendation regarding the 28th Ave revitalization and 13th Street drainage project and authorize staff to submit the 2012 CDBG application (Neighborhood Revitalization) and accept grant funds if awarded.

Staff Contact: Jim Freeman

Attachments: Map of proposed CDBG service area, draft application if available

**Draft Minutes
CITY OF PALMETTO
CITIZENS ADVISORY TASK FORCE
September 11, 2012
5:00 PM**

Citizens Advisory Task Force Members Present:

Bill Belle
Joyce Kotecki
Jeff Burton

Staff and Others Present:

James R. Freeman, City Clerk
Deanna Roberts, Administrative Assistant
Antonio Jenkins, Project Manager, Guardian Community Resource Management, Inc.

Jeff Burton called the September 11, 2012 meeting of the Citizens Advisory Task Force (CATF) meeting to order at 5:00 p.m.

All persons intending to address the Citizens Advisory Task Force were duly sworn.

1. CITIZENS ADVISORY TASK FORCE AGENDA APPROVAL

MOTION: Mr. Belle moved, Mrs. Kotecki seconded, and motion carried 3-0 to approve the September 11, 2012 Agenda.

2. APPOINTMENT OF CHAIR

MOTION: Mr. Burton moved, Mr. Belle seconded, and motion carried 3-0 to approve Joyce Kotecki as Chair of the Citizens Advisory Task Force.

Mr. Freeman explained the reason for the meeting is that the City is interested in applying for a Community Development Block Grant (CDBG) for the funding application cycle ending October 1 of this year. City staff is presenting a project that the City would like to recommend for the CDBG funds. If the Task Force finds the project would be in the best interests of the citizens in the area being considered, the recommendation for the project would go to the City Commission in the form of a motion at the September 24 second public hearing.

The category of the grant is Neighborhood Revitalization, and the project would be for infrastructure improvements for water and sewer line repairs and improvements to streets and gutters for storm water drainage. The project area boundaries are: 24th Avenue West on the east, 28th Avenue West on the west, 10th Street on the south, and 13th Street on the north. In addition to improving storm water drainage, sidewalks will be redone, streets resurfaced and curbing widened to help with drainage. This area will be the primary focus of the grant.

If funding allows, Jet Park has been identified as an alternate area or secondary location for lift station upgrades and sewer improvements.

The grant application is for \$750,000. The City will contribute \$125,000 to maximize the grant score so the total budget will be in excess of \$800,000.

Jeff Burton suggested hiding the lift station at Jet Park. He stated the CRA may have funds to help. The new linear park trails will run next to that area, and the CRA could help buffer that lift station.

Mr. Belle inquired as to the time frame for the project. Mr. Freeman said the application is due October 1, and a decision should come by the end of the year. Construction could begin by summer of 2013 with completion in approximately twelve months. The City would be eager to finish the project so that it could apply for funding in the next grant cycle.

Mrs. Kotecki asked if any formal notice will be sent to the residents in the project area. Mr. Freeman said a letter was sent yesterday to the residents informing them that consultants helping with the application will be doing door-to-door surveys. Residents will have an opportunity for more information during the public hearing process, and if the grant is awarded even more information will go out to the residents.

Mrs. Kotecki opened the public hearing.

Leon Kotecki of 1204 26th Street West, Palmetto, which is in the primary area, asked if sufficient engineering has been done to see if the grant will cover the improvements being considered. Mr. Freeman said the City of Palmetto has already designated some funds for the 13th Street Drainage Project. The grant will help leverage those funds to be able to do more within the scope of the project.

There being no further comment, Mrs. Kotecki closed the public hearing.

3. CITIZENS TASK FORCE RECOMMENDATION

MOTION: **Mr. Burton moved, Mr. Belle seconded, and motion carried 3-0 to make a recommendation regarding the application for the Community Development Block Grant for the 28th Avenue Revitalization and 13th Street Drainage [Project] to the City Commission.**

Mrs. Kotecki adjourned and then reopened the meeting for the Fair Housing Workshop.

Mr. Antonio Jenkins, Project Manager, Guardian Community Resource Management, Inc. opened the Real Estate Professional's Fair Housing Workshop which was a part of the Task Force meeting. He explained it was for the purpose of providing real estate professionals with Fair Housing requirements. It is a legal requirement for applying for the grant. There was no one present in the audience. He asked for questions from the Task Force. There were none.

Mrs. Kotecki adjourned the meeting at 5:18 p.m.

