AGENDA

• Introductions
• Small Cities CDBG Program Information
• Applicant Eligibility
• National Objectives and Eligible Activities
• Rejection of Applications
• Citizen Participation
• Fair Housing Requirements
• Defining Service Areas and Surveying Beneficiaries
• Procurement of Professional Services
• Readiness to Proceed Requirements
• Economic Development
• Completing and Submitting the Application Form
Small Cities Community Development Block Grant Program Information
GENERAL CDBG PROGRAM INFORMATION

- The federal grant program is administered by the DEO Small Cities CDBG Program.

- Provides funding for housing and community development activities.

- Governed by federal and state regulations:
  - Section 290.044, Florida Statutes.
  - Florida Administrative Code, Chapter 73C-23.
FFY 2019 TIMELINE

• **Notice of Funding Availability**: July 20, 2020

• **Application cycle opens**: August 19, 2020

• **Application cycle closes**: October 5, 2020
  - 5 p.m. Eastern Time

• **Site visits/Completeness period**: November - December 2020

• **Award to Selected Subrecipients**: December 2020 - January 2021
SMALL CITIES CDBG FUNDING CATEGORIES

- Commercial Revitalization
- Economic Development
- Housing Rehabilitation
- Neighborhood Revitalization
SMALL CITIES CDBG PROJECTS


SMALL CITIES CDBG PROJECTS

Before

After

Housing Rehabilitation – Monticello: Housing brought into compliance with adopted housing codes.
Neighborhood Revitalization – Apopka: Construction of a new neighborhood community center.
Applicant Eligibility
CDBG APPLICANT ELIGIBILITY

Eligible Applicants
• Counties – population in unincorporated area less than 200,000.
• Cities – population less than 50,000.
  ▪ No special entitlement status.
  ▪ Have not opted to join entitlement program.

Ineligible Applicants
• Entitlement communities.
• Small communities that opt to participate in an Entitlement Program.

FFY 2019 Eligible Communities List is available at FloridaJobs.org/CDBGApplicantInfo.
WHAT AFFECTS ELIGIBILITY?

• An open housing rehabilitation, neighborhood revitalization or commercial revitalization agreement:
  ▪ Open agreement = not administratively closed out.
  ▪ Not eligible for housing rehabilitation, neighborhood revitalization or commercial revitalization.
  ▪ Eligible for economic development grant.
    □ If current agreement activities are on schedule.

• Open economic development agreement:
  ▪ Eligible for a housing rehabilitation, neighborhood revitalization or commercial revitalization.
    □ If current agreement activities are on schedule.
FUNDING CEILINGS

Based on current U.S. Census Population Counties – populations in unincorporated areas only.

<table>
<thead>
<tr>
<th>LMI Population Funding Ceiling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 499</td>
</tr>
<tr>
<td>500 – 1,249</td>
</tr>
<tr>
<td>1,250 – 3,999</td>
</tr>
<tr>
<td>4,000 +</td>
</tr>
</tbody>
</table>

Economic Development Grants:

- Maximum amount = $1,500,000.
- Funding limit calculation:
  - Number of full time equivalent (FTE) jobs to be created or retained multiplied by $34,999.
  - 51% of FTEs must be available to LMI.
National Objectives and Eligible Activities
Each CDBG-funded activity must meet one of the following National Objectives:

- Provide benefit to low- and moderate-income (LMI) persons.
  - Indirect benefit activities (e.g. road paving).
    - At least 51% of beneficiaries must be LMI.
  - Direct benefit activities (e.g. housing rehabilitation).
    - 100% of beneficiaries must be LMI.

- Prevent or eliminate slum or blight conditions.
  - Commercial revitalization projects only.
  - Activities must address slum or blight.

- Address urgent community development needs that pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.
NATIONAL OBJECTIVE - LMI

• Indirect Benefit activities (e.g. road paving):
  ▪ At least 51 percent of beneficiaries must be LMI.

• Direct Benefit activities (e.g. housing rehabilitation):
  ▪ 100% of beneficiaries must be LMI.
NATIONAL OBJECTIVE - SLUM AND BLIGHT

Commercial Revitalization projects only.

• Activities address slum or blight:
  ▪ On an area basis;
  ▪ On a spot basis; or
  ▪ Conform to 24 CFR 570.483(c) and Section 163.340, Florida Statutes.
Infrastructure Improvements:

- Water and sewer - Neighborhood Revitalization (NR), Commercial Revitalization (CR) and Economic Development (ED).
- Street and sidewalk paving (NR, CR and ED).
- Flood and drainage (NR, CR and ED).
- Parking lots (CR).
- Natural gas lines and rail spurs (ED).
- Fire protection (NR, CR and ED).
Public Facilities

- Community center (NR).
- Temporary shelters (NR).
- Parks and playgrounds (CR and NR).

