

## **Part 1 – General Information**

## Introduction

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

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

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

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

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

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

### Pre-Application Activities

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

### Notice of Application Cycle and Deadline for Submission

The Department publishes a Notice of Funding Availability (NOFA) in the Florida Administrative Register. The notice is published at least 30 days prior to the opening of the application cycle and is posted to the Department's website at [www.floridajobs.org/CDBGApplicantInfo](http://www.floridajobs.org/CDBGApplicantInfo). The notice states the start and end dates of the application cycle.

Electronic, mailed or shipped submission of applications are strongly encouraged due to social distancing restrictions. Applications can be mailed or shipped to DEO mailing address: Florida Small Cities CDBG Program, Department of Economic Opportunity, 107 East Madison Street – MSC 400, Tallahassee, Florida 32399-6508. If the application is mailed or shipped, at least one hard-copy of the application and one electronic copy must be submitted. Mailed or shipped applications must be received by 5:00 p.m. ET on November 9, 2020.

If the application is submitted electronically, a request to submit electronically must be submitted to [CDBG@deo.myflorida.com](mailto:CDBG@deo.myflorida.com) **by 5:00 p.m. on October 30, 2020**. Instructions and access to upload the completed documents will be provided via return e-mail. Electronic applications must be received by 5:00 p.m. ET on November 9, 2020.

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

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

#### **Application Format and Application Submission**

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

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

## **Part 2 – Application Profile and General Scoring Criteria**

**Application Profile  
Table G-1**

**Local Government Contact Information:**

Local Government Name:		
Street Address:		
Mailing Address (if different):		
City:	Zip Code:	County:
Main Telephone:	Main Facsimile:	Federal ID Number:
DUNS Number:	Local Government's Name in DUNS:	

Chief Elected Official:	Title:
Telephone:	Facsimile:
E-mail Address:	

Local Government Financial Officer:	Title:
Telephone:	Facsimile:
E-mail Address:	

Local Government Project Contact:	Title:
Street Address:	
City:	Zip Code:
Direct Telephone:	Facsimile:
E-mail Address:	

**Application Profile – Table G-1 (Continued)**

<b>Application Preparer Information</b>		
Preparer's Name:	Organization Preparing Application: <input type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address:		
City:	State:	Zip Code:
Telephone:	Facsimile:	
E-mail Address:		

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

<b>Demographics</b>		
U.S. Congressional District Number:	Florida Senate District Number:	Florida House District Number:
Service Area Census Tract(s) and Block Group(s):		

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

**Application Profile – Table G-1 (Continued)**

<b>Citizen Participation – Public Hearings</b>	
Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published:	List the date when the first public hearing was held:
List the date that the public notice for the second public hearing was published:	List the date when the second public hearing was held:

<b>Subgrant Funding Request:</b>	
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction’s LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
NOTE: DEO awards for applications for Infrastructure Planning, including broadband planning, may be less than the Maximum Subgrant Request as shown below. The total number of Infrastructure Planning grant awards may be limited based on DEO’s grant agreement with HUD to ensure compliance with specific limitations on the total amount of planning and administration costs which are allowable under each federal grant award. DEO may also reduce the award of funds requested for Infrastructure Planning activities to ensure compliance with 2 CFR 200 cost principles that require costs to be reasonable and allocable.	
<b>LMI Population</b>	<b>Maximum Subgrant Request</b>
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:	Subgrant Funds Being Requested: \$

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

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



## **Project Narrative — G-2**

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

**General Scoring Criteria — Table G-3**

<p><b>1. Community-Wide Needs Score (CWNS)</b>          The CWNS for each non-entitlement local government is posted on the Department’s website at:  <a href="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">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</a>  <b>(Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)</b></p>		<p><b>Score:</b> _____</p>
<p><b>2. Special Designation Score</b>          Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) <b>(Transfer this score to line 3a. of the Application Scoring Summary page.)</b></p>		<p><b>Score:</b> _____</p>
<p><input type="checkbox"/> Rural Area of Opportunity (RAO)</p>	<p><input type="checkbox"/> Rural Community as defined by §288.0656, F.S.</p>	
<p><input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.</p>	<p><input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.</p>	
<p><b>3. Grant History Score:</b> 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. <b>(Transfer this score to line 3b. of the Application Scoring Summary page.)</b></p>		<p><b>Score:</b> _____</p>
<p><b>4. CATF Score:</b> The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)</p>		
<p><b>4a.</b> If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, <b>score 10 points, or</b></p> <p><b>4b.</b> If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, <b>score 5 points.</b></p> <p><b>(Transfer this score to line 3c. of the Application Scoring Summary page.)</b></p>		<p><b>Score:</b> _____</p>
<p>If applicable, list the date that the public notice for the CATF meeting was published:</p>	<p>If applicable, list the date when the CATF meeting was held:</p>	

**General Scoring Criteria — Table G-3 (Continued)**

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

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

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

## **Part 2 – Application Profile and General Scoring Criteria**

### **Instructions**

**Application Profile (Table G-1)**

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

**Citizen Participation**

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

- (a) The task force shall be comprised of at least five residents of the Applicant’s jurisdiction, and at least 51% of the members must be from low- to moderate-income households.
- (b) No more than one employee of the Applicant can serve on the CATF, and no elected officials of the Applicant can serve as members of the task force.
- (c) The CATF shall conduct at least one meeting prior to an Application for Funding being drafted and prior to the notice for the second public hearing being published to discuss community needs and to provide recommendations to the local governing body. The meeting shall be advertised in accordance with subsection 73C-23.0031(27), F.A.C. A minimum of 51% of the members must participate in the meeting.
- (d) If the Applicant is claiming points for having an active CATF, copies of the public notice, affidavit of publication, meeting minutes and sign-in sheet shall be included in Part 9, Appendix D, of the Application for Funding, Form SC-60, which is further described in paragraph (6)(a) below. If the affidavit is not available by the application deadline, it must be provided by the end of the “completeness period” to retain the points.

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

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

**Historic Preservation**

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

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

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

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

**Interlocal Agreements**

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

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

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

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

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

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

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

### **Subgrant Application Preparation Costs**

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

Include the following in Appendix F of Part 9:

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

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

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

### **National Flood Insurance Program**

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

### **Project Narrative (G-2)**

The information below must be included in the project narrative:

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



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

13. The narrative for Commercial Revitalization applications must also include a statement regarding, or description of, the following:

If acquisition or demolition other than for an easement is proposed as part of the project, provide the following documentation with the application:

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

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

**General Scoring Criteria (Table G-3)**

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

**Outstanding Performance in Equal Employment Opportunity**

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

When determining the local government minority employment score:

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

time minority employees.

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

### **Outstanding Performance in Fair Housing**

The applicant may claim:

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

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

### **EEO/Fair Housing Summary**

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

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

## **Part 3 – Sources and Uses of Non-CDBG Funds**

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

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
	Totals	\$	\$	
	Total Funds Claimed for Leverage Scoring	\$		

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

### Leverage Score Summary

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

**Leverage Score:** \_\_\_\_\_

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

## **Part 3 – Sources and Uses of Non-CDBG Funds**

### **Instructions**

### **Leverage**

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

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

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

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

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

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



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

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

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

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

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

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

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

### **Donated Land**

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

### **Economic Development/Participating Party Leverage**

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

To qualify for points, funds must be:

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

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

**Public Leverage from Local Funding Sources**

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

To be claimed for points, funds:

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

**Public Leverage from Non-Local Government Sources**

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

To claim points, funds must be:

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

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

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

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

## **Part 4 – Commercial Revitalization**

**CDBG Funds and Activity Goal Score — Table C-1**

1. Enter information requested:

Activity #	A Activity Name	B Appropriate USDA RUS Engineering Table	C Enter CDBG Activity Funds	D % of CDBG Project Cost (C ÷ Total of Column C)	E Goal Points	F Activity Goal Score (D x E)	G Units	
							Addressed Need	Unaddressed Need
							01	Acquisition*
17C	Commercial Building Rehabilitation	Table II	\$		75			
04	Clearance and Demolition of Blighted Property**	N/A	\$		65			
03I	Drainage Activities on Public Property or Rights-of-Way	Table II	\$		60			
03J	Fire Hydrants	Table II	\$		45			
03F	Open Space, Parks, Playgrounds	Table II	\$		60			
03G	Parking Facilities	Table II	\$		75			
08	Relocation	N/A	\$		30			
17D	Relocation of Utilities to Underground	Table II	\$		60			
17C	Removal of Architectural Barriers in Public Buildings	Table II	\$		50			
03J	Sewer Facilities	Table I	\$		60			
03L	Sidewalks and Pedestrian Malls	Table II	\$		75			
03K	Street Improvements	Table II	\$		60			
03J	Water Facilities	Table II	\$		60			
20A	Infrastructure Planning, including broadband planning***	N/A	\$		75			
2. Total Column C (CDBG Project Cost)			\$					
3. Calculate Columns D and F and Total Column F for the Total Activity Goal Score:						(75 Point Maximum)		

\*Same points as the activity supported.

\*\*If demolition is a part of the project, you must include supporting documentation. *See instructions.*

\*\*\*Planning and capacity building activities do not include Engineering, architectural, and design costs related to a specific project (for example, detailed bid specifications and working drawings) or other costs of implementing plans. Infrastructure Planning-only grants or activities must comply with the requirements of the Low to-Moderate Income national objective. Planning-only grants or activities can meet the Low- to Moderate- Income national objective if it can be shown that at least 51 percent of the persons who would benefit from implementation of the plan are low- to moderate-income persons.

**CDBG Funds and Activity Goal Score — Table C-1 (Continued)**

4. Indicate the USDA-RUS Table Used and Enter Engineering Funds: USDA-RUS Table Used <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> Both (Prorated) <input type="checkbox"/> N/A			
A	B	C	
Basic Fee	\$		
Resident Inspection Fee	\$		
Preliminary Engineering Fee	\$		
Additional Engineering Services	\$		
5. Total the CDBG Engineering Fees		\$	
6. Enter CDBG Administrative Funds		\$	
7. Enter the Total Amount of CDBG Funds Requested		\$	
8. Divide administrative funds requested (line 6) by the total funds (line 7) requested to calculate the CDBG administrative percentage.		%	
		.0800 Maximum	

**LMI Benefit/Blight Elimination Score**

If using the LMI national objective, enter the LMI percentage of the service area from the survey worksheets or the Census data here:      %.	
Check the appropriate box below and enter the score in 9a.	
<input type="checkbox"/> Service area is 51.00% to 54.99% LMI: 75 points	<input type="checkbox"/> Service area is 55.00% to 59.99% LMI: 100 points
<input type="checkbox"/> Service area is 60.00% to 64.99% LMI: 125 points	<input type="checkbox"/> Service area is 65.00% LMI or higher: 145 points
<b>9a. LMI Benefit Score:</b>	
If using the Slum and Blight national objective, check the appropriate box below and enter the score in 9b.	
<input type="checkbox"/> Activity will correct spot blight: 100 points	<input type="checkbox"/> Activity will correct area blight: 125 points
<b>9b. Blight Elimination Score:</b>	

**Commercial Reinvestment Need Score**

10. Vacant commercial spaces in the project area: (See instructions.):
Vacant commercial spaces X 10 points per vacant space =      (50 Points Maximum)
For Infrastructure Planning Applicants, including broadband planning applicants will be awarded 50 points.
<b>10a. Reinvestment Need Score:</b>



<b>Other Community Development Activities Score — Table C-2</b>	<b>Scores</b>
<p><b>11 a.</b> Enter 40 points if the local government is designated an active participant in the Florida Main Street Program by the Florida Department of State. Associate status designation shall not create eligibility for the points.</p>	
<p><b>11 b.</b> Enter 20 points if any part of the Project Area and all of the CDBG funded activities are located in any part of a district listed on the National Register of Historic Places pursuant to 36 CFR Part 60.</p>	
<p><b>11 c.</b> Enter 30 points if the local government has adopted architectural design guidelines for a rehabilitation program for the retail, service, and commercial buildings located in the project area. Guidelines must be adopted through either the Community Redevelopment Plan under Chapter 163, F.S., Community Redevelopment Plan process, or the local government’s Comprehensive Plan.</p>	
<p><b>11 d.</b> Enter 70 points if within the five years prior to the application deadline the local government completed a market study of the commercial district addressed in the application and adopted a plan by resolution which outlines priorities for the commercial district based upon community input. The market study must include a survey of the community’s needs; an inventory of sites, including building condition, square footage, zoning and existing rents; traffic count data; the number of parking spaces; and the availability of utilities. The proposed CDBG project activities must address one or more of the priorities identified in the plan for the commercial district to receive the 70 points.</p>	
<p><b>11 e.</b> Enter 25 points if all of the following are true:</p> <ul style="list-style-type: none"> <li>• The local government created a Community Redevelopment Trust Fund for the Community Redevelopment Area in which the CDBG activities will take place (pursuant to Chapter 163.387, F.S.) and the Trust Fund will remain in effect for the life of the Community Redevelopment Agency;</li> <li>• The local government established a base tax increment year in the ordinance creating the Trust Fund or in an ordinance subsequently establishing a base year using the Chapter 163 process. If a base year is not established, the points will be disallowed;</li> <li>• The local government notified other appropriate taxing authorities by registered mail of the establishment of the base area and the base year and has undertaken all other actions necessary to initiate and implement the Trust Fund;</li> <li>• There are no known impediments to the County Tax Collector’s distribution of the tax increment to the Community Redevelopment Agency; and</li> <li>• That base year is no later than the last day of the calendar year preceding the year in which the application is received.</li> </ul> <p>In lieu of the above, Documentation of receipt of tax increment funds before application deadline from the County Tax Collector for the year preceding the application deadline shall suffice as documentation for these points. If Tax Increment Funds were not distributed during the prior year, points cannot be claimed.</p>	
<p><b>11f. Enter the total Other Community Development Activities Score (11a+11b+11c+11d+11e) (185 Points Maximum):</b> _____</p>	

**Readiness to Proceed Score**

**12.** If biddable construction plans and specifications for all “addressed need” activities have been completed, and permit applications for all infrastructure activities have been submitted to the applicable permitting agencies no later than the application deadline, the applicant can claim 50 points. Otherwise, score zero points. For all Infrastructure Planning Applicants, the applicant can claim 50 points.