Minutes approved:

James R. Freeman, City Clerk

28TH AVE W

28TH AVE W

NEEDS ROAD

1010 28TH
1012 28TH
0 28TH
1024 28TH
1026 28TH
1102 28TH
1104 28TH
1106 28TH
1108 28TH
1110 28TH

1009 27TH
1011 27TH
1013 27TH
1017 27TH
1019 27TH
1025 27TH
1121 27TH
1123 27TH
1125 27TH
1127 27TH

1010 27TH
1012 27TH
1014 27TH
1100 27TH
1102 27TH
1104 27TH
1106 27TH
1110 27TH
1009 26TH
1011 26TH
1015 26TH
1017 26TH
1021 26TH
1101 26TH
1103 26TH
1105 26TH
1107 26TH
1109 26TH

3100 10TH
2706 12TH
2704 12TH
2702 12TH
2610 12TH
2608 12TH
2606 12TH
2602 12TH
2707 13TH
2705 13TH
2703 13TH
2701 13TH
2609 13TH
2607 13TH
2605 13TH
2603 13TH
2601 13TH

3100 10TH
H131 9022
2704 13TH
2702 13TH
2700 13TH
2610 13TH
2608 13TH
2606 13TH
2604 13TH
2602 13TH

13TH ST W

12TH ST W

26TH AVE W

27TH AVE W

1102 26TH
1104 26TH
1106 26TH
1108 26TH
1110 26TH

1101 25TH
1103 25TH
1105 25TH
1107 25TH
1109 25TH

1012 25TH
1010 25TH
1008 25TH
1006 25TH
1002 25TH

1202 26TH
1204 26TH
1206 26TH
1210 26TH
1214 26TH
1216 26TH
1220 26TH

2504 12TH
1201 25TH
1205 25TH
1207 25TH
1209 25TH
1211 25TH
1215 25TH

1200 25TH
1202 25TH
1204 25TH
1206 25TH
1208 25TH
1210 25TH
1214 25TH

1401 24TH

1401 24TH

1310 28TH

14TH ST DRW



Application for Funding

Florida Small Cities Community Development Block Grant (CDBG)

Applicant: _____

City of Palmetto

(Name of Local Government)

- | | |
|---|---|
| ☐ Commercial Revitalization | ☐ Housing Rehabilitation |
| ☒ Neighborhood Revitalization | ☐ Economic Development |

Federal Fiscal Year 2012

Application Due Date: October 1, 2012

Mailing Address:

Department of Economic Opportunity
Bureau of Housing and Community Development
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone:

Fax:

Web:

(850) 717-8405
(850) 922-5609

<http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/community-development-block-grant-program>

Part II – Application Profile and General Scoring Criteria

Application Profile Form G-1

Local Government Contact Information:

Local Government Name: City of Palmetto			
Street Address: 516 8 TH Ave. W.			
Mailing Address (if different):			
City: Palmetto	Zip Code: 34221	County: Manatee	
Main Telephone: 941-723-4570		Main Facsimile: 941-723-4576	
Chief Elected Official: Shirley Groover Bryant		Title: Mayor	
Telephone: 941-723-4570		Facsimile: 941-723-4576	
E-mail Address: jfreeman@palmettofl.org			
Financial Officer: Cheryl Miller (Local Government)		Title: Finance Officer	
Telephone: 941-723-4570		Facsimile: 941-723-4576	
E-mail Address: jfreeman@palmettofl.org			
Project Contact: Jim Freeman (Local Government)		Title: City Clerk	
Telephone: 941-723-4570		Facsimile: 941-723-4576	
E-mail Address: jfreeman@palmettofl.org			
Street Address: 516 8TH Ave. W.			
City: Palmetto	State: Florida	Zip Code: 34221	
Local Government's Grant Consultant: Christine M. Alday (if applicable)	Name and Address of Firm: Guardian CRM, Inc. 930 Marcum Road, Suite 3 Lakeland, FL 33809		Telephone Number: 863-937-9035