Direct Benefit Activities

- Housing rehabilitation (HR).
- Temporary relocation (HR).
- Water or sewer hookups (HR).
- Loans to businesses (ED).
- Building facades (CR).
INELIGIBLE ACTIVITIES

• General government expenses.
• Buildings for the general conduct of government.
• Political activities.
• Purchase of equipment (with exceptions).
• Operating and maintenance expenses.
• New housing (with exceptions).
• Income payments (excludes emergency grants).
RESOURCES

- Lists of eligible communities, special designations, census data and scoring data are located on the DEO website.
- A list of eligible activities is included in the application form (located on the DEO website).

www.FloridaJobs.org/CDBGApplicantInfo
RESOURCES (CONT.)

• The HUD Guide to National Objectives and Eligible Activities (updated December 2014) is available at: www.hudexchange.info/

Or

- to avoid having to download 19 individual files, it is available at: www.FloridaJobs.org/CDBGApplicantInfo
Rejection of Applications
Applications are ineligible for funding if any of the following circumstances arise:

1) Application is not received by the application deadline at 5:00 p.m. Eastern Time on October 5, 2020.

2) Project does not meet a national objective.

3) Project is not an eligible activity.

4) Application is not consistent with the local government’s comprehensive plan.

5) Applicant has an open CDBG project.

6) Applicant is not in compliance with the citizen participation requirements.

7) Information provided in the application that affects eligibility or scoring is found to have been misrepresented.
Citizen Participation
LOCAL GOVERNMENT REQUIREMENTS

Each unit of general local government shall meet the following requirements:

1) Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used.

2) Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of local government's proposed and actual use of CDBG funds.

24 CFR 570.486
LOCAL GOVERNMENT REQUIREMENTS

3) Furnish citizens information, including but not limited to:
   
i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
   
ii. The range of activities that may be undertaken with the CDBG funds;
   
iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective to benefit low- and moderate-income persons; and

iv. The proposed CDBG activities likely result in displacement and the unit of general local government's anti-displacement and relocation plans required under Section 570.488, Florida Statutes.

24 CFR 570.486
Public Notices

• Public notices must be advertised in a newspaper of general circulation in the applicant’s jurisdiction with sufficient lead time to allow citizens to plan to participate in the hearings.

• Additional methods of informing the public of hearings are encouraged, such as social media, notices on the applicant’s website, public service announcements and posters.

• Notices need to give enough information so the people who are affected by a proposed CDBG application know they are affected.
PUBLIC NOTICES AND HEARINGS

Public Hearings

• Must be properly noticed in accordance with subsection 73C-23.0031(27), FAC.

• Must be conducted by a member of the applicant’s governing body or a duly authorized representative.

• Must be accessible and at a convenient time for potential beneficiaries.

• Hearings may be held virtually based on national/local health authorities’ recommendations for limiting public gatherings.

73C-23.0041(1)
• Virtual/Conference Call Public Hearings:
  • Must provide reasonable notification and access for citizens.
  • Must provide timely responses from local officials to all citizen questions/issues.
  • Must provide public access to all questions and responses.
  • Must take appropriate actions to encourage the participation of all residents, including the elderly, minorities and non-English speaking persons, as well as persons with disabilities.
  • Roll call for attendance should be taken at the beginning of the event. If a member of the public declines to identify him or herself, that is not to be considered an issue of concern.
If the public hearing for a project near Lanark Village is held in Apalachicola on bingo night in Lanark Village, could a citizen argue that the hearing was held at a time and place to discourage Lanark residents from participating? A public hearing held virtually or via conference call precludes this concern.
FIRST PUBLIC HEARING

• Provide general information to residents on the availability of CDBG funding and the amount available.

• Discuss the types of activities that could be implemented with CDBG funds.

• Obtain the views of citizens on community development needs.
SECOND PUBLIC HEARING NOTICE

Second public hearing notice shall include:

1) A summary of the draft application to include:

   • The federal fiscal year for which an application is being considered;
   
   • A description of the activities that will be undertaken with CDBG funding;
   
   • A budget that lists the specific CDBG dollar amounts that will be allocated for each activity;
   
   • The National Objective that will be met by each activity, except administration and engineering; and
   
   • For Neighborhood Revitalization, Commercial Revitalization and Economic Development projects, the locations of the proposed activities, including street names or road numbers (e.g., County Road 50).

[73C-23.0041(1)(c)]
2) Information such as a website or email address where a copy of the draft application can be obtained and/or reviewed.

3) Information describing where written comments may be submitted and the deadline for submission.

4) The date, time and location of the hearing. If the hearing is held virtually or via conference call, the notice should inform citizens of how they can attend in that manner.

[73C-23.0041(1)(c)]
LOCATION LANGUAGE OF NOTICE

Poor Language:
The City of Hibernation will construct a new elevated storage tank within the city limits.

Correct Language:
The City of Hibernation will construct a new elevated storage tank next to Well #1 located on city property at High Road between 21st and 22nd Avenues.
Poor Language:
The locations of the street improvements will be identified on a map at the public hearing.

Correct Language:
The locations of the street improvements include the following roads: Oak, Pine and Maple Streets between Main Street and Third Avenue and First and Second Avenues between Oak and Maple Streets.
SECOND PUBLIC HEARING

• The proposed application is discussed, including the planned activities, the specific location(s) of those activities and the specific budget amounts for the activities.