The following documentation must be included in Appendix G of the application when it is submitted to the Department (Note: these documentation requirements do not apply to Infrastructure Planning Applicants):

- 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 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); the local government’s list of minority/women business enterprises; and the CDGB Supplemental Conditions, and
  - that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)
- 2) A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s); the local government’s list of minority/women business enterprises; and the CDBG Supplemental Conditions;
- 3) Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)
- 4) Deficiencies in these submissions identified during DEO’s review of the application can be cured. However, the local government must provide curing documentation no later than the end of the “completeness period” that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline or the points claimed here will be reduced to zero.

**12a. Readiness to Proceed Score (50 Point Maximum):** \_\_\_\_\_

**Category Summary Score (Lines 3+9a or 9b+10a+11f+12a):** \_\_\_\_\_

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

## **Part 4 - Commercial Revitalization**

### **Instructions**

**Program Requirements for Commercial Revitalization.**

Applications submitted under this category shall be designed to revitalize commercial areas, which serve primarily low- and moderate-income persons, or to meet the National Objective of preventing or eliminating slum or blight. Applications addressing the slum and blight National Objective must conform to the requirements found in 24 CFR 570.483(c) and Section 163.340, F.S.

- a) Eligible Activities. All activities must be geographically and physically located within the boundaries of the jurisdiction and the project area and be contiguous to or located on property that is primarily commercial as of the application deadline date. Unimproved property on which activities are proposed cannot be zoned for residential purposes only.
- b) Funds requested and approved for Commercial Revitalization activities shall not be used as grants or loans for working capital, inventory or supplies, or for interior repairs and renovations, except for repairs necessary to correct code violations or for the removal of architectural barriers to handicap access.
- c) Service Area Requirements for LMI Projects. Activities in Commercial Revitalization projects are considered to serve the entire jurisdiction in which they are to be undertaken, unless the Applicant can justify a smaller service area (e.g., a Community Redevelopment Area in a portion of a county). The Applicant shall document, using census data or a survey, that at least 51 percent of beneficiaries in the service area are low- and moderate-income persons. A survey shall comply with the requirements specified in paragraph 73C-23.0051(9)(b)2, F.A.C.

The following information applies to all activities undertaken in the Commercial Revitalization funding category.

**Category Impact**

The CR Category Impact Section requires applicants to illustrate project activities; outline the budget, document VLI and LMI benefit, and identify current and future needs. The applicant must provide supporting documentation with the application.

The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score
- Low-to-Moderate Income (LMI) Beneficiary Impact Score
- Commercial Reinvestment Need Score
- CR History Score
- Other Community Development Activities Score
- Readiness to Proceed Score

**CDBG Funds and Activity Goal Score (Table C-1)**

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

The Cost Standard Used to estimate costs must be available for review during the site visit. Department staff will review the standard for cost reasonableness. The Department reserves the right to request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

1. Enter the proposed CDBG budget, excluding administrative and engineering costs, in column C for each planned activity. The limits on rehabilitation costs per building shall not exceed \$22,000. All eligible CR activities are listed in Column A.

2. Total Column C (CDBG Project Cost). Please note that engineering and administrative costs are not included in the CDBG Project Cost.
3. Enter the percentage of each activity's cost relative to the CDBG Project Cost (Column D). Enter the corresponding activity goal score for each activity (Column F) and enter the total activity goal score.
4. To determine each activity's percentage of the CDBG Project Cost, divide the activity cost by the CDBG Project Cost. Enter this percentage as a four-digit decimal number (i.e., 100% = 1.000, 9.87% = .0987, and 35.12% = .3512).
5. To determine each activity's goal score, multiply the percentage entered in Column D by the goal points in Column E.
6. To determine the total activity goal score, total all activity scores in Column F. This score cannot exceed 75 points.
7. Indicate the appropriate RUS Table used to establish the maximum amount of basic and inspection engineering fees which can be paid with CDBG funds and enter proposed CDBG engineering fee in Column B. Please see the RUS Charts in the Appendices for information concerning these costs. Preliminary engineering may not exceed 0.5% of the estimated construction cost. "Additional engineering" is limited to those services defined as such in Chapter 73C-23, F.A.C.
8. In Column C, enter the total engineering fees.
9. In Column C, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for the Commercial Revitalization category cannot exceed 8% of the total CDBG funds requested.
10. Add the CDBG Project Cost (line 2), the total CDBG engineering fees (line 5), and the CDBG Administrative Funds (line 6) and enter the total funds requested on line 7. This figure must equal the amount requested in the application profile.
11. Use Column G to identify the "Addressed Need" and "Unaddressed Need" quantities for each activity. The grant cannot be amended to include Unaddressed Need quantities unless all Addressed Need quantities can be completed. However, if any Addressed Need activity cannot be completed for a reason beyond the local government's control, the Department will consider an amendment to include Unaddressed Need in the project scope if the project will still remain in the fundable range after any rescoring required because of change in activities. Also, if any Addressed Need activity is funded from a non-CDBG source, the CDBG funds originally designated for that need may be redirected by amendment to address other activities.
12. If the project has Clearance and Demolition of Blighted Property as an activity, provide documentation in Appendix P to include the addresses of any buildings to be demolished, a map showing the location of each building to be demolished, photos of the buildings, any condemnation orders, and documentation of ownership of property.

**LMI Benefit/Blight Elimination Score:**

If the National Objective is LMI Benefit, enter the appropriate score on line 9a based on the LMI percentage of the service area. If the National Objective is Slum and Blight, enter the appropriate score on line 9B. Applications addressing the Slum and Blight National Objective must conform to the requirements found in 24 CFR 570.483(c) and Section 163.340, Florida Statutes.

If the National Objective is LMI Benefit, the service area in a Commercial Revitalization project shall be considered jurisdiction-wide unless the Applicant can justify a different service area. The surveying requirements that apply to Neighborhood Revitalization grant applications also apply to applications for Commercial Revitalization funds. If the National Objective is Slum and Blight, there will be a project area instead of a service area.

**Commercial Reinvestment Need Score**

Score 10 points, up to a maximum of 40 points, for each vacant commercial space available for rent or sale within the project area. The project area is where activities are taking place. Example: If the activity is streetscaping along Main Street between Avenue 1 and Avenue 5, that is the project area. Any vacant commercial space for rent or sale along Main Street between Avenue 1 and Avenue 5 will qualify for 10 points.

**Other Community Development Activities**

Other Community Development Activities Score – Review the scoring criteria in Table C-2 and enter scores. Provide documentation in Appendix O for all points claimed.

- To document Florida Main Street Program status, provide a copy of a letter from the Department of State or a printout from the Florida Main Street Program website that shows the status.
- To document that any part of the Project Area and all of the CDBG-funded activities are located in any part of a district listed on the National Register of Historic Places, include documentation from the National Park Service’s website or a similar source that shows the designation.
- To document that the local government has adopted architectural design guidelines for a rehabilitation program for the retail, service, and commercial buildings located in the project area, include a copy of the resolution that adopted the guidelines or a copy of certified minutes from the meeting at which the guidelines were adopted.
- To document that the local government has completed a market study and adopted a plan by resolution which outlines priorities for the commercial district based upon community input, a copy of the plan showing the adopting date must be included in the application.
- To document that the local government has created a Community Redevelopment Trust Fund for the Community Redevelopment Area in which the CDBG activities will take place (pursuant to Chapter 163.387, F.S.) and that the Trust Fund will remain in effect for the life of the Community Redevelopment Agency, documentation showing the receipt of tax increment funds from the County Tax Collector for the year preceding the application deadline before application deadline will be accepted.

**Readiness to Proceed Score**

NOTE: The following requirements do not apply to Infrastructure Planning applications which are standalone projects. Infrastructure Planning applicants can claim 50 points under the Readiness to Proceed Score section of the application.

Points for “Readiness to Proceed” can be claimed for other Commercial Revitalization projects if the following are completed and submitted with the Application for Funding before 5:00 p.m. on the final day of the application cycle:

1. Biddable construction plans and specifications for all “addressed need” CDBG activities and as defined in subsection 73C-23.0031(8), F.A.C. The plans must be signed, dated and sealed by the engineer responsible for developing them;

2. Documentation that all required permit applications for infrastructure activities were submitted to the applicable agencies prior to the CDBG application deadline. If the only agency that must issue permits for the activities is the Applicant, then documentation to that effect must be included in the application. If permits are required from an agency other than the local government, include a copy of the page(s) reflecting the permitting agency name and project description and third-party proof of mailing, such as certified mail receipt, to the permitting agencies; and
3. A written certification from the engineer or architect who prepared the plans and specifications to the Chief Elected Official of the Applicant. The certification must list the date that the biddable construction documents were completed, that the plans and specifications contain all of the information that a contractor would need to submit a bid, except for the wage decision, the local government's list of minority/women business enterprises, and CDBG Supplemental Conditions and state that all required permit applications for all infrastructure activities have been submitted to the applicable agencies or that no permits are required for the project except from the applying local government.

Include documentation for two and three above in Appendix G

Deficiencies with the readiness to proceed documentation can be cured after the application deadline for the purpose of getting the points. However, the local government must provide curing documentation for minor deficiencies no later than the end of the "completeness period" that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline.

The Department will review the plans and specifications for completeness during the application review process, but the plans and specifications cannot be accepted by the Department until the Applicant has been issued the environmental release of funds for the project.

**A signed and sealed copy of the completed construction plans and specifications must be included with the application to get the points.**

## **Part 5 – Economic Development**



**Job Creation/Retention and LMI Benefit Impact Score  
Table E-1**

<b>1. Average Cost per Beneficiary Score</b>	
Cost per FTE job: (\$34,999 max.)	1a. _____ ÷ _____ = \$ _____ Total CDBG funds requested ÷ Total # of FTE jobs created or jobs retained = Cost per FTE job
Enter points based on the following:	
\$ 1.00 - \$9,999.99	175 points
\$ 10,000.00 - \$19,999.99	160 points
\$ 20,000.00 - \$34,999.99	150 points
\$ 35,000.00 or more	Loss of funding reservation
	<b>1b. Enter Score: _____ (175 Points Maximum)</b>
<b>2. Low-to-Moderate Income (LMI) Beneficiary Impact Score</b>	
2a. _____ ÷ _____ = _____ % Number of FTE jobs to be created/retained for LMI persons ÷ Total number of FTE jobs created/retained = % of jobs that are LMI	
Enter points based on the following:	
0 to 50.99%	Loss of funding reservation
51% and above	0 points
Or If a national objective is to be attained under the provisions of 24 CFR Section 570.483(b)(4)(iv) or (v)	0 points
	<b>2b. Enter Score: _____ (0 Points Maximum)</b>

**Job Creation/Retention and LMI Benefit Impact Score — Table E-1 (Continued)**

<b>3. Full-time Equivalent LMI Jobs Score</b>	
3a. Number of hours to be worked on an annual basis by all created/retained LMI job employees _____ divided by 2,000 hours = _____ Total Number of FTE LMI jobs.	
Enter the points below based on the following number of FTE LMI jobs.	
Under 12 jobs	150 points
12-18 LMI jobs	160 points
19 or more LMI jobs	175 points
<b>3b. Enter Score:</b> _____ (175 Points Maximum)	

<b>4. Unemployment Level Score</b>	
Applicants (Cities and Counties) may score points if the most recent unemployment percentage for their County exceeds the most recent Seasonably Adjusted Unemployment percentage for the entire State by .01 or more. Locate the range below that reflects the most recent unemployment percentage above the applicant's county unemployment percentage and enter score.	
Under .1% Over State Unemployment Level	0 points
.1% to 1.0% Over State Unemployment Level	10 points
1.01% to 1.75% Over State Unemployment Level	15 points
1.76% to 2.50% Over State Unemployment Level	25 points
2.51% to 3.25% Over State Unemployment Level	35 points
3.26% to 4.0% Over State Unemployment Level	45 points
4.01% + Over State Unemployment Level	55 points
<b>4a. Enter Score:</b> _____ (55 Points Maximum)	