**Application Profile
Form G-1 (Continued)**

Application Preparer Information	
Preparer's Name: Christine M. Alday, President/CEO	Organization Preparing Application: ☒ Private ☐ RPC ☐ Local Government
Street Address: 930 Marcum Road, Suite 3	
City: Lakeland	State: Florida Zip Code: 33809
Telephone: 863-937-9035	Facsimile: 863-583-0357
E-mail Address: Christine.alday@guardiancrm.com	
Application Type: Indicate the type(s) of funding requested. A completed application must include the appropriate sections as provided below. A Planning and Design Specifications grant will not be offered unless the appropriate Planning and Design Specifications Grant box(es) are checked. (These grants are not a separate category but may be offered to an applicant in Neighborhood Revitalization or Commercial Revitalization with an application score below the fundable range for a full grant and which does not have completed construction plans and specifications.)	
☐ Commercial Revitalization (Part IV)	☐ Economic Development (Part V)
☐ Housing Rehabilitation (Part VI)	☒ Neighborhood Revitalization (Part VII)
☐ Planning and Design Specifications Grant -- Neighborhood Revitalization	☐ Planning and Design Specifications Grant -- Commercial Revitalization
If you will accept a Planning and Design Specifications Grant, indicate amount being requested for:	
Basic Engineering \$N/A	Additional Engineering \$N/A Administration \$N/A
Funding Preference: The applicant may submit a Commercial Revitalization and a Housing Rehabilitation application, or a Commercial Revitalization and a Neighborhood Revitalization application, but not a Housing and a Neighborhood application. Applicants will not be considered for an additional Commercial Revitalization, Housing Rehabilitation or Neighborhood Revitalization grant until all previously awarded Planning and Design Specifications grants have been administratively closed by the Department.	
Did you submit more than one application? ☐ Yes ☒ No	
If so, what category of funding do you prefer? ☐ Neighborhood Revitalization ☐ Commercial Revitalization ☐ Housing Rehab.	
Date First Public Hearing Notice was Published: 9/1/2012	Date Second Public Hearing Notice Was Published: 9/14/2012
Date of First Public Hearing: 9/10/2012	Date of Second Public Hearing: 9/24/2012

**Application Profile
Form G-1 (Continued)**

Demographics			
U.S. Congressional District Number: 11			
Florida Senate District Number: 18, 21		Florida House District Number: 55, 67, 68	
Census Place:	Census Tract(s): City of Palmetto (001300)	Census Block Group(s): 1	
Grant Request: Maximum grant requests are based on the jurisdiction's LMI population as determined by HUD. Please see the table below.			
LMI Population		Maximum Grant 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: 5,568		Grant Request: \$750,000	
Answer the following questions by circling the correct response.			
Historic Preservation Will the project impact a building, public improvement or planned open space more than 50 years old? (See Instructions.)		Yes	No
Interlocal Agreement Will project activities require an interlocal agreement? If yes , the interlocal agreement must be provided in the Supporting Documentation Section. (See Instructions.)		Yes	No
State of Financial Emergency Has the local government been declared to be in a state of financial emergency pursuant to Section 218.50 – 218.504, F.S., at any time during the two years prior to submission of the application? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/13da/&Tab=committees		Yes	No
Grant Preparation Costs The applicant may request grant funds for the cost of grant application preparation. See instructions if funds are requested.			
Does the applicant wish to request grant funds for the cost of grant application preparation?		Yes	No
Amount: \$1,500 (costs of ads)	If yes , grant preparation cost documentation must be included in the Supporting Documentation Section.		
National Flood Insurance Program – Indicate whether or not the local government is a current participant in the NFIP.		Yes	No

Project Narrative Form G-2

Describe the proposed project using the guidelines in the instructions. Use additional pages as needed. Please see the instructions on the following page relating to applications for Economic Development loans. Specific directions for Commercial Revitalization and Economic Development narratives can be found in the instructions provided for each respective category.

MET NEED - The proposed CDBG project consists of the following met need activities:

Service Area #1: Flood and Drainage

The City plans to use CDBG funds to provide storm water retrofits in a City area of low and moderate income; improvements will include new and retrofitted curb, gutter, swales and piping. In addition, streets with limited right of way, the streets will be reconstructed and/or repaved with inverted crowns to serve as a storm water conveyance structure in lieu of curb and gutter. The repaving that is needed as part of all planned drainage improvements is complementary.

FUTURE NEED - The proposed CDBG project consists of the following future need activities:

Service Area #1: Future Need Improvements

After met needs are accomplished, and if funds are available the City will provide **SIDEWALKS AND WATER LINES** to the same streets that are receiving the met need improvements.

1. For addressed and unaddressed needs, the following matrix provides a narrative description of each proposed activity that includes 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); and
 - Beneficiaries (Total, VLI and LMI) of the activities.

The following matrix provides additional information about the CDBG funded MET Need activities.

Activity	Need	Start/End Dates	Location	Quantity	CDBG Funds	Leverage & other funds	National Obj.	Beneficiaries
Service Area #1: Flood and drainage facilities	City residents in this service area are currently served with inadequate flood and drainage facilities. CDBG funds will	Construct Start: 6/13; End: 6/14		5,000 LF	\$655,000.00	\$125,000.00	Benefit to low and moderate income HH	Total - 162 VI - 54 LMI - 72 Over - 36 126 LMI- HH
CDBG Budget Summary								
Drainage Improvements					\$655,000.00			
Administration					\$60,000.00			
Engineering					\$35,000.00			
CDBG Grant Total					\$750,000.00			
					Total Met Need Construction Cost: \$655,000.00			

The following matrix provides additional information about the CDBG funded FUTURE Need activities.