• Citizens must be allowed to comment on the proposed application and their comments must be documented.

• The applicant should consider all public comments and modify the application, as appropriate.
HEARING DOCUMENTATION REQUIRED

• Include the following in the application:
  • Proof of publication – a copy of each hearing notice and affidavits from the newspaper.
  • Minutes from the public hearings. Include the names of everyone who spoke. If certified minutes are not available, include draft minutes and have certified minutes ready for a site visit review.
  • Sign-in sheet or call-in log for the public hearing or copies of all speaker cards. Document who attended and who spoke during the public hearing.
CITIZENS ADVISORY TASK FORCE

• The Citizens Advisory Task Force (CATF) is no longer a mandatory part of the citizen participation process. It is voluntary and points are awarded in the application if the criteria is met.

• The CATF must have at least five members appointed by the local governing board, must be at least 51 percent LMI and at least 51 percent of the members must be in attendance (including virtually or by telephone conference call).

• The Citizens Advisory Task Force can hold more than one meeting.
• CATF meets before the first public hearing is conducted to receive 10 points.

• CATF meets before the notice for the second public hearing is published and before a draft application is finalized to receive 5 points.

• All CATF meetings must be properly noticed.

• Include meeting minutes, sign-in and/or roll call sheet and documentation of the public notice in the application.
• The purpose of the CATF meeting is to receive input from individuals who will be impacted by the project.

• The CATF meeting should not be dominated by local government staff and should allow for open discussion of all participants.

• Past CDBG applications, both successful and unsuccessful, should not be discussed at the meeting until all CATF members have had the opportunity to discuss what they see as the community’s current needs.

• “Citizens know their own needs, and their advice and participation is essential to the success of the program.”

   [HUD guidebook on citizen participation]
CONSEQUENCES

- Failure to meet any of the citizen participation requirements previously discussed will result in an application being rejected, as required by section 290.0475(6), F.S.
Fair Housing Requirements
FAIR HOUSING POINTS

An applicant can receive up to 10 points on their Application for Funding if it completes the following:

1) Adopts a fair housing ordinance prior to the application cycle deadline: claim 5 points.

2) Conducts a fair housing workshop during the 12 months prior to the application cycle deadline: claim 5 points.
Defining Service Areas and Surveying Beneficiaries
A service area is required for “indirect benefit” activities:

- Indirect benefit means “benefit to an area.”
- Work is on public property or an easement.
- Hookups are allowed if they are related to the indirect benefit activities.

The service area boundaries are based on the beneficiaries of the activity:

- “Work location” may be misleading for defining boundaries.
- At least 51 percent of the service area beneficiaries must be LMI.
Procedure

- Locate the activity on the map.
- Identify the beneficiaries on the map.
- Draw the service area boundary.
• Multiple activities may require multiple service areas when the beneficiaries are not identical for all activities.
MULTIPLE MAPS CAN BE SUBMITTED
The service area map is a visual representation of the project. The map:

- Shows activities, locations and beneficiaries.
- Must be consistent with the beneficiaries identified in the survey.
An improperly drawn service area map can:

- Affect eligibility and funding.
- Identify people who are not beneficiaries or exclude people who are beneficiaries.
  - If the LMI percentage of the service area is overstated, the activity could be ineligible for funding.
PROJECT NARRATIVE AND MAP

• An activity that is not included in the project narrative or the service area map is not a part of the project.

• The service area map governs the project if the project narrative is inconsistent with the map.
SERVICE AREA AND MAP ISSUES

• All Neighborhood Revitalization and Commercial Revitalization activities must be located in the service area(s).

Commercial Revitalization

 Normally, the entire jurisdiction is the service area.
 It is possible to justify a smaller service area (i.e. County CRA).

Housing Rehabilitation

 There are no service areas. Housing is a direct benefit activity, so all beneficiaries must be LMI.
SURVEYING

- Establishes the LMI benefit in a service area.

- Establish the number of beneficiaries for application scoring and data reporting:
  - very low income (VLI) = 30% Area Median Income (AMI).
  - low income (LI) = 50% AMI.
  - moderate income (MI) = 80% AMI.
  - over income = greater than 80% AMI.
SURVEYING

Four Methods:

1) Census Data

2) Previous Survey
   *** Not allowable for FFY 2019 unless it complies with requirements of HUD Notice CPD-19-02.

3) Small Service Area

4) Random Sample
CENSUS DATA

• Use HUD American Community Survey 2015 Census Update data only if a service area corresponds exactly to entire block groups, tracts or (for jurisdiction-wide activity) the jurisdiction's boundary.

• If a service area is an entire census unit and a partial unit, the partial unit can be surveyed and the results can be added to census information.

• The 2011-2015 update of the HUD ACS Low- and Moderate-Income Survey Data can be accessed via GIS online at https://www.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd.
• Data from Census tract 003 can be used, but the area in yellow would have to be surveyed.
PREVIOUS GRANT OR UNFUNDED APPLICATION

• Effective April 1, 2019, per HUD Notice CPD-19-02, it is not allowable to use random sample survey data from a previous grant or unfunded application.