### Other Community Development Activities

<b>6. Investment Ratio – For CDBG Loans Only</b>
For projects where a loan is proposed, calculate the ratio of CDBG loan funds requested by each Participating Party to all eligible leverage funds. If the CDBG funds to be loaned to a Participating Party constitute more than 50% of the total funds to be invested by the Participating Party at the job creation location, the project cannot be funded.
Name of Participating Party: _____
6a. CDBG Funds Requested for a CDBG loan to a Participating Party (does not include requested CDBG administrative cost) <span style="float: right;">\$ _____</span>
6b. Total private funds to be spent at the job creation location by a Participating Party: <span style="float: right;">\$ _____</span>
6c. Private Investment Ratio carried to four decimal places <span style="float: right;">6b ÷ 6a = _____</span>
<b>If 6c is .9999 or less, the application cannot be funded. If 6c is 1.0 or greater, the application can proceed through the review process.</b>
<b><i>If proposing to offer a CDBG loan to more than one Participating Party, a separate calculation must be done for each Participating Party.</i></b>

**Total Funds Required for CDBG Project — Table E-2**

	A	B	C	D	E	F	G
Activity #	Activity Name (If you wish to undertake an activity that is not listed below, contact the CDBG Program for assistance.)	RUS Engineering Table	CDBG Funds	Participating Party Leverage Funds	Public Leverage from Local & Non-Local Sources	Other Funds Required-Not Scored as Leverage	Total Funds Contributed to Project
17A	Acquisition (in Support of)	N/A	\$	\$	\$	\$	\$
17C	Building Construction	Table II	\$	\$	\$	\$	\$
04	Demolition of Vacant Dilapidated Buildings	N/A	\$	\$	\$	\$	\$
17B	Water Facilities (Treatment Plants, Tanks, Wells)	Table I	\$	\$	\$	\$	\$
17B	Water Lines	Table II	\$	\$	\$	\$	\$
17B	Sewer Facilities (Treatment Plants)	Table I	\$	\$	\$	\$	\$
17B	Sewer Lines (Lines and Lift Stations)	Table I	\$	\$	\$	\$	\$
17B	Fire Protection	XX	\$	\$	\$	\$	\$
17B	Flood and Drainage	Table II	\$	\$	\$	\$	\$
17B	Street Improvements	Table II	\$	\$	\$	\$	\$
17D	Parking Facilities	Table II	\$	\$	\$	\$	\$
17C	Relocation of Utilities to Underground	Table II	\$	\$	\$	\$	\$
17B	Solid Waste Disposal	Table II	\$	\$	\$	\$	\$
08	Relocation	N/A	\$	\$	\$	\$	\$
17C	Rehabilitation of Commercial Buildings	Table II	\$	\$	\$	\$	\$
10	Removal of Architectural Barriers in Public Buildings	Table II	\$	\$	\$	\$	\$
18A	Direct Assistance to For Profits	As Applicable	\$	\$	\$	\$	\$
16B	Historic Rehabilitation and Preservation	Table II	\$	\$	\$	\$	\$
17D	ED Other – Describe		\$	\$	\$	\$	\$
18C	Micro-Enterprise Assistance	N/A	\$	\$	\$	\$	\$

**Total Funds Required for CDBG Project — Table E-2 (Continued)**

	<b>A (Non-CDBG Funds)</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
	Initial Inventory (Start-Ups Only)	N/A	\$	\$	\$	\$	\$
	Increase Inventory	N/A	\$	\$	\$	\$	\$
	Non-Capitalized Tools and Equipment	N/A	\$	\$	\$	\$	\$
	Other – Describe		\$	\$	\$	\$	\$
	Totals (Columns C, D, E and F)		\$	\$	\$	\$	\$
	Total Funds Required to Complete CDBG Project (all sources); excluding Engineering & Administration, add columns C, D, E, & F						\$
	Indicate the RUS Used and Enter Engineering Funds RUS Table Used: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> Both Prorated						
	Basic Fee		\$	\$	\$	\$	\$
	Resident Inspection Fee		\$	\$	\$	\$	\$
	Preliminary Engineering Fee		\$	\$	\$	\$	\$
	Additional Engineering Services		\$	\$	\$	\$	\$
	Total Engineering Fees by Source		\$	\$	\$	\$	\$
	Enter Administrative Funds		\$	\$	\$	\$	\$
	Totals by Source		\$	\$	\$	\$	\$

**Category Summary Score (1b+2b+3b+4a+5a): \_\_\_\_\_**

**(Transfer this score to line 3e. in the ED column on the Application Scoring Summary page – Part 8, page 4.)**

**(Cannot exceed 405 points.)**

**Participating Party with an Existing Business  
Current Employee and Jobs Documentation — Table E-3**

Participating Party: \_\_\_\_\_

A	B	C	D	E	F
Job Titles of Jobs to be Retained	Total FTE Jobs Currently Existing	Total FTE Jobs to be Retained for LMI Persons	Hourly Pay Rate or Annual Pay Rate	Total Annual Payroll for This Job Title	Total Annual Payroll For Jobs Held by LMI Persons
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Totals:				\$	\$

(Use additional sheets if necessary.)

**Participating Party Jobs Creation Information  
Table E-4**

Name of Participating Party: \_\_\_\_\_

A	B	C	D	E	F	G
Job Titles of Jobs to be Created	Total FTE Jobs to be Created	Total FTE Jobs to Be Created for LMI Persons	Hourly Pay Rate or Annual Pay Rate	Total Annual Payroll for This Job Title	Total Payroll for Jobs Created for LMI Persons	Proposed Hiring Date Month/Year
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
<b>Totals</b>				\$	\$	

(Use additional sheets if necessary.)

### ED Loan Narrative — Table E-5

If applying for an Economic Development subgrant 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).			
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 2.0 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 below 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:			
<ul style="list-style-type: none"> <li>• Filling a documented and quantified financial gap, or</li> </ul>			
<ul style="list-style-type: none"> <li>• 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</li> </ul>			
<ul style="list-style-type: none"> <li>• 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</li> </ul>			
<ul style="list-style-type: none"> <li>• 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.</li> </ul>			



## **Part 5 – Economic Development**

### **Instructions**

The Small Cities CDBG Economic Development subgrants assist communities through the creation or retention of jobs primarily for persons from low-to-moderate income households. Projects also expand the community's tax base. Economic Development projects must meet a National Objective as described in 24 CFR 570.483 (b) (4) and must meet Public Benefit Standards as described in 24 CFR 570.482 (f).

**(1) National Objective and Public Benefit. Approaches under Economic Development**

An Applicant for an Economic Development project must meet a national objective by creating or retaining jobs of which at least 51 percent are for persons from low- to moderate-income households or which meet the criteria contained in 24 CFR 570.483(b)(4)(iv) and (v), or by providing goods and services to an area with a primarily low- to moderate-income clientele. An Applicant for an Economic Development project must provide a public benefit by creating or retaining full time equivalent jobs at a CDBG-funded cost per job of \$34,999 or less, or by providing goods and services to low- to moderate-income persons at a cost of no more than \$350 per LMI beneficiary served.

In determining whether an activity will benefit low- and moderate-income persons, the net effect of the completed activity shall be considered.

If job creation or retention is used to meet the national objective, a Pre-Employment Household Income Certification Form, must be completed for each employee hired or retained. For new jobs, the determination of actual benefit to low- and moderate-income persons shall be made based on the number and percent of persons who, at the time they were hired, were low- and moderate-income persons as defined in Rule 73C-23.0031, F.A.C. For projects using a retained jobs approach, the determination of actual benefit to low- and moderate-income persons shall be made based on the number of low- and moderate-income persons employed in the jobs that would actually be lost to the labor market or the jobs that would reasonably be expected to turn over within the following two years and filled with LMI persons upon turn over. The calculation of jobs shall be determined as of the date the application is submitted.

Where job creation or retention is the method of meeting a national objective for construction of a public improvement or facility, all jobs created or retained as a direct result of the construction of the public improvement or facility shall be considered. However, if the business(es) included in the application create enough jobs to meet a cost per job of less than \$10,000 or if no other businesses create additional jobs as a result of the CDBG assistance, and the time period specified in 24 CFR 570.483(b)(4)(vi)(F)(2), are attained, only those jobs created by businesses included in the application must be counted for the purpose of meeting a national objective.

During the application review, DEO will make a determination of the availability of jobs to LMI persons. To determine that the created or retained jobs will be made available to low- and moderate-income persons, the local government and Participating Party shall ensure that:

1. Jobs will be created which do not require special skills that can only be acquired with substantial work experience, education beyond high school, or specialized work experience;
2. Training is provided to members of families of low and moderate income as necessary to equip them with the skills required to obtain and retain the job to be created and/or retained. Such training shall be provided at no cost to LMI persons; and,
3. The advertising and recruiting efforts are directed toward low- and moderate-income persons.

If a national objective is attained under the provisions of 24 CFR 570.483(b)(4)(iv) or (v), as incorporated in Rule 73C-23.0051, F.A.C., demographic and/or census documentation must be provided with the application. Public improvement activities are also subject to the requirements of 24 CFR 570.483(e)(1).

Activities to address the needs of those beneficiaries listed in 24 CFR 570.483(b)(2)(ii)(A), will be presumed to meet the national objective of benefit to low- and moderate-income persons if they are directly related to the job creation or retention activities.

Common terms used for this category are defined as follows:

1) The **“Job creation location”** means the geographic location in the project area where job creation activities of the Participating Party and expenditure of non-public funds will occur.

(2) **“Jobs created”** means non-public sector jobs created in Florida that were not in existence prior to the provision of the CDBG assistance and which would not be created without CDBG assistance. In cases where an employer both creates and eliminates jobs, “jobs – created” means the difference between the new jobs created and the old jobs eliminated.

(3) **“Jobs permanent”** means full-time jobs (2,000 hours annually) or full-time equivalent jobs (2,000 hours annually) as set forth in the application which are necessary to the overall goals and objectives of a business and which have no known end.

(4) **“Jobs retained”** means jobs that without CDBG assistance, would be abolished by layoffs, plant closing, or other severe economic or natural conditions or as otherwise clarified in 24 CFR 570.483(b)(4).

(5) **“Participating Party”** means a private, for-profit business or non-governmental private not-for-profit entity responsible for creating or retaining permanent jobs as part of a proposed Economic Development project. A governmental entity cannot be a Participating Party.

**(2) Application Submission and Funding Reservation for Economic Development Projects.**

(a) The Florida Small Cities Community Development Block Grant Application for Funding, Form SC-60, as incorporated in Rule 73C-23.0030, F.A.C., may be submitted when the annual application cycle opens. Applications received by the application deadline will be scored and ranked if the total dollars requested exceeds the amount available in the category. If successful, they will be awarded until all available funds are committed.

(b) If initial application requests do not exceed the available funds, any Application for Funding received after the application deadline will be reviewed and awarded on a first-come, first-served basis until all funds are committed.

(c) These funds shall include the annual Economic Development allocation and may include program income and deobligated funds from previous Economic Development subgrants, in accordance with the Annual Action Plan.

(d) A local government may apply up to three times in an annual funding cycle.

(e) A local government cannot submit an additional Economic Development Application for Funding in an annual funding cycle until any previously submitted Economic Development application for that annual funding cycle has been rejected by the Department, has lost its funding reservation, or has been withdrawn in writing by the Chief Elected Official or his or her designee.

(f) Economic Development applications will be date stamped upon receipt by the Department’s Community Development Block Grant Section. The date stamp and time received by the Section shall establish the date and time for funding reservation purposes. Date stamps from any other section of the Department shall not establish a funding reservation. Funds will be reserved in the order that the applications are received by date and time.

(h) If sufficient funds are available to fully fund an application, that amount is reserved for the Applicant upon receipt of the Application for Funding. The application continues to have those funds reserved until a subgrant is executed or until there is a loss of funding reservation.

(i) If insufficient funds are available to fully or partially fund applications with a funding reservation, those applications shall retain a position in the funding reservation line. The applications may be funded if additional funds are made available by additional allocations or by a loss of funding reservation by another Economic Development Applicant.

(j) If partial funding is available, the Department may offer to partially fund an eligible application and will continue with the application review and scoring for partial funding. If the application remains eligible after review and scoring based on available funding, the Department will offer to partially fund it. There is no guarantee of full funding in such an offer, but a partially funded subgrant will be considered first if additional funds become available. The local government has the option of declining a partially funded offer.

(k) The review and offer of funding will then be made to the next eligible pending application. If there are no other applications pending or if the amount of the funds available is too small for reasonable consideration, the partial funds can be held until additional funds are available.