Activity	Need	Start/End Dates	Location	Quantity	CDBG Funds	Leverage	National Obj.	Beneficiaries
Service Area #1: SIDEWALKS WATER LINES	The following public facilities are in need of repair/replacement: SIDEWALKS WATER LINES	Construct Start: 6/13; End: 6/14		5,000 LF Sidewalks Waterline	\$200,000.00	\$0	Benefit to low and moderate income HH	Total - 162 VI - 54 LMI - 72 Over - 36 126 LMI- HH
					Service Area #1 Improvements	\$200,000.00	Total Future Need Construction Cost: \$200,000.00	
					Administration	\$ 0.00		
					Engineering	\$ 0.00		
					CDBG Grant Total	\$200,000.00		

2. 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. The following table shows the total project cost for each MET NEED activity.

Activity (met needs)	CDBG	Leveraged Funds	Other funds	Total Project Cost
Drainage Improvements	\$ 655,000.00	\$125,000.00	\$0.00	\$ 780,000.00
Administration	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Engineering	\$35,000.00	\$0.00	\$0.00	\$35,000.00
Total CDBG Budget	\$750,000.00	\$125,000.00	\$0.00	\$875,000.00

3. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction.

None.

4. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity.

No impacts on DOT or County road construction are anticipated. However, any paving that is removed to install the drainage and sewer improvements will need to be restored to their original condition.

5. 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.

The project is not located above the 100 year flood plain. The City participates in the National Flood Insurance Program. Work is limited to utilities and related repairs within the improved R/W and no adverse impact to the flood plain is expected.

6. If complementary activities are being undertaken, explain how they relate to the project.

Any paving, landscaping, sidewalks or drainage improvements that are removed to install the new drainage improvements will need to be restored to their original condition. Also, the drainage improvements will include reconstructing streets with an inverted crown to serve as a storm water drainage conveyance structure. The repaving associated with this activity is complementary.

7. If funds from other sources are being "leveraged," describe how the funds will be used (what they will pay for, etc.).

The City of Palmetto will contribute \$125,000.00 to the project that will be used to help fund the planned sewer improvements.

8. 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 and the barriers to be removed in each building
- How the expenditure of CDBG funds will resolve the problem

Not Applicable

9. If using a survey that was completed for a previous CDBG project, state the sub-grant number and year the survey was conducted.
Not Applicable

**Project Narrative
Form G-2-ED-LOAN**

Specific directions for Economic Development application narratives can be found in the instructions provided for the Economic Development category.

If applying for a CDBG Economic Development grant, and a loan will be made from the CDBG funds, provide the following information:

1. Specify the exact corporate, personal, or partnership name of the proposed borrower(s) and guarantor(s).			
N/A			
2. Specify the amount of the CDBG loan request, the proposed interest rate, the proposed term of the loan, and the frequency and amount of payment. The interest rate may be no less than 5.5 percent per annum below the prime interest rate as of the date of the application, but in no case may be it less than 4.0 percent per annum.			
Loan Request: \$	Proposed Interest Rate: %	Proposed Term of Loan:	Frequency and Amount of Payment:
3. Specify the type and value of collateral offered and proposed lien or mortgage position of the CDBG loan.			
Type of Collateral:	Value of Collateral: \$	Proposed Lien or Mortgage Position:	
4. Specify why a loan of CDBG funds to a Participating Party is necessary for the project to work. A declarative statement by the Participating Party or the local government is not adequate. A quantitative explanation must be provided that justifies the amount and terms of the CDBG loan based on:			
• Filling a documented and quantified financial gap, or • Providing a funding mechanism to motivate a Participating Party to locate within an economically distressed area of the jurisdiction by paying the increased cost of locating to that distressed area, or • Creating a reasonable rate of return for a Participating Party when, without the infusion of CDBG funds, the rate of return is such that the Participating Party will not make the investment necessary for the job creation to occur, or • Providing a funding mechanism to "level the playing field," from a cost perspective in a Participating Party's decision to choose between locating in the local government's jurisdiction and locating in another state.			
N/A			