• The limitation does not apply to small area (100%) surveys.
SURVEY METHODS

If project area surveys are necessary, acceptable survey methods include:

• Mailouts;
• Telephone interviews;
• Web-based; and
• Any other method that complies with federal, state and local government guidance or regulations related to COVID-19.
SMALL SERVICE AREA SURVEY

• Required for service areas with less than 50 homes.
• All homes must be included in the survey.
• If a home cannot be surveyed, assume that it is over income.
• To determine the unsurveyed household size, use the average household size from all homes surveyed.
RANDOM SAMPLE SURVEY

- Random sample surveys must be conducted consistent with the requirements outlined in HUD Notices CPD-14-013 and CPD-19-02.

- A confidence level (referred to as Confidence Interval in HUD Notice CPD-19-02) of 95% is recommended; a confidence level lower than 90% is not allowable.

- The applicant must use the confidence interval (referred to as Margin of Error (MOE) in HUD Notice CPD-19-02) for the equivalent geography contained in the HUD ACS 2015 Low- to Moderate-Income census update. If the census update equivalent geography specifies an MOE of 10% or more, an MOE of 10% must be used.

RANDOM SAMPLE SURVEY (CONT.)

• Obtain a non-repeating list of random numbers.

• The primary sample group is the first group of homes that equals the minimum sample needed.

• Document three attempts to survey each home* in the primary sample group.

• Use alternates, in order, using the same procedure.

• If the minimum sample size is not achieved, begin again.

• Option: To obtain the minimum sample, treat the unsurveyed houses as over income.

*Please comply with federal, state and local government guidance or regulations related to COVID-19.
Resources:

• To determine the sample size for a 95 percent confidence level at the selected confidence interval, access: surveysystem.com/sscalc.htm.

• To determine the sample size for a either a 90 or 95 percent confidence level at the selected confidence interval, access: www.surveymonkey.com/mp/sample-size-calculator/ or http://fluidsurveys.com/university/survey-sample-size-calculator/.

• To generate a sequence of random non-repeating numbers, access: www.random.org/sequences/.


• HUD Notice CPD-19-02 at files.hudexchange.info/resources/documents/Notice-CPD-1902-Low-and-Moderate-Income-Summary-Data-Updates.pdf
www.surveysystem.com/sscalc.htm

This Sample Size Calculator is presented as a public service of Creative Research Systems survey software. You can use it to determine how many people you need to interview in order to get results that reflect the target population as precisely as needed. You can also find the level of precision you have in an existing sample.

Before using the sample size calculator, there are two terms that you need to know. These are: confidence interval and confidence level. If you are not familiar with these terms, click here. To learn more about the factors that affect the size of confidence intervals, click here.

Enter your choices in a calculator below to find the sample size you need or the confidence interval you have. Leave the Population box blank, if the population is very large or unknown.
Random Sequence Generator

This form allows you to generate randomized sequences of integers. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs.

Part 1: Sequence Boundaries

Smallest value 1 (limit -1,000,000,000)
Largest value 500 (limit +1,000,000,000)
Format in 10 column(s)

The length of the sequence (the largest minus the smallest value plus 1) can be no greater than 10,000.

Part 2: Go!

Be patient! It may take a little while to generate your sequence...

Get Sequence  Reset Form  Switch to Advanced Mode

Note: A randomized sequence does not contain duplicates (the numbers are like raffle tickets drawn from a hat). There is also the Integer Generator which generates the numbers independently of each other (like rolls of a die) and where each number can occur more than once.

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Random Sequence Generator

Here is your sequence:

418 141 31 125 213 203 357 449 371 140 479 330 228 448
389 277 17 135 6 322 163 239 123 167 355 480 172 216
293 378 107 416 191 295 209 115 476 180 97 431 310 8
352 323 221 32 79 437 484 289 56 286 450 157 390 387
427 385 328 257 206 29 11 328 225 424 335 119 370
464 93 13 104 318 444 252 495 402 120 396 384 193 468
130 306 127 481 122 304 411 420 389 367 366 477 76 377
269 112 73 372 360 48 426 455 475 146 329 365 155 100
237 289 461 223 305 383 379 30 436 236 486 246 498 297
50 151 200 189 105 423 266 496 94 57 309 77 341 443
240 316 61 9 90 761 67 54 353 178 101 98 118
435 230 208 10 511 127 201 421 110 359 185 454
393 96 217 364 419 204 497 75 18 83 40 218 114 53
441 186 492 36 471 338 347 27 307 376 196 132 116 400
349 232 12 408 91 149 312 292 485 170 398 331 84 19
434 58 139 205 465 456 381 129 439 265 215 287 131 199
41 219 327 459 324 103 64 210 276 321 82 284 406 272
499 244 264 303 302 206 106 211 46 451 344 87 275 63
255 288 111 472 292 109 342 62 37 152 296 453 78
343 121 263 405 207 490 425 162 231 462 188 487 229 69
414 285 16 173 473 291 348 133 124 35 192 399 489 142
353 460 273 212 298 159 500 184 11 470 60 268 267 467
187 2 202 33 326 258 317 88 42 102 80 150 346 446
66 198 247 24 374 208 428 332 256 356 270 362 340 168
457 5 71 44 299 315 143 144 313 148 169 233 34 382
395 224 13 52 256 346 3 14 222 251 413 241 147 160 166
250 43 226 243 407 81 282 179 394 175 294 145 59 72
259 74 138 153 279 301 45 25 480 52 369 158 242 445
494 391 218 388 194 363 430 128 368 452 401 55 156 165
334 442 375 260 70 478 403 136 234 358 458 345 412 152
278 373 99 245 325 417 190 227 447 440 113 85 482 230
254 249 68 95 423 283 336 171 21 253 86 410 274 238
174 474 154 437 308 404 422 364 134 49 271 320 361 379
4 26 438 409 214 183 483 319 493 38 281 415 300 22
29 463 195 392 466 311 197 126 177 161 176 181 220 451
469 164 351 433 92 235 65 16 314 350