**(4) Economic Development Activity Outside the Applicant’s Jurisdiction.**

- (a) The Applicant can undertake activities outside its jurisdiction provided an interlocal agreement exists with the affected jurisdiction(s); and
  1. The activity involves installing new infrastructure or connecting to existing infrastructure that is located outside the Applicant’s jurisdiction and may be owned and operated by the Applicant, or another public or private entity, but the job creation site is located within the Applicant’s jurisdiction;
  2. The job creation site is located outside the Applicant’s jurisdiction, but the activity involves connecting to infrastructure owned by the Applicant; or
  3. The job creation site is located outside the Applicant’s jurisdiction, but it is located in an Applicant-owned industrial/commercial site.
- (b) Liability for CDBG performance and compliance with all applicable rules and regulations rests with the Applicant.

**(5) Eligibility Requirements for Loans.**

(a) Determining eligibility for loans to non-public entities. All Economic Development applications submitted to the Department shall be screened to determine if the amount of any loan assistance to a private, for-profit entity; a private, non-profit entity; a neighborhood based organization; a local development organization; or other non-profit entities is appropriate to carry out the Economic Development project. A financial underwriting analysis of the project shall be conducted to determine that the minimum amount of assistance is being requested, that the terms and interest rates are appropriate given the entity’s debt service capacity, and that the entity has the ability to meet the proposed debt service, given historical financial statements, as well as data and reasonable projections of revenues and operating expenses, if applicable.

(b) Applications which do not contain justification of the appropriateness of the assistance being requested shall be ineligible in accordance with federal law and federal guidelines found in 24 CFR Part 570, including Appendix A, as incorporated in Rule 73C-23.0030, F.A.C., and shall be ineligible for scoring as provided in Section 290.0475, F.S.

(c) If the Department’s review of the financial underwriting analysis for the assistance determines that the funds requested exceed the funds necessary, the funding request shall be reduced by the Department.

(d) The local government shall provide a financial underwriting analysis and other Participating Party documentation to the Department that was not required at the time of application. The underwriting analysis must meet the requirements of 24 CFR 570.482(e), and Appendix A of 24 CFR 570, as incorporated in Rule 73C-23.0030, F.A.C. The underwriting analysis must be prepared by a certified public accountant, a commercial lending underwriter, a financial professional employed by the local government or a certified economic development finance professional approved by the Department. The underwriter shall not be approved if the State of Florida or the federal government has placed the underwriter on a list that prohibits them from working on state or federal contracts or if the Department determines that a conflict of interest exists.

(e) Once this financial underwriting analysis and other required documentation has been provided by the local government, any change which affects the underwriter's conclusions, including changes in corporate or ownership structure, which affects the underlying assumptions upon which the local government relied will require that the analysis be re-evaluated by the local government and any assistance requested for the Participating Party must be adjusted if such a change has occurred.

(f) For CDBG loans only, CDBG funds may be used to fund up to 50 percent of the cost of eligible activities at the job creation location. The administrative cost shall not be included in this calculation. Applications which do not meet this requirement shall lose their funding reservation.

**(6) Eligibility Requirements for Infrastructure Projects.**

(a) The eligibility for infrastructure projects shall be determined by:

1. The type of activities proposed; and,
2. Evidence that the activities will benefit primarily low- and moderate-income persons.

(b) Applications shall also document that the entity proposing to create jobs is financially viable based on accepted industry standards.

(c) The application shall include a letter from an engineer certifying that the route, scope, cost, and size of the components of the proposed infrastructure are the minimum necessary to provide for the needs of a Participating Party at a job creation location. The Applicant cannot request a modification to decrease the size of the proposed minimum infrastructure because of price or change in needs after an agreement is awarded. Any increase in cost shall be paid either by the Applicant or the Participating Party.

(d) Job Commitment. Applicants shall document that the Participating Party has the financial capacity to meet its commitment to provide or retain the jobs specified in the application. Applications which do not contain evidence of the capacity to provide jobs shall lose their funding reservation.

(e) Job Creation or Retention. At least one full time equivalent job must be created or retained for each \$34,999 in CDBG funds requested. Applications which do not meet the cost-per-job requirements shall lose their funding reservation.

**(9) Site Visits and Completeness Letters for Economic Development Applications.**

(a) The Department shall conduct site visits to communities that submit economic development applications throughout the funding cycle as long as funds remain available for award.

(b) The Department shall notify the Chief Elected Officer in writing of the date and time that the site visit will take place. The letter shall include a list of application support documents and CDBG-related policies that will be reviewed at the site visit. It shall also discuss any issues that were noted during the application review process that need to be addressed.

(c) At the site visit, the Department shall examine all documentation referenced in the Application for Funding and listed in the site visit letter and, if applicable, review the Applicant's response to the issues that were noted during the application review process.

(d) The Participating Party(ies) must participate in the site visit, or the Participating Party(ies) must come to Tallahassee to meet with Department staff within 30 days after the site visit. Should a Participating Party fail to meet with Department staff, the application must be withdrawn by the Applicant or the application will lose its funding reservation.

(e) If the application remains eligible for funding following the site visit, the Department will notify the Applicant and provide a subgrant agreement electronically to the Applicant for execution.

(f) If issues were generated during the site visit that were not resolved before the “Award and Offer to Contract Letter” was prepared, a list of additional questions or requests for information will be included with the letter. The Department will add special conditions to the Applicant’s subgrant agreement, if necessary, to resolve the issues.

(g) Within 60 calendar days of the Applicant’s receipt of the “Award and Offer to Contract Letter” (the 60-day period), the Department must receive all documentation referenced in the letter, two copies of the signed subgrant agreement, and copies of the documents listed in the instructions for Part 5 of the application under the heading Award and Offer to Contract Documentation.

(h) Two copies of the signed subgrant agreement and all required documentation must be received by the Department on or before 5:00 p.m. (Eastern Time), of the 60th day. The day that the “Award and Offer to Contract Letter” is received by the local government shall not be included in the 60-day completeness period. All documents, except for the two copies of the subgrant agreement, may be submitted electronically to meet the 60-day requirement.

(i) If all program requirements have been met, the Department will execute and return a signed copy of the subgrant agreement to the local government.

(j) If CDBG Economic Development funds are unavailable, the eligible applications will be held in the order of their funding reservation as established in this section should additional funds become available.

### **Economic Development Project Assurance**

By signing the application, the applicant assures the Department that it or another named provider has sufficient sewage treatment plant capacity and/or potable water plant capacity to provide an adequate level of service to the job creation location and to the Participating Party or Parties at the level of operational activity and employment proposed in the application.

### **CDBG Funding Limitations**

CDBG Funds shall not be used for:

- Working capital, inventory, supplies, or to refinance existing debt
- Purchasing assets from any entity if any principal of the Participating Party owns an interest of 20% or more in that entity
- Building or developing infrastructure beyond that which is required as a prerequisite for job creation by the Participating Party
- A loan to a non-public entity which is determined to be not appropriate as defined in 24 CFR 570.482(e)
- Direct assistance to non-public entity in the form of a grant

### **Job Creation/Retention, LMI Benefit Impact and Unemployment Percentage (Table E-1)**

This section requires applicants to specify project activities; outline the project budget, including all resources required for project completion; identify sources of funding, and document commitments of funding; document LMI job creation benefit; and submit supporting documentation required for project evaluation. The information requested in the application is needed to calculate the following scores:

- A. Average Cost per Beneficiary Score – Divide the total CDBG funds requested by the total number of full-time equivalent jobs to be created or retained. Include the calculation. Use the range scale on the left of the section with the corresponding points on the right of the section to determine the points.

- B. Low-to-Moderate Income (LMI) Beneficiary Impact Score – Divide the number of full-time equivalent jobs to be created or retained for persons from Low-to-Moderate Income households by the total number of full time equivalent jobs to be created or retained. Include the calculation. If percentage is less than 51%, score this is a loss of funding reservation issue. If percentage is 51% or more, score zero.
- C. Full-Time Equivalent LMI Jobs Score – Divide the total number of annual hours to be worked by employees from low-to-moderate income households by 2,000. Include the calculation. Use the range scale on the left of the section with the corresponding points on the right of the section to determine the points.
- D. Unemployment Percentage Score – Use the website <https://floridajobs.org/workforce-statistics/data-center/statistical-programs/local-area-unemployment-statistics> to locate the most recent Local Area Unemployment Statistics (LAUS) and determine the unemployment rate for the County where the proposed project is to be located. Choose the most recent available monthly posting preceding the application submission. For City applicants, use the County’s unemployment rate. Locate the State’s Seasonally Adjusted Unemployment Rate for the same period at the bottom of the same report. Use the range scale on the left of the section to determine the percentage points the County’s Unemployment Rate is above the State’s Seasonally Adjusted Unemployment Rate for the same period. Score the corresponding points on the right of the section.

**Other Community Development Activities**

- 1. Complete the calculation to determine if the Participating Party’s investment in the project equals or exceed the amount requested in CDBG loan dollars. If the investment does not equal or exceed to CDBG funding, the application cannot be funded.

**Total Funds Required for CDBG Project Completion by Activity and Funding Source (Table E-2)**

Enter the proposed budget by activity and funding source. This form must reflect all funding required to complete the proposed project. Non-CDBG funding sources identified on this form must be committed to the project.

- 4. Enter the proposed project cost, excluding administrative and engineering costs, for each activity. All eligible ED activities are listed in Column A.
- 5. Enter the CDBG budget items in Column C.
- 6. Enter the Participating Party/Parties leveraged funds budget items in Column D. Enter the public (local and other government sources) leveraged funds budget items in Column E.
- 7. Enter other funds required for the project, but not claimed for leverage, in Column F.
- 8. The Cost Standard Used to estimate costs must be provided as supporting documentation. The Department will review the standard for cost reasonableness and may request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.
- 9. Total Columns C, D, E, and F (CDBG Project Costs by funding resource). Note that engineering and administrative costs are not included in the CDBG Project Cost.
- 10. Enter total funds from all sources required to complete project.
- 11. Indicate the RUS Table used to determine engineering fees and enter proposed CDBG engineering fees as outlined in Column B. Please see RUS Form 1942-19 (in the last section of the application) for information concerning these costs.
- 12. Enter the total engineering fees in Columns C through F based on funding source(s) for these fees.
- 13. Enter the administrative costs in Columns C through F based on funding source(s) for these fees.

14. Enter the final totals by funding sources by adding the amounts in lines 2, 5 and 6 in Columns C through F. The CDBG total in C - 6 must equal the amount requested in Part III of the Application.



**Documentation Requirements**

Submit the documentation, explained in the following pages, in the Supporting Documentation Section. If items are missing, the application will be returned to the applicant for resubmission. Documentation must be on the appropriate letterhead and signed by an individual authorized to make the commitment. Unsigned letters shall not serve as a letter of commitment. The following items, if applicable, must be included with an ED application. Please include a label at the top of each page of each document submitted using the titles displayed below.- Number the pages and indicate the page number where each of these items can be found.

**Documentation and Page Number**

- A. Local Government Commitment: \_\_\_\_\_
- B. Local Government Cost Estimate: \_\_\_\_\_
- C. Multi-Jurisdictional Activity Information: \_\_\_\_\_
- D. Commitment of Non-CDBG Funds to be Spent by the Local Government: \_\_\_\_\_
- E. Comprehensive Plan Conformance and Relevant Excerpts: \_\_\_\_\_
- F. Initial Participating Party Commitments: \_\_\_\_\_
- G. Business Plan: \_\_\_\_\_
- H. Participating Party(s) Current Employee Information, if Applicable: \_\_\_\_\_
- I. Participating Party(s) Proposed New Job Creation Information: \_\_\_\_\_
- J. Financial Information for Participating Parties  
which are expanding or to whom a CDBG Loan Is Proposed: \_\_\_\_\_

**Local Government Commitment**

Each application must include a letter on local government letterhead, signed by the Chief Elected Official, prior to the application deadline that provides:

1. A clear statement of the scope, nature, cost, and desired results of the project.
2. A statement of the local government’s willingness to expend non-CDBG funds required for project completion, referenced in the Activity and Funding Source. The statement must indicate all funds will be expended after the date of the site visit and prior to submission of the administrative closeout.
3. A quantitative description of the funds provided by the local government, including the source (general revenue, tax increment financing (TIF), enterprise funds, bank loans, grants, etc.) and the budget activity line item for which the funds will be expended.
4. A statement that all proposed activities and job creation locations conform to local zoning requirements, land development regulations, the future land use map, and that they are not inconsistent with the Comprehensive Plan.
5. If not being created as part of the project, a statement that there is sufficient potable water and sewage plant treatment and delivery capacity to provide adequate service to the job creation location of each Participating Party at the projected levels of employment, operational activity, and customer usage.
6. The terms of any commitment made to a Participating Party, individual, business entity, or other local government, other than potential CDBG assistance, as an inducement for participation.
7. A description of how any displacement or relocation of homeowners, tenants, businesses or others, as a result of the project, will occur. If displacement or relocation will occur, include a copy of the notice(s) provided to potential displaced or relocated person pursuant to the Uniform Act and as illustrated in HUD Handbook 1378, Appendices 2 thru 7.
8. The basis for the determination that a national objective will be met as provided by 24 CFR Section 570.483(b) (4) (iv) or (v), if appropriate.
9. For the purpose of documenting public benefit only, agree that if upon completion of a project funding public infrastructure, the threshold cost per job of \$35,000 is not attained, the local government shall continue to track all jobs created as a direct result of the infrastructure or facility by all Participating Parties, and by those businesses or other job-creating entities who later create jobs as a direct result of the availability of the public improvement or facility.  