General Scoring Criteria Form G-3

1. Enter the Local Government's Community-Wide Needs Score 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 (Transfer this score to line 1. of the Application Scoring Summary page – Part VIII, page 4.)				Score: <u>58.58</u>
2. Special Designation Score Check all applicable designations and enter a score of 20 if all activities are within any of the boundaries of the following designated areas. (Transfer this score to line 3a. of the Application Scoring Summary page.)				Score: <u>0</u>
☐ Empowerment Zone, Enterprise Community, or Champion Community, pursuant to the Economic Empowerment Act of 1993 <i>(Note: These designations have expired.)</i>	☐ Rural Area of Critical Economic Concern designated by the Governor or ☐ Rural Economic Development Initiative (REDI) community			
☐ Area of Critical State Concern pursuant to Chapter 380.05, F.S.	☐ Florida Enterprise Zone pursuant to Chapter 290.0065, F.S.			
☐ HUD-designated Renewal Community	☐ Front Porch Community			
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>0</u>
4. Outstanding Performance in Equal Employment Opportunity (EEO)				
M/WBE Contracting: The applicant may claim up to 25 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent CDBG grant administratively closed out not more than four years before application deadline date. Review the M/WBE reports submitted to DCA/DEO for that grant and enter a score based on the achievement reported.				
Most Recent Administratively Closed CDBG Contract Number:		<u>11DB-L4-08-51-02-N 32</u>		
Amount Awarded to M/WBE firms <u>0</u>	÷	Total Prime Contracts Amount	X 100 =	<u>0</u> M/WBE %
M/WBE % 5.0 – 9.99% 10.0 – 14.99% 15.0 – 19.99% 20.00%+	Points 5 10 20 25	4a. M/WBE Contracting Score: <u>0</u> (Maximum 25 points)		
If the applicant has not administratively closed out a CDBG grant within four years of the application deadline date, score 5 points.				

**General Scoring Criteria
Form G-3 (Continued)**

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.				
Number of Permanent Full-time Equivalent Minority Applicant Employees 25	÷	Number of Permanent Full-time Equivalent Applicant Employees 117	=	Applicant's Percentage of Minority Employees 21.36 %
Enter percentage of minorities in the applicant's county: 12.2%				
If the "Prorated 60 Points Score" is claimed, complete the following equation:				
Applicant's Percentage of Minority Employees 21.36%	÷	Percentage of Minorities in Applicant's County 12.2%	=	Applicant's Percentage of Minority Employees 17.51%
			X 60 =	Points Claimed 60
If the applicant has three (3) or less employees, 40 points may be claimed.				
4b. Local Government Minority Employment Score (60 Points Maximum):			60	
5. Outstanding Performance in Fair Housing				
The applicant may claim five points for each of the following Fair Housing goals. See instructions for guidelines and documentation requirements.				
			Date	Score
5a. Date Fair Housing Ordinance Adopted:			7/19/2010	5
5b. Date of training or educational program designed for the general public and elected officials:			9/10/2012	5
5c. Date of training or educational program designed for professionals:			9/11/2012	5
5d. Total Fair Housing (5a+5b+5c) Score (15 Points Maximum):			15	

Outstanding Performance in EEO and Fair Housing (4a+4b+5d) Score: 75
(Transfer this score to line 2. on the Application Scoring Summary page – Part VIII, page 4.)
(100 points maximum.)

Part III – Sources and Uses of Non-CDBG Funds (Leverage)

Sources and Uses of Non-CDBG Funds
Private, Participating Party, Public Leverage from Non-Local and Local Funding Sources
Form 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)
03J	City of Palmetto	\$125,000.00	\$	Local Government Funds
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
	Totals	\$	\$	
	Total Leverage Claimed for Scoring	\$125,000.00		

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

Leverage Score Summary

Leverage Points Calculation for NR, CR, and HR

$$\frac{\$125,000.00}{\$5,000} = \underline{25} \text{ Points}$$

(25 Points Maximum)

Leverage Points Calculation for ED

$$\frac{\$0}{\$10,000} = \underline{0} \text{ Points}$$

(125 Points Maximum)

Leverage Score: 25

(Transfer this score to line 3c. on the Application Scoring Summary page – Part VIII, page 4.)

Part VII – Neighborhood Revitalization (CDBG-N)

CDBG Funds and Activity Goals Form N-1

A	B	C	D	E	F
Activity Number and Name (*Same points in the activity supported.) 1.	Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% of CDBG Project Cost (Col. C ÷ Total of Col. C)	Goal Points	Activity Goal Score (D x E)
01 Acquisition (in support of)*	No Engineering	\$		*	
03J Fire Hydrants ¹⁶	Table II	\$		35	
03J Fire Protection ¹	Table II	\$		35	
03I Flood and Drainage ²	Table II	\$655,000.00	100	50	50
03I Hazard Mitigation Activities ³	Table II	\$		50	
14A Housing Rehabilitation – Plumbing ⁴	No Engineering	\$		50	
03F Parks, Playgrounds ⁵	Table II	\$		25	
03L Pedestrian Malls/Sidewalks ⁶	Table II	\$		35	
03E Recreation/Neighborhood Center	Table II	\$		25	
08 Relocation	No Engineering	\$		35	
14E Removal of Architectural Barriers ⁷	Table II	\$		35	
03A Senior Center	Table II	\$		25	
03J Sewage Treatment Plant	Table I	\$		50	
03J Sewer Lines & Components ⁸	Table I	\$		50	
03J Sewer Line Replacement ⁹	Table I	\$		40	
03J Sewer Hookups ¹⁰	Table I	\$		50	
Site Development ¹¹	Table II	\$		40	
03J Solid Waste Disposal	Table II	\$		25	
03K Street Improvements ¹²	Table II	\$		40	
03K Street Improvements – Repaving ¹³	Table II	\$		25	

*Same points as the activity it supports.