Timestamp: 2018-06-05 16:26:25 UTC

Note: The numbers are generated left to right, i.e., across columns.
# HOUSEHOLD INCOME CERTIFICATION FORM

## Section I

<table>
<thead>
<tr>
<th>Local Government</th>
<th>Map Area</th>
<th>Service Area</th>
<th>Description of Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name:**

- [ ] Rent
- [ ] Own

**Street Address:**

**City:**

**Date of Survey:**

## Section II

<table>
<thead>
<tr>
<th>Number of Persons in Household</th>
<th>Income Range (based on household size and the current income ranges for each of the three income levels in the appropriate boxes in the bottom row.)</th>
<th>Total Household Income within this Range (Low)</th>
<th>Total Household Income within this Range (High)</th>
<th>Total Household Income within this Range (High)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$18,500 - $9,200</td>
<td>$18,500 - $9,200</td>
<td>$18,500 - $9,200</td>
<td>$18,500 - $9,200</td>
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<tr>
<td>2</td>
<td>$36,200 - $18,200</td>
<td>$36,200 - $18,200</td>
<td>$36,200 - $18,200</td>
<td>$36,200 - $18,200</td>
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<tr>
<td>3</td>
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<td>$72,300 - $36,400</td>
<td>$72,300 - $36,400</td>
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<tr>
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<td>$169,960 - $84,180</td>
<td>$169,960 - $84,180</td>
</tr>
</tbody>
</table>

Note: For households of more than 8 persons, insert the household size and the correct income range for each of the three income levels in the appropriate boxes in the bottom row. Income data is available from the following website: [http://www.huduser.org/portal/datasets/b.html](http://www.huduser.org/portal/datasets/b.html)

## Section III

<table>
<thead>
<tr>
<th>Female Head of Household</th>
<th>Male Head of Household</th>
<th>Elderly (65+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

**Indicate race and ethnicity below:**

<table>
<thead>
<tr>
<th>Race</th>
<th>Total</th>
<th>% of Hispanic-Origin</th>
<th>% Owns Home</th>
<th>% Under 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander</td>
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<td>American Indian/Alaska Native</td>
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<td>American Indian/Alaska Native and White</td>
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<td>Asian and White</td>
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<td></td>
</tr>
<tr>
<td>Black/African American and White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

**Confirmation:** I, the undersigned, certify that the information stated on this form is true and correct and unless the household composition and income data as provided to me by the occupant. Additionally, if the proposed project include rental or service rate improvements, each household has been notified that they may be required to look up to any current or new facilities maintained in the project and other associated with such look up.

**Information:**

- [ ] 
- [ ]

**Date:**

2  75C-2004M, FOC
RANDOM SAMPLE SURVEY RESULTS

• Show project total/MI/LI/VLI/over income beneficiaries from the sample (worksheet).

• Calculate LMI percent total for each service area.

• To determine the LMI benefit, subtract confidence interval from LMI percent in each service area.

• If the adjusted LMI percent is less than 51 percent, the service area does not qualify.

• If the service area qualifies, use the unadjusted LMI/VLI percent to score the application.
Random Sample Survey – Example 1
Total Beneficiaries = 754
LMI Beneficiaries = 511
Confidence Interval = 5
LMI percent = 511 ÷ 754 = 67.77 - 5.0 = 62.77 percent
Eligible activity; use 67.77 percent in the application.

Random Sample Survey – Example 2
Total Beneficiaries = 754
LMI Beneficiaries = 411
Confidence Interval = 5
LMI percent = 411 ÷ 754 = 54.51 - 5.0 = 49.51 percent
Service area is not eligible for funding.
APPLICATION APPENDIX A

Required Maps

- For Neighborhood Revitalization, Commercial Revitalization and Economic Development applications, include jurisdictional, service/project area and flood maps.
- Color code the service area map showing all homes.
- Show all activities on service/project area maps.
- For Housing Rehabilitation applications, include only jurisdictional and flood maps.
In addition to the jurisdictional, service area and flood maps, NR and CR applications must include:

- A description of how the beneficiary service area was established and what survey methodology was used.
- A copy of the randomly generated list of homes used for the survey, if applicable.
REJECTION ISSUES – SURVEYING

Random Sample Survey Problems:

- The primary sample was not randomly selected.
- Alternate houses were not randomly selected.
- Beneficiaries were left out or wrongly included in the surveyed service area.
Service Area Improperly Drawn

- The application requests funds for upgrades to the city’s water treatment plant.
- City limits are shown as the service area border.
  - However, not all city residents are connected to the water system; or
  - Some homes located outside the city limits are served by the water system.
- The service area may have to be redrawn or additional homes added to or removed from the survey; the flaw could result in the rejection of the application.
Homes Missing from Survey

• Unable to complete the minimum number of required surveys because:
  • Unable to contact household member; or
  • Household member refused to respond.