All jobs created by all parties as a direct result of the public improvement or facility must be tracked in case it becomes necessary for the jobs to be used to document a national objective.
10. Affirm that the construction of infrastructure, such as drainage or retention ponds, roads, sidewalks, parking, etc., which will be paid for with CDBG funds, shall only be undertaken on public property, a public right-of-way, or a public or private utility easement.
11. Provide an unequivocal statement that, if the proposed CDBG funded infrastructure is not provided to the job creation location(s), the jobs cannot be created or retained by the Participating Party(s).

The Department may require a commitment from any other entity whose participation or investment is necessary for successful completion of the project.

### **Local Government Cost Estimate Documentation**

Document by cost estimates for all activities (other than administration and engineering), the basis for the amount of CDBG funds requested in the application and the total cost of the project. Cost estimates are required for all components of the proposed activities to be paid for with CDBG funds and for activities to be paid for by the local government with other funds.

If CDBG funds are being requested for the construction of infrastructure, the local government shall:

1. Provide a certification from a licensed engineer that the proposed route, scope, cost, and size of components and accouterments of the proposed infrastructure is the minimum necessary to provide for the needs of the Participating Party(s) at the job creation location(s).  
  
If this determination is made based upon minimum permitting requirements of a state or federal agency, or minimal requirements of an insurance company, include documentation of that agency's requirements.
2. Include detailed and quantitative cost estimates from a licensed engineer, copies of previous bids from contractors, or cost estimates from a recently completed similar activity. Cost estimates must cover major components (i.e., lift stations, linear feet of road, etc.).
3. Provide cost estimates that segregate the cost of activities to be paid with CDBG funds from the cost of like activities to be paid for with non-CDBG funds.
4. Where CDBG funds are being used to pay for activities other than infrastructure:
  - a. If CDBG funds are being requested to pay for any portion of real property, easements, or rights of way, include copies of property tax statements, disinterested third party appraisals, an appraisal from a certified appraiser, or some other determination of value that documents that the proposed purchase price is based on the fair market value of the property.
  - b. If proposed building construction or rehabilitation is to be partially or fully paid with CDBG funds, include cost estimates from a general contractor, engineer, or architect, or from a recently completed similar facility.
  - c. If proposed acquisition of new or used machinery and equipment is to be partially or fully paid with CDBG funds, include cost estimates from a possible vendor or invoices from recent acquisitions.
  - d. If proposed acquisition of used machinery or equipment is to be partially or fully paid with CDBG funds from other than a normal vendor, include a disinterested third party appraisal demonstrating the current value.
  - e. If any other activity (other than administration and engineering) is to be partially or fully paid with CDBG funds, provide a detailed description and cost estimate of those activities.

**Non-CDBG Funds to Be Expended by the Local Government**

Provide documentation of the local government’s commitment to provide necessary non-CDBG funds to complete the project that:

1. Agrees with the Total Funds Required for CDBG Project Completion by Activity and Funding Source Form (Form E-2).
2. Provides evidence that the commitment has been formally made and from what source(s) the funds are available.
3. Sufficient funds will be available to complete the project.
4. If the leverage amount claimed for scoring is less than that reflected on the Total Funds Required for CDBG Project Completion by Activity and Funding Source Form, please include this information.

**Initial Participating Party Commitments**

Each Participating Party shall provide a signed binding and irrevocable statement of commitment that is contingent upon the receipt of CDBG funds, includes an expiration date (if applicable), and includes any and all conditions which must be met by the local government or any third party before performance under the commitment is binding.

1. The Participating Party attests that the assisted activity will/will not result in the relocation of any industrial or commercial plant, facility, or operation from one Labor Market Area (LMA) to another, and, if so, the number of jobs that will be relocated from each LMA;
2. The Participating Party certifies from that neither it, nor any of its subsidiaries, have plans to relocate jobs at the time this agreement is signed that would result in a significant job loss as defined in 24 CFR 570.210; and
3. The Participating Party agrees to reimburse the City/County any CDBG assistance provided to, or expended on behalf of, the Participating Party, in the event that such assistance results in the relocation of jobs as prohibited under 24 CFR 570.210.

The Department retains the right to reject commitments that are incomplete or insufficient. Attachments or appendices must be on Participating Party letterhead, signed or initialed by the Participating Party. The statement of commitment shall include at a minimum:

1. The concept, scope, and cost of its part of the project.
2. A brief description of each Participating Party that reflects its legal name, explains the products or services offered, and states how it will benefit from the project.
3. An indication of whether the Participating Party’s business will be a start-up.
4. If the business is an expansion or relocation, a description of the present operating conditions, locations and the reason for expansion or relocation.
5. If a business relocation, a description of the impact on present employees.

6. A description of the nature of the Participating Party's commitment, including:
  - Total number of jobs to be created and/or retained
  - Number of jobs to be created and/or retained for LMI persons
  - Number of jobs with company sponsored health care
  - Amount and terms of its private financial commitment to the project
  - The proposed sources of any borrowed funds
  - An agreement to relocate, begin construction, or take other appropriate action within a specified period of time after the effective date of the grant
  - An agreement to provide required documentation. Documentation must reference the basis upon which the job creation estimates are made, such as franchise information, industry averages, specific like-projects, or other empirical data.
7. A commitment to provide a completed Pre-Employment Household Income Certification Form for each employee in one of the created jobs and who holds one of the created jobs at the time the job creation commitment by the Participating Party is fulfilled.
8. A commitment to provide a certified payroll report which verifies that those employees documented with the Pre-Employment Household Income Certification Form are active employees.
9. A commitment to provide training to members of families of low and moderate income as necessary to equip them with the skills required to obtain and retain the job to be created and/or retained.
10. A commitment to notify the Recipient in writing when it begins and completes the hiring for the required jobs.
11. A commitment to use the service of the local workforce board and/or advertise the newly created positions in one or more of the local newspapers that serve the city/county.
12. A commitment to develop a schedule which identifies the start date for construction of its facilities; the dates by which such construction will be 25%, 50%, 75% and 100% complete; the date that hiring of employees will begin; and the date by which all employees will be hired.
13. A commitment to submit a detailed quarterly report to the Recipient that demonstrates progress toward achieving the milestones.
14. A commitment to provide to the Recipient or its agents such information concerning the project as may reasonably be required.
15. A commitment to comply with Chapter 119, F.S., for all documents, papers, letters or other materials subject to the provisions of Chapter 119, F.S., and made or received by the Participating Party in conjunction an application or subsequent grant.
16. In the case of an expansion, a commitment to provide a certified payroll report from the last payroll period prior to the Application Site Visit, which documents all of the company's active employees.

17. A commitment to track all jobs created as a direct result of the construction and availability of the infrastructure paid for with CDBG funds for a one-year period following the date of the completion of the CDBG infrastructure. Administrative closeout may not occur until grant cost per job (defined as total grant amount divided by total jobs created or retained) by all Participating Parties no longer exceeds \$10,000 or for one year following physical completion of the infrastructure, whichever comes first.
18. A statement of willingness to sign a legally binding Participating Party Agreement subject to award of the grant.
19. The names, titles, and ownership shares of all principals.
20. If applicable, a statement that the job creation location could not have been selected without the proposed infrastructure being provided to the site.
21. Documentation of site control over the proposed job creation location through ownership, lease, rent, contract for purchase, contract for lease, contract to rent, or purchase option.
22. A detailed and quantitative cost estimate for all activities to be undertaken by a Participating Party, documenting the sources, uses and amounts of all Participating Party funds that are necessary for the completion of the project, whether or not they are scored for leverage points.
  - Leverage funds may not be used for ongoing operations and expenses. Typical uses of leverage funds include land, buildings, machinery, permits, construction and construction fees, impact fees, relocation expenses, capital equipment, furniture, fixtures, and rolling stock.
  - Only the initial investment in supplies, inventory, uniforms, non-capital equipment, and tools, the replacement of which will be expensed-out, can be counted for leverage.
23. State whether or not the amount of funds used for leverage scoring is less than the full estimated cost of the Participating Party(s) investment into the project.
24. The Participating Party must state whether it plans to finance its portion of the project from borrowing, equity, or both, and in what anticipated amounts.
25. Provide all information required to properly complete HUD Form 2880 to document the pecuniary interest and other disclosure requirements of Section 102 of the HUD Reform Act of 1989.
26. A statement that for the last two years (a) the Participating Party has not declared or been a party to an involuntary petition for bankruptcy; and (b) that no principal of the Participating Party has declared or been a party to an involuntary petition bankruptcy.
27. If a Participating Party is an existing operating entity, or will be a spin-off or subsidiary of an existing operating entity, provide for the existing entity:
  - Financial statements (balance sheets, profit and loss statements, and cash flow statement) for the previous two years. If the Participating Party is a publicly held corporation, published annual statements will suffice.
  - Current interim financial statements, if applicable.

28. The Department may require a statement of commitment from any other investor, equity participant, or other party whose participation, cooperation, or investment is necessary for the successful completion of the project.

**Business Plan**

The Participating Party or its agent (not by the local government or its agents or consultants) must provide, separate and distinct from any other documentation, a business plan. Use the business plan templates provided by the Small Business Administration, a Small Business Development Center, or any other template that includes the basic elements that are in the SBA Business Plan template. Audited annual financial statements are acceptable for a publicly traded corporation listed on one of the major US Stock Exchanges, **if** they address issues of expansion and financing of the expansion.

The business plan must include or address:

1. A description of the business from an ownership, organizational, historical, and structural perspective.
2. The market for its products and its marketing plan.
3. The competition it faces in the marketplace.
4. A management plan, including operational and financial issues.
5. Schedule for CDBG related expansion or initiation of operations.
6. Critical risks and perceived problems.

**Participating Party Current Employee Information (Table E-3)**

Projects that will meet a national objective by creating new jobs or by retaining existing jobs must provide documentation of currently existing employees and jobs. Table E-3 (Participating Party with an Existing Business/Current Employee and Jobs Documentation Form) must be provided for each Participating Party. For businesses that are creating new jobs, a recent payroll report will be reviewed at the Application site visit to establish a base above which job creation will occur.

If the project will meet a national objective by creating or retaining jobs, the following must be included in the application:

1. Documentation that a third party (such as a state or federal regulatory agency) requires that action be taken that, without CDBG assistance, would result in the loss of those jobs in the State of Florida; or
2. Documentation that the Participating Party has openly and publicly stated that without the assistance of CDBG funds, the business will cease operations in the State of Florida. Documentation may include newspaper articles, detailed statements recorded in the minutes of public meetings, and/or copies of notices distributed to employees, and
3. If the application is for a loan to assist in job retention, documentation from third party lenders that the funds are not available at reasonable rates and terms must be provided.

**Participating Party Proposed Job Creation Information (Table E-4)**

Economic Development projects meeting a national objective by job creation must provide a separate Table E-4 for each Participating Party that provides information on the proposed new jobs. The documentation will provide the basis for the estimation of the number of newly created jobs that will be occupied by persons from low and moderate-income households.

**ED Loan Narrative (Table E-5)**

If CDBG funds will be provided to a Participating Party in the form of a loan from the local government, complete Table E-5.

**Financial Information and Commitment from Proposed CDBG Loan Recipients**

If a CDBG loan will be made to a Participating Party, the following information shall be provided:

1. A pro-forma financial statement (balance sheet, profit and loss statements, and cash flow projections) on an annual basis for the first two years of operation. Projections must:
  - Be based upon generally accepted accounting practices.
  - Show all debt service before and after taxes and include the list of assumptions upon which the projections are based.
  - Provide sufficient detail to document all relevant assertions.
  - Be contained in the business plan and in the CDBG application, (particularly wages and salaries, debt service, management and ownership compensation, cash investment, depreciation and amortization, interest expense, initial working capital, production costs, accruals, etc.
  - If the purpose of the CDBG loan is to decrease debt service to make the project feasible rather than to provide gap financing, a pro-forma must be provided for the first two years of operation reflecting only private financing and for the first two years of operation reflecting CDBG funds as part of the financing to document the significant change in debt service.
2. Describe any collateral to be pledged by the Participating Party or other conditions to be met by the Participating Party that are required by the local government.
3. If any portion of the grant is to be used for a loan to a for-profit business, provide documentation that each principal will personally guarantee the CDBG loan.