**CDBG Funds and Activity Goals – Category Score
Form N-1 (Continued)**

A Activity Number and Name (*Same points in the activity supported.)		B Appropriate RUS Engineering Table	C Enter CDBG Activity Funds	D % Of CDBG Project Cost (Col. C ÷ Total of Col. C)	E Goal Points	F Activity Goal Score (D x E)
1.						
03J	Water Hookups ¹⁴	Table II	\$		50	
03J	Water Lines, New – Potable ¹⁵	Table II	\$		50	
03J	Water Line Replacement ⁹	Table II	\$		40	
03J	Water Tank/Well Treatment Plant ⁶	Table I	\$		50	
			\$		25	
			\$		25	
			\$		25	
			\$		25	
2. Total Column C (CDBG Project Cost):			\$655,000			

3. Enter the funds, percentages, and scores in columns C, D & F

and calculate the Total Activity Goal Score: 50
(50 Point Maximum)

4. Indicate the Appropriate RUS Used and Enter Engineering Funds:		RUS Table Used: ☒ I ☐ II ☐ Both Prorated	
Basic Fee	\$10,000		
Resident Inspection Fee	\$25,000		
Preliminary Engineering Fee	\$0		
Additional Engineering Services:	\$0		
5. Total the CDBG Engineering Fees:		\$35,000	
6. Enter CDBG Administrative Funds:		\$60,000	
7. Total the CDBG Funds Requested:		\$700,000	

Current Needs – Activities and Beneficiaries
Form N-2

Census or survey data must be compiled to complete this and the remainder of the application forms.

A	B	C	D	E	F	G
Activity Number and Name	Enter # of CDBG Units to be Addressed	Units of Measure	Enter # of All Units Needed	Enter # of VLI CDBG Beneficiaries	Enter # of LMI CDBG Beneficiaries	Enter # of Total CDBG Beneficiaries
01 Acquisition (in support of)		Unit, LF				
03J Fire Hydrants		FH				
03J Fire Protection		Unit, LF				
03I Flood and Drainage	5,000	LF	5,000	54	126	162
03I Hazard Mitigation Activities		Unit				
14A Housing Rehabilitation – Plumbing		HU				
03F Parks, Playgrounds		Site(s)				
03L Pedestrian Malls/Sidewalks	0	LF	5,000	54	126	162
03E Recreation/Neighborhood Center		BU				
08 Relocation		BU, HU				
14E Removal of Architectural Barriers		Barrier, Unit				
03A Senior Center		BU				
03I Sewage Treatment Plant		Plant				
03I Sewer Lines & Components		LF, Unit				
03J Sewer Line Replacement		LF				
03J Sewer Hookups		BU, HU				
		BU, HU				
		LF, Unit				
03J Solid Waste Disposal		LF, Unit				

**Current Needs – Activity Units and Beneficiaries
Form N-2 (Continued)**

A	B	C	D	E	F	G
Activity Number and Name	Enter # of CDBG Units to be Addressed	Units of Measure	Enter # of All Units Needed	Enter # of VLI CDBG Beneficiaries	Enter # of LMI CDBG Beneficiaries	Enter # of Total CDBG Beneficiaries
03K Street Improvements ¹²		LF				
03K Street Improvements – Repaving ¹³		LF				
03 Utility Hookups – Other		BU, HU				
03J Water Hookups ¹⁴		BU, HU				
03J Water Lines, New – Potable ¹⁵		LF				
03J Water Line Replacement ⁹	0	LF	5,000	54	126	162
03J Water Tank/Well Treatment Plant ⁶		Tank, Well, Plant, Unit				

Form N-3

[illegible]

* A= Random Sample, B=Small Service Area, C=Census, D= Survey, not more than five years old, from previous CDBG award. If a random survey was conducted, include as an appendix a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in the appendix.