• In these cases count all unsurveyed homes as “over income.” If the LMI population of the service area remains at 51 percent or above, the activity is fundable.
• Multi-family housing units were not treated as individual households, so the number of beneficiaries in the service area was undercounted.

• In this case, the LMI population is misrepresented and the funding request must be rejected per section 290.0475(7), Florida Statutes.
Procurement of Professional Services
INTRODUCTION

If CDBG funds are used, the procurement is reviewed for compliance with:

- 2 CFR 200.317-200.326 (the Super Circular);
- **24 CFR 135.38** (contracts ≥ $100K, Section 3);
- **Section 287.055**, FS (for engineers);
- **73C-23.0051, FAC**; and
- Recipient’s CDBG procurement policy.

If CDBG funds are not used to pay for professional services, there is no review.
INTRODUCTION (CONT.)

- A separate procurement is needed for each service on each CDBG subgrant.

- The U.S. Department of Housing and Urban Development (HUD) issued a ruling that if inspection services were not listed in the request for proposal (RFP) for engineering services (procured before submitting the application to get “Readiness to Proceed” points), then the inspection services must be procured by a new RFP. DEO cannot approve a sole source procurement of the design firm for inspection services unless inspection services were listed in the RFP.
PROCUREMENT TYPES (2 CFR 200.320)

- Micro-purchases.
- Small purchase.
- Competitive bids.
- Competitive negotiation:
  - Use when qualifications are a primary consideration.
  - Price must be an evaluation factor, unless the Consultants Competitive Negotiation Act applies.
- Non-competitive.
PUBLIC NOTICE

• Request for Proposals must be published in a nearby Metropolitan Statistical Area newspaper or at least three responsible and responsive proposals must be received.

• Request for Proposals must be published at least 12 days prior to the bid close date.

• Evaluation criteria must be provided; separate evaluation for separate services.

• Ads shall include a CDBG identifier (contract number or funding cycle).
Section 287.055, Florida Statutes

- Engineers and architects (and some others).
  - “Design-build” contracts covered.
  - “Construction manager” contracts not covered.
  - Administrative support services not covered.

- No price information before negotiations.

- Cannot reconsider a firm after ending final negotiations.

- Conduct “detailed cost analysis”.
PROCUREMENT REVIEW

- Procedures that undermine competition will not be approved.

- Public notice must comply with regulations.

- Evaluation criteria must have been available to all bidders.

- Train evaluators before they score proposals.

- Must use published criteria for evaluation.

- DEO cannot approve procurement until issues have been corrected.
PROCUREMENT REVIEW (CONT.)

• Evaluation factors:
  ▪ Are they relevant?
  ▪ Are they measureable?
  ▪ Price must be a factor (for administration), unless section 287.055, Florida Statutes, applies (engineering).

• Ranking procedure:
  ▪ Raw scores.
  ▪ Raw scores converted to ranking points.
  ▪ Some other system.

• Can the procedure be manipulated?
PROCUREMENT REVIEW (CONT.)

• Elected officials role vs. evaluation committee:
  ▪ Elected officials cannot change rankings made by an evaluation committee.
  ▪ Elected officials can be on the committee.
  ▪ An evaluation committee can be used to “short list” the top three to five proposals.

• Ranking establishes the order of consideration:
  ▪ Must negotiate price with top-ranked firm.
  ▪ If negotiations cannot arrive at a price agreement, move on to the next highest ranked firm.
IF THE PROCUREMENT DOES NOT COMPLY

• Implement corrective actions to bring the procurement into compliance; or

• Use local funds (leverage) to pay for the service.
A price or cost analysis must be conducted for each procurement.

- Price analysis is done if price was an evaluation factor.
- Price analysis is the “bottom line” and needs other prices for comparison.
- Cost analysis is used when no prices were obtained, including single/sole source procurement.
- Cost analysis includes labor hours and cost, indirect cost, expenses and profit.
- Cost analysis should be performed by someone qualified to do so.
CONFLICT OF INTEREST

• The following cannot participate in the RFP selection, award or administration of a contract:
  ▪ Employees, officers or agents.
  ▪ Member(s) of immediate family.
  ▪ Partners, people employed or “about to be employed”.
  ▪ No waiver possible.

• Disclose conflict and step aside.
Readiness to Proceed
Requirements
READINESS TO PROCEED POINTS

The application must have:

1. A letter from the engineer or architect who prepared the construction plans and specifications, addressed to the chief elected officer of the applicant, certifying the following:
   - That the signed, 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;
READINESS TO PROCEED POINTS (CONT.)