**Award and Offer to Contract Documentation**

The local government must submit the documentation listed below within 60 days of receipt of the Department's Award and Offer to Contract Letter. All documentation shall be on the committing entity's letterhead and signed by persons authorized to commit the entity.



**Award and Offer to Contract Documentation**

	Documentation	Page
A.	Executed Participating Party Agreements with Participating Party Work Plans	
B.	Additional Participating Party documentation to include proof of the availability of all dollars necessary for project.	
C.	Commitment of Local and Non-Local Public Funds	
D.	CDBG Loan Recipient and Startup Business Documentation	
E.	Executed CDBG Subgrant Agreement	

**A. Executed Participating Party Agreement(s)**

The local government shall submit an executed Participating Party Agreement for each job creator identified in the application. The Participating Party Agreement(s) must be approved by the Department prior to being executed.

**B. Additional Participating Party Documentation**

1. Document the existence, source, and availability of any cash equity investment that is being pledged to the project by a Participating Party. Copies of current bank statements or letters from depository institutions, stock brokerage companies, insurance companies, or other federal or state regulated or chartered third-parties, stating that they are holding the funds on deposit, will be adequate. A letter from a Participating Party stating that the funds exist is not adequate.
2. Document the amount and source of working capital that will be required for at least the first six months of operation or the source of the additional amount of cash investment, if any, that will be required to provide additional working capital for the relocation or expansion of an existing organization. Copies of current bank statements or letters from depository institutions, brokerage companies, or other third-parties holding the funds on deposit will be adequate. A letter from a Participating Party stating that the funds exist shall not be adequate.
3. Document the availability of all funds that are required for the successful completion of the Participating Party’s portion of the total project through a written and executed (by all parties) loan commitment, with all contingencies specified and all points and fees paid, from each lender, vendor, consortium, or private individual who will be a provider of funds or credit that is required for the successful completion of the project.

This written commitment shall provide:

- The nature of its commitment, including the amount, terms, expiration, cost, and special conditions, if any, of its offer to the Participating Party.
- Any collateral or other requirements by funding source to be provided or completed by the Participating Party.
- Name, address, and phone number for a loan officer or contact person for each funding source.
- The loan commitment must not be contingent upon such actions as credit review, loan application completion, review by loan committee, or other subjective decisions, or upon payment of fees or points. If fees or points are to be financed as part of the loan rather than paid in advance, the loan commitment must so state.

4. A copy of an irrevocable, unconditional letter of credit from an FDIC insured bank or an established line of credit from a vendor or other third party may suffice for any cash or lending commitment by a Participating Party.
5. Provide documentation that shows that the letter of credit is for the purpose for which the Participating Party has pledged it, or that an established line of credit has an adequate unused balance that can be used for the purpose to which the Participating Party has pledged it; and/or a copy of a fully executed (by all parties) loan agreement and closing statement, reflecting that the loan has already closed and that any points or fees have been paid or financed as part of the loan.

**C. Commitment of Local and Non-Local Public Funds**

Provide documentation that shows that all locally provided public funds required for the completion of the project are budgeted and available. If bonds are to be sold, they must be placed with the underwriter and any validation hearings must have been completed. The Department retains the right to require that the funds be placed in an escrow account.

For grants or loans from other governmental entities, documentation shall be in the form of a fully executed contract with the governmental entity that commits the funds to the local government, or a letter from the appropriate government agency stating that the grant or loan has been fully approved and that the grant or loan is awaiting execution.

**D. CDBG Loan Recipient and Start Up Business Documentation**

An underwriting analysis that meets the requirements of 24 CFR Section 570.482(e), and Appendix A of 24 CFR Part 570. The underwriting analysis must be prepared by a certified public accountant or other financial professional or economic development professional.

Following the Department's acceptance of the financial analysis, any material revisions affecting the underlying assumptions upon which the analysis was based will require a second evaluation by the local government and must be submitted again to the Department.

If the Participating Party is a sole proprietorship or 50 percent or more of any business or Participating Party is owned by one individual, the following must be provided:

1. A copy of a consumer credit report on each principal;
2. A current personal financial statement from each principal and the prior years' tax returns from each principal; and
3. For a CDBG loan, corporate or partnership income tax returns for the previous two years.

**E. CDBG Subgrant Agreement**

At least one original signature copy of the subgrant agreement, signed and dated by the Chief Elected Official or designee, by resolution of governing council/commission.

## **Part 6 – Housing Rehabilitation**

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

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

**Low Income and Very Low Income Beneficiary Impact Score**

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

**Average CDBG Cost per LMI Housing Unit**

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

$$\frac{\$ \text{ CDBG Project Cost}}{\text{Total Number of LMI Housing Units}} = \frac{\$ \text{ Average CDBG LMI Housing Unit Cost}}{\text{Total Number of LMI Housing Units}}$$

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

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

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

**“Green” Rehabilitation Standards**

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

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

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

**Category Summary Score (4+5e+6b+7c=): \_\_\_\_\_**

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

## **Part 6 – Housing Rehabilitation**

### **Instructions**

### **Program Requirements for Housing Rehabilitation.**

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

### **Complementary Activities**

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

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

### **Category Impact**

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

- Activity Goal Score



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

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

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

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

### **Low and Very Low Income Beneficiary Impact Score**

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

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

Option 1.

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

Option 2.

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

**Average CDBG Cost per LMI Housing Unit Score**

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

**“Green” Rehabilitation Standards**

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

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

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

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

## **Part 7 – Neighborhood Revitalization**

**CDBG Funds and Activity Goals – Table N-1**

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		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 )*	NA	\$		*	
03J	Fire Hydrants <sup>16**</sup>	Table II	\$		75	
03J	Fire Protection <sup>1</sup>	Table II	\$		75	
03I	Flood and Drainage <sup>2</sup>	Table II	\$		90	
03I	Hazard Mitigation Activities <sup>3</sup>	Table II	\$		50	
14A	Housing Rehabilitation – Plumbing <sup>4</sup>	NA	\$		60	
03F	Parks, Playgrounds <sup>5</sup>	Table II	\$		65	
03L	Pedestrian Malls/Sidewalks <sup>6</sup>	Table II	\$		80	
03E	Recreation/Neighborhood Center	Table II	\$		70	
08	Relocation	NA	\$		35	
10	Removal of Architectural Barriers <sup>7</sup>	Table II	\$		50	
03A	Senior Center	Table II	\$		70	
03C	Temporary Shelters <sup>11</sup>	Table II	\$		70	
03J	New Sewage Treatment Plant	Table I	\$		110	
03J	Sewage Treatment Plant Upgrades	Table I	\$		85	
03J	New Sewer Lines & Components <sup>8</sup>	Table I	\$		110	
03J	Sewer Line Replacement <sup>9</sup>	Table I	\$		85	
03J	Sewer Hookups <sup>10</sup>	Table I	\$		110	
03J	Solid Waste Disposal	Table II	\$		25	
03K	Street Improvements – New Paving <sup>12</sup>	Table II	\$		85	
03K	Street Improvements – Repaving <sup>13</sup>	Table II	\$		70	

\*Same points as the activity it supports.

\*\*The numbered activity footnotes are located on page 22 of the Neighborhood Revitalization Instructions.

**CDBG Funds and Activity Goals – Table N-1 (Continued)**

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% of CDBG Project Cost (Col. C ÷ Total CDBG Project Cost)	Goal Points	Activity Goal Score (D x E)
03J	Water Hookups <sup>14</sup>	Table II	\$		110	
03J	Water Lines, New – Potable <sup>15</sup>	Table II	\$		110	
03J	Water Line Replacement <sup>9</sup>	Table II	\$		85	
03J	New Water Tank/Well/Treatment Plant <sup>6</sup>	Table I	\$		110	
03J	Water Tank/Well/Treatment Plant Improvements <sup>6</sup>	Table I	\$		85	
03M	Child Care Center	Table II	\$		70	
03P	Health Facility	Table II	\$		70	
20A	Infrastructure Planning, including broadband planning <sup>17</sup>	N/A	\$		110	
			\$		25	
			\$		25	
2. Add Column C (from both pages) to get the Total CDBG Project Cost:			\$			
3. Add the Activity Goal Scores in Column F (from both pages) to get the Total Activity Goal Score: _____						(110 Point Maximum)
4. Indicate the Appropriate RUS Used and Enter Engineering Funds:			RUS Table Used: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> Both Prorated <input type="checkbox"/> N/A			
4a. Basic Fee		\$				
4b. Resident Inspection Fee		\$				
4c. Preliminary Engineering Fee		\$				
4d. Additional Engineering Services:		\$				
5. Total the CDBG Engineering Fees (4a+4b+4c+4d):			\$			
6. Enter CDBG Administrative Cost:			\$			
7. Total the CDBG Funds Requested (2+5+6):			\$			

### Addressed Needs – CDBG Activities and Beneficiaries Table N-2a

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

A		B	C	D	E	F
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
01	Acquisition (in support of )					
03J	Fire Hydrants					
03J	Fire Protection					
03I	Flood and Drainage					
03I	Hazard Mitigation Activities					
14A	Housing Rehabilitation – Plumbing					
03F	Parks, Playgrounds					
03L	Pedestrian Malls/Sidewalks					
03E	Recreation/Neighborhood Center					
08	Relocation					
14E	Removal of Architectural Barriers					
03A	Senior Center					
03C	Temporary Shelters <sup>11</sup>					
03J	Sewage Treatment Plant					
03J	New Sewer Lines & Components					

(Use the following units of measure in Column B: Barriers, Buildings, Homes, Hydrants, Lift Stations (LS), Linear Feet (LF), Plants, Sites, Tanks, Wells, and Units.)

**Addressed Needs – Activities and Beneficiaries  
Table N-2a (Continued)**

A		B	C	D	E	F
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
03J	Sewer Line Replacement					
03J	Sewer Hookups <sup>10</sup> (Beneficiaries calculated by Households)					
03J	Solid Waste Disposal					
03K	Street Improvements – New Paving <sup>12</sup>					
03K	Street Improvements – Repaving <sup>13</sup>					
03	Utility Hookups – Other (Beneficiaries calculated by Households)					
03J	Water Hookups <sup>14</sup> (Beneficiaries calculated by Households)					
03J	Water Lines, New – Potable <sup>15</sup>					
03J	Water Line Replacement <sup>9</sup>					
03J	New Water Tank/Well/Treatment Plant <sup>6</sup>					
03J	Water Tank/Well/Treatment Plant Improvements <sup>6</sup>					
03M	Child Care Center					
03P	Health Facility					
20A	Infrastructure Planning, including broadband planning <sup>17</sup>					

**Unaddressed Needs – Activities and Beneficiaries**  
**Table N-2b**

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

A		B	C	D	E	F
Activity Number and Name		Enter # of Unaddressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
01	Acquisition (in support of )					
03J	Fire Hydrants					
03J	Fire Protection					
03I	Flood and Drainage					
03I	Hazard Mitigation Activities					
14A	Housing Rehabilitation – Plumbing					
03F	Parks, Playgrounds					
03L	Pedestrian Malls/Sidewalks					
03E	Recreation/Neighborhood Center					
08	Relocation					
14E	Removal of Architectural Barriers					
03A	Senior Center					
03C	Temporary Shelters <sup>11</sup>					
03J	Sewage Treatment Plant					
03J	Sewer Lines & Components					

(Use the following units of measure in Column B: Barriers, Buildings, Homes, Hydrants, Lift Stations (LS), Linear Feet (LF), Plants, Sites, Tanks, Wells, and Units.)