Beneficiaries Scores Form N-4

1.(a) Enter the total funds requested (total CDBG request)	\$750,000.00	1.(b) Enter the total number of grant unduplicated VLI beneficiaries:	127
1.(c) Enter the total number of grant unduplicated LMI beneficiaries:	327	1.(d) Enter the total number of grant unduplicated beneficiaries:	444
1.(e) Enter the total number of unduplicated LMI households:	126		

a. VLI Beneficiary IMPACT Score: Calculate the Unduplicated VLI Beneficiary Percentage: 1.(b) divided by 1.(d) = 28 % Based on the result, designate with an X the score that is appropriate.	Unduplicated VLI Beneficiary Percentage 30.00% or More ☐ 30 20.00% to 29.99% ☒ 20 10.00% to 19.99% ☐ 10 Less than 10.00% ☐ 0	Score ☐ 30 ☒ 20 ☐ 10 ☐ 0
b. LMI Beneficiary IMPACT Score: Calculate the Unduplicated LMI Beneficiary Percentage: 1.(c) divided by 1.(d) = 73 % Based on the result, designate with an X the score that is appropriate.	Unduplicated LMI Beneficiary Percentage 70.00% and above ☒ 135 66.00% to 69.99% ☐ 120 61.00% to 65.99% ☐ 100 56.00% to 60.99% ☐ 75 51.01% to 55.99% ☐ 50	Score ☒ 135 ☐ 120 ☐ 100 ☐ 75 ☐ 50
c. Average Cost per Unduplicated LMI Beneficiary Score: Calculate the Average Cost per Unduplicated LMI Beneficiary: 1.(a) divided by 1.(c) = \$2,293 Based on the result, designate with an X the score that is appropriate.	Cost per Unduplicated LMI Beneficiary \$11,000 or More ☐ 0 \$10,000 to \$10,999 ☐ 15 \$ 9,000 to \$9,999 ☐ 30 Less than \$9,000 ☒ 40	Score ☐ 0 ☐ 15 ☐ 30 ☒ 40
d. Average Cost per Unduplicated LMI Household Score: Calculate the Average Cost per Unduplicated LMI Household: 1.(a) divided by 1.(e) = \$5,952 Based on the result designate with an X the score that is appropriate.	Cost per Unduplicated LMI Household \$16,000 or More ☐ -100 \$13,000 to \$15,999 ☐ 40 \$11,000 to \$12,999 ☐ 60 \$ 9,000 TO \$10,999 ☐ 75 Less than \$9,000 ☒ 100	Score ☐ -100 ☐ 40 ☐ 60 ☐ 75 ☒ 100

Readiness to Proceed Score

Readiness to Proceed points cannot be claimed if applicant is applying for a Planning and Design Specifications grant.

If biddable construction plans and specifications for all activities have been completed and submitted to all applicable permitting agencies no later than application deadline, score 100 points. Otherwise, score zero points. Include in the Supporting Documentation Section a letter from the engineer who prepared the construction plans and specifications stating the date the biddable construction documents were completed and that they have been submitted to all applicable permitting agencies.

Readiness to Proceed Score: 100
(100 Points Maximum)

Health and Safety Score

Designate with an X the score that is appropriate: (See instructions on page 15.)

☐ A. Score (50 Points) ☐ B. Score (25 Points) ☐ C. Score (25 Points) ☐ D. Score (20 Points) ☐ E. Score (Prorated)

If "E" was selected, complete the following equation:

Enter the cost of activities subject to A, B, C, or D	÷	Enter the CDBG Project Cost (not Engineering or Admin. Costs)	=	Enter the result (%) as a four digit decimal	×	Enter the Appropriate Multiplier (50, 25, or 20)	=	Score
\$		\$						

Enter the Health and Safety Score: 0
(50 Points Maximum)

Calculating the Category Summary Score	
Scores	Type of Score
48.48	Total Activity Goal Score (from page 3)
20	+ Unduplicated VLI Beneficiary Percentage Score (from page 7)
135	+ Unduplicated LMI Beneficiary Percentage Score (from page 7)
40	+ Cost per Unduplicated LMI Beneficiary Score (from page 7)
100	+ Cost per Unduplicated LMI Household Score (from page 7)
100	+ Readiness to Proceed Score (from page 8)
0	+ Health and Safety Score (from page 8)
443.48	= Category Summary Score (505 Points Maximum)

Category Summary Score: 443.48

(Transfer this score to line 3d. in the NR column on the Application Scoring Summary page – Part VIII, page 4.)

Part VIII– Certification and Score Summary

I, the undersigned chief elected official or authorized representative of the local government, certify that, to the best of my knowledge, this application for Small Cities Community Development Block Grant 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, the undersigned, certify that the local government (Applicant):

1. Has met all citizen participation requirements:
 - Public 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;
 - A second public hearing was conducted to obtain citizen comments on the application; and
 - Public notice for the second public hearing was published after the first public hearing was conducted.
2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
3. Will comply with the Intergovernmental Coordination and Review requirements by submitting the required information to the local Regional Planning Council and to the State Clearinghouse.
4. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
5. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
6. Will administer the grant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
7. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
8. Has adopted a Community Development Plan or has adopted the Local Comprehensive Plan as the Community Development Plan.
9. Has adopted an Anti-Displacement and Relocation Plan and will minimize the displacement of persons.
10. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
11. Has authorized the submission of this application by vote of the local governing body.