- 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; and

- 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.

*Electronic submission is available with scanned sealed plans or electronic seals.
3. Documentation that all required infrastructure permit applications were submitted to the appropriate agency or agencies, including:

- Receipts from UPS or the U.S. Postal Service.
- Email or letter from permitting agency/agencies confirming the permit applications were received.
4. Some Deficiencies in Readiness to Proceed (RTP) submissions can be cured if documentation is provided no later than the end of the “completeness period” that:

- Verifies that the plans and specifications were completed prior to the application deadline.
- Verifies all required permit applications were submitted to the appropriate permitting agencies prior to the application deadline.
- If not verified during the completeness period, RTPs claimed will be reduced to zero.
April 24, 2015

Mayor Harry Bear
City of Hibernation
200 Main Street
Hibernation, FL 32999

Dear Mayor Bear:

Enclosed with this letter is a copy of the plans for the proposed CDBG project and a copy of the specifications book. Both were completed on April 23, 2015, and have been signed and sealed by the engineer assigned to the project.

A full set of bid documents are enclosed with this letter. Everything that is needed to publish a request for proposals is included in the package, except for a Davis-Bacon wage decision and the CDBG Supplemental Conditions for Construction Projects. The wage decision will have to be requested after the release of funds has
Dear Mayor Bear:

Enclosed with this letter is a copy of the plans for the proposed CDBG project and a copy of the specifications book. Both were completed on April 23, 2015 and have been signed and sealed by the engineer assigned to the project.

A full set of bid documents are enclosed with this letter. Everything that is needed to publish a request for proposals is included in the package, except for a Davis-Bacon wage decision and the CDBG Supplemental Conditions for Construction Projects. The wage decision will have to be requested after the release of funds has been issued. The CDBG Office does not need to review the CDBG Supplemental Conditions during the application process since it created them, but the document will have to be included in the bid documents before publication of the request for proposals.

We have applied to FDEP for a General Permit for Domestic Wastewater Collection/Transmission Systems. A copy of the letter acknowledging receipt of the permit application is enclosed. This is the only permit needed for the project.
We have applied to FDEP for a General Permit for Domestic Wastewater Collection/Transmission Systems. A copy of the letter acknowledging receipt of the permit application is enclosed. This is the only permit needed for the project.

If you have any questions regarding the attached documents, please call me at (352) 555-1212.

Sincerely,

Roger Joseph

Roger Joseph, P.E.

This is an important sentence to include in the letter.
DEO CDBG grant managers are not engineers and do not know what specific permits are needed for each project. The letter must state which permits have been applied for and that they are the only ones needed in order to receive Readiness to Proceed points.

We have applied to FDEP for a General Permit for Domestic Wastewater Collection/Transmission Systems. A copy of the letter acknowledging receipt of the permit application is enclosed.

If you have any questions regarding the attached documents, please call me at (352) 555-1212.

Sincerely,
If another permit is needed after the application is received, scoring and funding could be affected.

**Engineer’s letter says**

We have applied to FDEP for a General Permit for Domestic Wastewater Collection/Transmission Systems. A copy of the letter acknowledging receipt of the permit application is enclosed. **This is the only permit needed for the project.**

**DEP letter says**

Florida State Clearinghouse staff has received and reviewed the City’s CDBG-NR funding proposal under the following authorities: Presidential Executive Order 12372; § 403.061(42), Florida Statutes; the Coastal Zone Management Act, 16 U.S.C. §§ 1451-1464, as amended; and the National Environmental Policy Act, 42 U.S.C. §§ 4321-4347, as amended.

Please note that any onsite or offsite improvements associated with the project that impact Florida Department of Transportation (FDOT) right-of-way will require the appropriate FDOT permits. Required permits may include utility, access management, drainage or other permits depending on the work planned. Please contact the FDOT’s District Three Maintenance Office in Marianna at (850) 482-9546 for additional information.
The only permits needed for the park improvement project are building permits that will be issued by the City. The contractor selected for the project will have to apply for these permits. No permits are required from outside agencies.

If you have any questions regarding the attached documents, please call me at (352) 555-1212.

Sincerely,

If the only permits needed for the project are issued by the applicant, state so in the letter.
Economic Development
ECONOMIC DEVELOPMENT INFORMATION

• Eligible Activities:

  ▪ Infrastructure;
  ▪ Local government-owned buildings, loans to businesses (via eligible local governments); and
  ▪ Grants and loans to nonprofits (via eligible local governments).
Public Benefit Standards

- The cost per job must be under $35,000.
- For a $1,500,000 grant: $1,500,000 ÷ $34,999 = 42.86 (round up) = 43 jobs minimum).

National Objective

- Jobs are created and at least 51 percent of the jobs go to LMI persons. (43 jobs × .51 = 21.93 (round up) = 22 LMI jobs).
ECONOMIC DEVELOPMENT PROJECT REMINDERS

• Economic Development applications are competitive until the application cycle deadline. Remaining funds may be available for reservation on a first-received, first-reserved basis.