**Table N-2b (Continued)**

A		B	C	D	E	F
Activity Number and Name		Enter # of Unaddressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
03J	Sewer Line Replacement					
03J	Sewer Hookups <sup>10</sup> (Beneficiaries calculated by Households)					
03J	Solid Waste Disposal					
03K	Street Improvements <sup>12</sup>					
03K	Street Improvements – Repaving <sup>13</sup>					
03	Utility Hookups – Other (Beneficiaries calculated by Households)					
03J	Water Hookups <sup>14</sup> (Beneficiaries calculated by Households)					
03J	Water Lines, New – Potable <sup>15</sup>					
03J	Water Line Replacement <sup>9</sup>					
03J	New Water Tank/Well Treatment Plant <sup>6</sup>					
03J	Water Tank/Well/Treatment Plant Improvements <sup>6</sup>					
03M	Child Care Center					
03P	Health Facility					
20A	Infrastructure Planning <sup>17</sup>					

**Beneficiary Verification Summary by Service Area**  
**Table N-3**

A	B	C	D	E	F	G	H	I	J
Enter Service Area # / Benefit Survey Method*	Enter Activities to be Completed in Each Service Area (Use More than One Line for Multiple Activities)	Enter Total # of Households (HH in the Service Area (Universe-Col. H)	Enter Total # of Responses Required	Enter Total # of Households Responding to the Survey	Enter Total # of VLI Beneficiaries	Enter Total # of LMI Beneficiaries	Enter Total # of All Beneficiaries	Calculate Percent of VLI Benefit (F ÷ H)	Calculate Percent of LMI Benefit (G ÷ H)
								%	%
								%	%
								%	%
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								%	%
								%	%

\* A= Random Sample, B=Small Service Area, C=Census, D= Survey from previous application, not more than five years old, where the service area is identical to the one in the previously submitted application. 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 — Table N-4

<b>For scoring purposes, the beneficiaries of a jurisdiction-wide activity, including a water or sewage treatment plant, on which less than 10% of total CDBG funds are budgeted shall not be used when calculating the unduplicated beneficiary scores in this table.</b>		1.(a) Enter the total funds requested (total CDBG request)	
1.(b) Enter the total number of grant unduplicated VLI beneficiaries:		1.(c) Enter the total number of grant unduplicated LMI beneficiaries:	
1.(d) Enter the total number of grant unduplicated beneficiaries:		1.(e) Enter the total number of unduplicated LMI households:	

<p><b>a. VLI Beneficiary Impact Score:</b> Calculate the Unduplicated VLI Beneficiary Percentage:</p> <p style="text-align: center;">1.(b) divided by 1. (d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated VLI Beneficiary Percentage</p> <p style="text-align: center;">30.00% or More</p> <p style="text-align: center;">20.00% to 29.99%</p> <p style="text-align: center;">10.00% to 19.99%</p> <p style="text-align: center;">Less than 10.00%</p>	<p style="text-align: center;"><b>Score</b></p> <p><input type="checkbox"/> 30</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 0</p>
<p><b>b. LMI Beneficiary Impact Score:</b> Calculate the Unduplicated LMI Beneficiary Percentage:</p> <p style="text-align: center;">1.(c) divided by 1. (d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated LMI Beneficiary Percentage</p> <p style="text-align: center;">70.00% and above</p> <p style="text-align: center;">66.00% to 69.99%</p> <p style="text-align: center;">61.00% to 65.99%</p> <p style="text-align: center;">56.00% to 60.99%</p> <p style="text-align: center;">51.01% to 55.99%</p>	<p style="text-align: center;"><b>Score</b></p> <p><input type="checkbox"/> 125</p> <p><input type="checkbox"/> 110</p> <p><input type="checkbox"/> 90</p> <p><input type="checkbox"/> 70</p> <p><input type="checkbox"/> 50</p>
<p><b>c. Average Cost per Unduplicated LMI Beneficiary Score:</b> Calculate the Average Cost per Unduplicated LMI Beneficiary:</p> <p style="text-align: center;">1.(a) divided by 1. (c) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Beneficiary</p> <p style="text-align: center;">\$11,000 or More</p> <p style="text-align: center;">\$10,000 to \$10,999</p> <p style="text-align: center;">\$9,000 to \$9,999</p> <p style="text-align: center;">Less than \$9,000</p>	<p style="text-align: center;"><b>Score</b></p> <p><input type="checkbox"/> 0</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 30</p>
<p><b>d. Average Cost per Unduplicated LMI Household Score:</b> Calculate the Average Cost per Unduplicated LMI Household:</p> <p style="text-align: center;">1.(a) divided by 1. (e) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Household</p> <p style="text-align: center;">\$20,000 or More</p> <p style="text-align: center;">\$16,000 to \$19,999</p> <p style="text-align: center;">\$13,000 to \$15,999</p> <p style="text-align: center;">\$11,000 to \$12,999</p> <p style="text-align: center;">\$9,000 to \$10,999</p> <p style="text-align: center;">Less than \$9,000</p>	<p style="text-align: center;"><b>Score</b></p> <p><input type="checkbox"/> -100</p> <p><input type="checkbox"/> -50</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 40</p> <p><input type="checkbox"/> 60</p> <p><input type="checkbox"/> 85</p>

### Readiness to Proceed Score

If biddable construction plans and specifications for all “addressed need” activities have been completed, and permit applications for all infrastructure activities have been submitted to the applicable permitting agencies no later than application deadline, the applicant can claim 50 points. Otherwise, score zero points. For all Infrastructure Planning Applicants, the applicant can claim 50 points.

The following documentation must be included in Appendix G of the application when it is submitted to the Department (Note: these documentation requirements do not apply to Infrastructure Planning Applicants):

- 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, and
  - that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)
- 2) A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s); the local government’s list of minority/women business enterprises, and the CDBG Supplemental Conditions;
- 3) Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)
- 4) Deficiencies in these submissions identified during DEO’s review of the application can be cured. However, the local government must provide curing documentation no later than the end of the “completeness period” that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline or the points claimed here will be reduced to zero.

**Readiness to Proceed Score:** \_\_\_\_\_ (50 Points Maximum)

### Health and Safety Score — Table N-5

Enter the appropriate Health and Safety Impact score. Documentation for points claimed must be included in Part 9, Appendix I. Scoring options are as follows (Note: the Health and Safety Score section of the application does not apply to Infrastructure Planning applications; refer to Infrastructure Planning Score section below):

**Option A:** A total of 75 points can be claimed if the local government can document all of the following:

- The proposed activity will be in one or more of the service areas. Activities outside a service area may only count for scoring pursuant to Chapter 73C-23, F.A.C., and
- The activity to be paid for with CDBG funds will correct the deficiencies specified in an existing enforcement action (administrative order, consent order, judicial proceeding or order by a state or federal agency). Activities conducted in lieu of fines do not qualify.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 75 points.

**Option B:** A total of 65 points can be claimed if the activity will provide first-time sewer or drinking water service to a service area, that a state or local agency says could have health and safety issues associated with septic tanks or other contamination sources. All CDBG-funded construction activities must meet the requirements of this option to claim the full 65 points.

**Option C:** A total of 35 points can be claimed if the local government can document all of the following:

- An activity proposed to be addressed with CDBG funds has been the subject of a Federal Emergency Management Agency (FEMA) Damage Survey Report (DSR) or Project Worksheet prepared for and submitted to FEMA for review and approval and was prepared at least 30 days but no more than 30 months before the application deadline, and
- The FEMA Damage Survey Report, Data Sheet or Project Worksheet was prepared in response to a federally declared natural disaster, declared before the application deadline. An engineer's written statement that the proposed CDBG activity will prevent the recurrence of the damage specified in the FEMA Damage Survey Report, Data Sheet or Project Worksheet must be provided.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 35 points

**Option D:** A total of 45 points can be claimed if the local government can document all of the following:

1. An activity to be addressed with CDBG funds was cited, in writing, by a State or Federal Regulatory Agency, before the application deadline;
2. The citation states a violation of state or federal statutes, rules, or regulations that affect the health and/or safety of the local government's citizenry; and
3. The citation was issued to the local government and includes the following:
  - the statutory or regulatory basis for the citation,
  - a description or reference to the corrective action that the regulatory agency requires, and
  - if a specific citation form, document, or process exists by State Rule or Federal Regulation, that form, document or process must be used.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 45 points.

This option shall be used for work required by a regulatory agency's inspection report that meets 1-3 above, but has not risen to the level of enforcement action described in Option A.

**Health and Safety Score — Table N-5 (Continued)**

**Option E:** A portion of the 75, 65, 35 or 45 points can be claimed if the local government documents that some activities meet the above criteria. If this option is selected, use the formula to calculate proportional points.

- e. If CDBG funds will be expended for activities that meet the criteria for more than one option, points shall be prorated for each option and then totaled together, but the total score claimed shall not exceed 50 points.

Please note that CDBG funds cannot be used to pay fines or civil penalties related to enforcement actions. Also, Health and Safety points cannot be claimed for a project that is being undertaken in lieu of fines and penalties related to enforcement actions. Health and Safety Points cannot be claimed to address the same deficiency/citation that was used to obtain funding in a previous CDBG subgrant.

**If Option 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 including Engineering or Admin. Costs)		Enter the result (%) as a four-digit decimal		Enter the Appropriate Multiplier (75, 65, 35 or 45)		Option E Score
\$	÷	\$	=		x		=	
<b>Check the Health and Safety Score being claimed.</b>		<input type="checkbox"/> Option A. (75 Points)	<input type="checkbox"/> Option B. (65 Points)	<input type="checkbox"/> Option C. (35 Points)	<input type="checkbox"/> Option D. (45 Points)	<input type="checkbox"/> Option E. (Prorated)	<input type="checkbox"/> N/A	

**Enter the Health and Safety Score:** \_\_\_\_\_  
(75 Points Maximum)

Infrastructure Planning: Score: A total of 75 points can be claimed if the local government applicant is applying for an award to fund Infrastructure Planning activities:

**Enter the Infrastructure Planning Score:** \_\_\_\_\_  
(75 Points Maximum)

<b>Calculating the Category Summary Score</b>	
<b>Scores</b>	Type of Score
	Total Activity Goal Score (from page 3)
	+ Unduplicated VLI Beneficiary Percentage Score (from page 9)
	+ Unduplicated LMI Beneficiary Percentage Score (from page 9)
	+ Cost per Unduplicated LMI Beneficiary Score (from page 9)
	+ Cost per Unduplicated LMI Household Score (from page 9)
	+ Readiness to Proceed Score (from page 10)
	+ Health and Safety Score (from page 12)
	+ Infrastructure Planning Score (from page 12)
	= Category Summary Score (505 Points Maximum)

**Category Summary Score:** \_\_\_\_\_  
(505 Points Maximum)

(Transfer this score to line 3e. in the NR column on the Application Scoring Summary page – Part 8, page 4.)

## **Part 7 - Neighborhood Revitalization**

### **Instructions**



**Program Requirements for Neighborhood Revitalization**

Neighborhood Revitalization (NR) grants assist communities with basic community development needs, including infrastructure, for low income citizens in residential neighborhoods. The following guidelines are applicable to all activities undertaken in this funding category.

- (a) The primary objective of the Neighborhood Revitalization category is to preserve and revitalize declining, primarily residential, low- and moderate-income service area neighborhoods by addressing the major infrastructure problems contributing to such decline.
- (b) Measurement of Program Impact. Specific criteria used to calculate the total 660 points for Program Impact are found in the Neighborhood Revitalization section of the application.
- (c) Service Area Requirements.
  - 1. An activity conducted in a primarily residential service area will be considered to benefit low-and moderate-income persons when at least 51 percent of the residents of that service area are low- and moderate-income persons. Such a service area must contain all households that will benefit from the activity. All activities shall meet the national objective of LMI benefit as specified in 24 CFR 570.483(b), as incorporated in Rule 73C-23.0030, F.A.C.
  - 2. Any survey of the beneficiaries of a service area must correspond to the requirements established in paragraph 73C-23.0051(9)(b)2, F.A.C.
  - 3. Sewer and water hookups shall only be provided in a service area where new or replacement sewer or water lines are being installed. Eligibility for a hookup shall be based on LMI certification of household income and sources not more than one year before the hookup is provided. If requested, LMIs shall provide verification of the household income. Hookup beneficiaries are reported by household.
  - 4. CDBG funded activities may not extend beyond the location of the last LMI beneficiary except where it is required for sound engineering, operation, or design as certified by a licensed engineer.
- (d) Additional Completeness Review Items for Neighborhood Revitalization Applications.

During the completeness review period, the Department shall review applications that propose land assembly or site preparation for new housing construction for low- and moderate-income persons to determine whether documentation is provided to show:

- 1. An executed agreement between the developer and the Applicant that requires the developer to provide the applicant with a construction performance bond equal to the amount of the funding request prior to a subgrant being executed between the applicant and the Department;
- 2. Documentation of ownership or an option on the land to control the sale to or ensure use by low- and moderate-income persons; and,
- 3. Documentation that the proposed site is properly zoned.

(f) An Applicant for a Neighborhood Revitalization subgrant, which is available in Part 7 of the Application for Funding, Form SC-60, shall meet a national objective by demonstrating that its activities will be carried out in distinct service areas characterized by the concentration of persons of low- or moderate-income.

**Activities Location**

All activities must take place in, or benefit, a service area that is predominately residential. If activities, or benefits, take place in a service area, or a portion of a service area that is not predominately residential, the cost of the activities in that portion of the service area shall be funded from non-CDBG funds and shall be excluded from the eligible construction costs for calculating CDBG allowable engineering fees.

A service area’s boundaries must include all homes that benefit from the activity, regardless of whether any work is taking place in front of the home. If more than one activity is proposed in a service area, all activities must benefit all homes. Otherwise, additional service areas must be created for an activity that benefits only a portion of the initial service area. **Each service area must meet the 51% LMI benefit national objective.**

CDBG funds cannot be used for construction beyond the last LMI home unless such construction is required to provide benefit to an LMI home, except where it is required for sound engineering, operation, or design as certified by a licensed engineer. If a non-LMI home benefits from the activity, it must be included in the service area for scoring and national objective determination purposes even if it is located beyond the last LMI home.

**Special Assessments for LMI Households**

No special assessments may be charged to very low, low or moderate-income households.