Failure of the Chief Elected Official to properly sign the application by the deadline, or failure to include a copy of the ordinance or resolution of the governing body authorizing another individual to sign the application, will result in a 50-point penalty being assessed against the application that cannot be eliminated during the completeness process.

Signature of Chief Elected Official or Designee (If signed by a person designated by the local governing body, a copy of the resolution must be included.)		
Signature: _____		
Typed Name and Title: Shirley Groover Bryant, Mayor		
Date: _____		
If signed by a person other than the chief elected official, is a copy of the required resolution included in the Appendices?	Yes	No
Signature of Application Preparer if other than an employee of the Local Government		
Signature: _____		
Typed Name and Title: Christine M. Alday, President/CEO		
Name of Firm or Agency: Guardian Community Resource Management, Inc.		

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. If additional pages are needed (number them with a lowercase letter such as 7a, 7b, 7c, etc.). When all of the scores have been transferred to this form, add the scores and enter the total.

Enter Name of Local Government Applicant: _____		City of Palmetto _____		(For DEO Use Only) Application Number: _____			
Enter Type of Application(s): <u>NR</u> (Complete this form for each application submitted.)							
Form	Title/Score	Page	CR	ED	HR	NR	
	1. Community-Wide Needs Score (250 Points Maximum)					58.58	
	2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (100 points maximum)					75	
	3. Program Impact:						
	3a. Special Designation Score (20 Points Maximum)					0	
	3b. Grant History Score (100 Points Maximum)					0	
	3c. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)					25	
	3d. Category Summary Score					453.48	
	3e. Total Program Impact Score (3a+3b+3c+3d) (650 Points Maximum)					478.48	
	4. Total Application Score (1+2+3e) (1000 Points Maximum)					612.06	
	Less Penalties Assessed (For DEO Use Only)						
	Final Score (For DEO Use Only)						

Part IX— Forms and Supporting Documentation

Place all supporting documentation, in the order it is referenced in the application in this section. Separate the documents with a titled tab or titled colored paper.

Appendix	Title	Page
A	Maps - Jurisdiction, Service Area, 100-Year Flood Plain (Required)	
B	Comprehensive Plan Documents, as Amended (Required)	
C	Joint Agreements, Contingency Funding Documentation and/or Interlocal Agreements	
D	Historic Preservation Documents	
E	Leverage Documentation (Letter of Commitment, etc.)	
F	Grant Application Preparation	
G	Readiness to Proceed Documentation	
H	VLI/LMI Worksheets or Census Data and/or Census Maps	
I	Health and Safety Impact Documentation	
J	Local Governing Body's Resolution for Signature Designation	
K	Housing Assistance Plan	
L	Public Hearing Documentation	
M	Special Designation	
N	Economic Development Documentation (not included above)	
O		
P		
Q		
R		

Appendix A: Maps

According to Section 73C-23.0041(9)(f), F.A.C., failure to submit any of the required maps will result in a 250-point score reduction. To avoid this score reduction, please carefully review the following map requirements. Three clearly legible maps must be included with the application:

1. Jurisdiction Map

- A scale;
- A north arrow;
- The boundaries of the locality;
- The boundaries of the service area where the activities will be conducted;
- The boundaries of a special designation if claiming points for a special designation;
- 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.

2. **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;
 - The location of all proposed service area activities;
 - The boundaries of a special designation, if smaller than the jurisdiction's boundaries, if claiming points for a special designation;
 - A visual representation of all the housing units and, for surveyed homes, color or other coding indicating whether the home is LMI, VLI 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.
3. **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.
 - 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: Comprehensive Plan Documents, as Amended

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 C: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements

- Appendix D: Historic Preservation Documentation
- Appendix E: Leverage Documentation (Letter of Commitment, etc.)
- Appendix F: Grant Application Preparation
- Appendix G: Readiness to Proceed Documentation
- Appendix H: VLI/LMI Worksheets or Census Data and/or Census Maps
- Appendix I: Health and Safety Impact Documentation
- Appendix J: Local Governing Body's Resolution for Signature Designation
- Appendix K: Housing Assistance Plan (Required for all Housing Applications)
- Appendix L: Public Hearing Documentation
- Appendix M: Special Designation Documentation
- Appendix N: Economic Development Documentation (not included above)