• The project location must be zoned appropriately at the time of application submission so that it is consistent with the comprehensive plan.

[Section 290.0475(4), F.S.]
PROJECT REMINDERS (CONT.)

• An Economic Development project cannot be awarded if there is not a job creator.

• The job creator must be identified in the application as a participating party.

• Project must be located in a “Non-Entitlement” community.

• Underwriting analysis is required for startups and loans.
APPLICATION NARRATIVE CONTENT

Provide the following information:

- The roles of all 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.

• The proposed CDBG and non-CDBG work and the estimated costs of all project activities.

• 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 will be less than $35,000 in CDBG funds.
1. Local government letter of commitment (See application, Part Five – Economic Development Instructions)

2. Engineer’s project cost estimate and certification of minimum infrastructure.

3. Multi-jurisdictional activity information – interlocal agreements must be included and contain certain language and provisions.
4. Documentation stating the applicant has committed leverage funds to project.

5. Comprehensive plan conformance and relevant excerpts.

1. Participating party letter of commitment:
   - Must include the commitments listed in Part Five - Economic Development Instructions of the application.
   - Becomes the participating party agreement.

2. Site control of the project area.

3. Financials for the previous two years:
   - Balance Sheet.
   - Income Statement.
4. Detailed cost estimate documentation for private investment activities.

5. Business plan outlining:
   - Business description;
   - Target market and marketing plan;
   - Competition;
   - Management plan;
   - Schedule; and
   - Critical risks.
THREE MAPS MUST BE INCLUDED

- 1: Jurisdiction Map.
- 2: Project Area Map – Use site plan if available.
- 3: Flood Plain Map.
TYPICAL PROCESS TIMELINE

• Application Review: Four weeks from receipt of application.

• Site Visit: Four to six weeks from receipt of application.

• Offer to Contract: Three to four weeks following the site visit.

• Offer to Contract Period: 60 days.

• Executed Agreement: One to two weeks.

• Total Process: 4.5 to 5.5 months.
Economic Development applications can lose their funding reservation if all documentation has not been provided as required:

- In the application.
- At site visit.
- During the 60-day *Offer to Contract* period (showing all project costs available, signed CDBG contracts and executed Participating Party Agreement).
FINANCIAL CONSEQUENCE

The applicant will have to pay back subgrant funds if:

- Jobs are not created.
- The cost per job is more than $34,999.
- Less than 51 percent of all jobs created or retained were made available to LMI employees.
Completing and Submitting Application Form
REQUIRED PARTS TO SUBMIT

• Neighborhood Revitalization – Cover and Parts Two, Seven, Eight and Nine.
• Housing Rehabilitation – Cover and Parts Two, Six, Eight and Nine.
• Commercial Revitalization – Cover and Parts Two, Four, Eight and Nine.
• Economic Development – Cover and Parts Two, Five, Eight and Nine.
• Submit only the relevant appendices from Part Nine.
• If leverage is being claimed for points, Part Three must also be submitted.
STATE CLEARINGHOUSE REVIEW

• Applicants DO NOT need to send a copy of the application to the State Clearinghouse.

• After an applicant is notified that their application is being funded, they are to submit portions of the CDBG application to the Clearinghouse for review.
• Applicant must submit one copy of Part 2 and Part 3 from the Small Cities CDBG Application for Funding to the appropriate Regional Planning Council by the application deadline.

• If not submitted to the Regional Planning Council by the application deadline, the applicant must provide documentation confirming submission no later than the end of the Completeness Period.
Mailed, shipped or electronic applications must be received by 5 p.m. on October 5, 2020.

• Electronic submission:
  ▪ Email request to submit electronically to CDBG@deo.myflorida.com no later than September 25, 2020.
  ▪ DEO will reply with instructions for uploading application documents.

• Mail or ship to:
  Department of Economic Opportunity
  Florida Small Cities CDBG Program
  107 East Madison Street, MSC-400
  Tallahassee, FL 32399-6508
SMALL CITIES CDBG GRANT MANAGERS

- **Ted Court – Region 1**
  - Ted.Court@deo.myflorida.com
  - (850)717-8429

- **Mark Nixon – Region 2**
  - Mark.Nixon@deo.myflorida.com
  - (850)717-8438

- **Vincent Aguirre – Region 3**
  - Vincent.Aguirre@deo.myflorida.com
  - (850)717-8417

- **Vacant – Region 4**
  - Interim contact: Shaurita Jackson
  - Shaurita.Jackson@deo.myflorida.com
  - (850)717-8416

- **Daniel Alfonso – Region 5**
  - Daniel.Alfonso@deo.myflorida.com
  - (850)717-8418

- **Marc Magee – Region 6**
  - Marc.Magee@deo.myflorida.com
  - (850)717-8425

- **Ronondo Parker – Region 7**
  - Ronondo.Parker@deo.myflorida.com
  - (850)717-8409
QUESTIONS
Thank You

If you have questions or comments about this presentation or need to discuss a future project, please contact our office.

Small Cities Community Development Block Grant Program
Main Line: 850-717-8405
Email: CDBG@deo.myflorida.com