**Complementary Activities**

Complementary activities are eligible activities required by the primary activity or project scored in the CDBG application for which grant funds are being requested. The use of CDBG funds for complementary activities shall not exceed 35 percent of the CDBG funds requested for the primary activity in NR; otherwise the complementary activity shall be treated as a primary activity and scored appropriately. For NR grants, eligible complementary activities on a housing unit are limited to rehabilitation of units to construct bathrooms where no bathrooms exist or to make plumbing repairs to meet local code prior to being hooked up to a sewer or water system funded by the NR project or another funding source.

**Meeting the LMI National Objective**

To complete several of the forms in this section, you will need to enter the number of low and moderate income (LMI) persons as well as the number of very low income (VLI) persons. The following definitions relate to LMI and VLI:

1. “LMI household” means a household whose annual income does not exceed 80 percent of the median income for the area as most recently determined by HUD.
2. “LMI person” means a member of LMI households.
3. A VLI household is one whose annual income does not exceed 30 percent of the median income for the area as most recently determined by HUD. This information can be found in the HUD adjusted census data in the elements titled FAMVLOW and NFAMVLOW.

4. "VLI person" means a member of a VLI household. This information can be found in the HUD adjusted census data in the element titled PVLOW.

The NR Category Score Section requires applicants to specify project activities, outline the project budget, document VLI and LMI benefit, and identify "addressed" and "unaddressed" needs. The applicant must provide supporting documentation with the application as indicated. The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score
- Very-Low Income (VLI) Beneficiary Impact Score
- Low-to-Moderate Income (LMI) Beneficiary Impact Score
- Average Cost Per Unduplicated LMI Beneficiary Score
- Average Cost Per Unduplicated VLI Household Score
- Readiness to Proceed Score
- Health and Safety Impact Score

Provide the proposed CDBG budget by activity; determine the goal scores and the total project activity goal score.

Enter the proposed CDBG budget, excluding administrative and engineering costs, in Column C for each planned activity. Typical eligible NR activities are listed in Column A.

The Cost Standard Used to estimate costs must be available at the local government for review during the site visit. Department staff will review the standard for cost reasonableness and may request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

**CDBG Funds and Activity Goals Score (Table N-1)**

1. To complete the CDBG Funds and Activity Goals Score, total Column C (CDBG Project Cost). Engineering and administrative costs are not included in the CDBG Project Cost.
2. Enter the percentage of each activity's cost relative to the CDBG Project Cost (Column D) and enter the corresponding activity goal score for each activity (Column F).
  - To determine each activity's percentage of the CDBG Project Cost, divide activity cost by the CDBG Project Cost. Enter this percentage as a four-digit decimal number (e.g., 100% = 1.000, 9.87% = .0987, and 35.12% = .3512).
  - To determine each activity's goal score, multiply the percentage entered in Column D by the goal points in Column E. This score cannot exceed 50 points.
3. Indicate the appropriate Rural Utilities Service (RUS) Table used to establish the maximum amount of basic and inspection engineering fees which can be paid with CDBG funds and enter proposed CDBG engineering fees as outlined in Column B. Please see the RUS Charts in the Appendices for information concerning these costs. Preliminary engineering may not exceed 0.5% of estimated construction cost. "Additional engineering" is limited to those services defined as such in Chapter 73C-23, F.A.C.
4. Enter the CDBG Engineering Fees in Column B; total the engineering fees provided in Column C, line 5.

5. In Column C, line 6, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for Neighborhood Revitalization cannot exceed 8% of the total CDBG funds requested.
6. Add the CDBG Project Cost (2C), the total CDBG engineering fees (5C), and the CDBG Administrative Funds (6C) to arrive at the total funds requested. This figure must equal the amount requested in the Application Profile.

Divide the administrative funds requested (6C) by the total funds requested (7C) to determine the percentage of CDBG administrative funds to be requested. This amount cannot exceed 8% of the total CDBG funds requested.

**Neighborhood Revitalization Activity Notes**

Activity	Activity Notes
Infrastructure Planning <sup>17</sup>	Planning and capacity building activities do not include Engineering, architectural, and design costs related to a specific project (for example, detailed bid specifications and working drawings) or other costs of implementing plans. Infrastructure Planning-only grants or activities must comply with the requirements of the Low to-Moderate Income national objective. Planning-only grants or activities can meet the Low- to Moderate- Income national objective if it can be shown that at least 51 percent of the persons who would benefit from implementation of the plan are low- to moderate- income persons.
Fire Hydrants <sup>16</sup>	Adding fire hydrants to an existing water line.
Fire Protection <sup>1</sup>	Water lines for fire protection only or other fire protection facilities, such as fire stations. May include household reconnects but no new household hookups. Includes Fire Hydrants.
Flood and Drainage <sup>2</sup>	Not part of another activity.
Hazard Mitigation Activities <sup>3</sup>	In a service area included in a federally declared disaster.
Housing Rehabilitation – Plumbing <sup>4</sup>	Plumbing work needed as part of a hookup activity to connect a home to the system.
Parks, Playgrounds <sup>5</sup>	Includes open-space recreational facilities and equipment (no enclosed buildings).
Pedestrian Malls/Sidewalks <sup>6</sup>	Includes accouterments.
Removal of Architectural Barriers <sup>7</sup>	In a public building.
Sewage Treatment Plant	Includes accouterments.
Sewer Lines & Components <sup>8</sup>	No prior central sewage treatment service to beneficiaries and hooking up LMI beneficiaries.
Sewer Line Replacement <sup>9</sup>	Replacement or rehabilitation of existing lines with only reconnects, including other service components.
Sewer Hookups <sup>10</sup>	Sewer hookups with abandonment of septic or other system.
Temporary Shelters <sup>11</sup>	Can be shelters for victims of domestic violence, transitional facilities for the homeless and itinerant farm workers, group homes for the developmentally disabled, and shelters for disaster victims.
Street Improvements <sup>12</sup>	Not previously hard surfaced (i.e., asphalt, concrete, brick, etc.)
Street Improvements – Repaving <sup>13</sup>	Previously hard surfaced.
Water Hookups <sup>14</sup>	Water hookups with the disconnection of the well to the housing unit
Water Lines, New – Potable <sup>15</sup>	New potable water lines, where potable water service to beneficiaries did not previously exist, with LMI beneficiary hookups. Includes fire hydrants.

Water Line Replacement <sup>9</sup>	Replacement, including enlargement, or rehabilitation of existing lines with only reconnects, including other service components.
Water Tank/Well Treatment Plant <sup>6</sup>	Includes accouterments.

**Needs – Activities and Beneficiaries (Tables N-2a and N-2b)**

These tables do not include engineering or administrative activities. Summarize all project Addressed Needs activities as a whole and all Unaddressed Needs activities as a whole. Do not summarize the activities by service area on these tables. This information, as well as the remainder of the application, cannot be completed until the surveys and worksheets have been completed, if applicable.

1. Column A lists scored eligible CDBG activities. Use the blank spaces for any unlisted eligible activities, **which receive 25 goal points**.
2. For Table N-2a, enter the number of “Addressed Need” activity units for all service areas in Column B. The units to be addressed that are identified in Column B will serve as the minimum number of required accomplishments for the applicant’s CDBG-funded activities. The number of units entered must adhere to unit of measure for each activity as outlined below.
3. For Table N-2b, enter the number of “Unaddressed Need” activity units for all service areas in Column B. Requests to modify the subgrant agreement to undertake additional activities will be limited to those activities identified as “Unaddressed Needs” on Table N-2b. A modification to add “Unaddressed Needs” to the subgrant agreement budget shall not be approved until all “Addressed Need” activities that will be reimbursed with CDBG funds have been procured. However, if an “Addressed Need” activity cannot be undertaken because a state or federal regulatory agency refuses to issue a required permit or the affected residents of the community decide that they do not want the activity, the Department will consider a waiver request.

If the Recipient locates non-CDBG funds that can be used to complete a subgrant activity, a modification can be submitted to use any remaining CDBG funds to fund “Unaddressed Needs” activities.

Modifications to the number of units needed to complete an activity (i.e., square feet or linear feet) based solely on final engineering is not an amendment rejection issue as long as the same scope of the activity is to be constructed (i.e., Point A to Point B, as reflected on the service area map) and the same beneficiaries are to be served.

**If any inconsistencies exist between the location of needs stated in the narrative and the location reflected on the service area map, the service area map will be the determining document.**

At the site visit, the Department will review documentation of the number of units needed.

4. Enter the number of VLI beneficiaries in Column C. (VLI Household Income  $\leq$  30% Area Median Income (AMI))
5. Enter the number of LI beneficiaries in Column D. (LI Household Income = 30.01-50% AMI)
6. Enter the number of MI beneficiaries in Column E. (MI Household Income = 50.01-80% AMI)
7. Enter the total number of beneficiaries in Column F. (Total Beneficiaries = VLI + LI+ MI + Over Income ( $\geq$ 80.01% AMI))

Note 1: Where VLI or LMI benefit requires water or sewer hookups, the number of beneficiaries enter in Column D and Column E based on the LMI and VLI homes to be hooked up as “addressed need.” Unless the specific homes to be hooked up have been identified, use the average number of persons per LMI or VLI home from the survey results or census to calculate VLI and LMI beneficiaries. (Hookup beneficiaries are reported by household.)

Note 2: Where VLI or LMI benefit requires water or sewer hookups, total beneficiaries shall be calculated using all homes, including those which could be hooked up, including above income homes, unless no CDBG funds are used for the water or sewer plant or lines.

Note 3: Do not use decimals for any beneficiary total. Round up or down based on the worksheet totals.

**Beneficiary Verification Summary by Service Area (Table N-3)**

This form requires the applicant to summarize beneficiary data by service area and identify the source of beneficiary data.

1. Enter the service area number and the methodology used to verify beneficiaries in Column A. Each service area must be numbered in the application narrative. Please use the following codes to indicate the beneficiary verification survey methodology utilized:

A = HUD-adjusted Census Data

C = Small Service Area Survey

B = Random Sample Survey

D = Prior Grant Survey

Census Data Note:

When using census data, the following fields in the HUD adjusted census data shall be used:

- 1) Number of LMI persons: FAMPMOD plus NFAMPMOD (or PMOD)
- 2) Number of VLI persons: PVLLOW
- 3) Number of LMI households: FAMMOD plus NFAMMOD (or HHMOD)

Random Sample Notes:

For each random survey 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 (such as random.org) and a print out of those numbers included in the Appendix.

Unless there is a logical explanation for another procedure, numbering of homes in each service area map for surveying purposes shall begin at one corner of the service area and proceed horizontally or vertically along each street and then on to an adjacent street until the opposite end of the service area is reached.

General Note:

When a service area includes both an area for which census information is available and an area for which census information is not available, it is acceptable to conduct a survey of the area for which no census information is available and combine the survey results with the census information to establish the beneficiary information for the entire service area. (Reference: HUD State CDBG Program Guide, page 3-11)

2. Enter each activity to be undertaken in the corresponding service area in Column B.

A single service area may have more than one activity to be undertaken. Please refer to the CDBG Funds and Activity Goals Score form (Table N-1) to ensure that the activities reflected accurately.



3. Enter the total number of households in each service area (the universe) in Column C. Enter this number and all other numbers relating to the service areas.
4. Enter the minimum number of responses required per HUD survey guidelines (Notice CPD-05-06 issued July 26, 2005, Suggested Survey Methodology) in Column D. The number of responses will be based on the universe size identified in Column C. If using a Small Service Area survey, enter the total number of households in the service area.
5. Enter the total number of households responding to the survey in Column E. These responses must be obtained by application deadline. Please verify that the number of responses received meets the minimum number of responses required based upon the size of the service area universe.
6. Enter the total number of VLI beneficiaries (Column F), the total number of LMI beneficiaries (Column G), and the total number of all beneficiaries (Column H). Round up the nearest whole number.
7. In Column I, enter the percentage of VLI benefit by dividing Column F by Column H. Round the percentage to two decimals.
8. In Column J, enter the percent of LMI benefit by dividing Column G by Column H. Round the percentage to two decimals.

If a random survey was conducted, include a description of the methodology in Appendix H, which describes the basis of the universe, how the sample was selected, if any alternate were the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. **The initial 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 Appendix H.**

If only HUD census data is used, complete only Columns A, B, C, G, H and J.

#### **Beneficiaries Score (Table N-4)**

The form requires the applicant to summarize information for all service areas and calculate project beneficiary scores. Unless census data is used, the information for this section will be calculated using the Random Sample Survey worksheet which must be included as Appendix H. For scoring purposes, the beneficiaries of a jurisdiction-wide activity, including activities at a water or sewage treatment plant that serves all residents of the jurisdiction that are connected it, on which less than 10% of total CDBG funds are budgeted shall not be used when calculating the unduplicated beneficiary scores in this table.

1. Enter the requested information on lines 1(a) to 1(e). This section requests data for unduplicated beneficiaries. Because activity and/or service area overlapping is possible, some beneficiaries may be duplicated in one or more service areas. Make the appropriate adjustment for duplication by counting the beneficiaries and households only once. Department staff will confirm beneficiary overlap during the site visit. Be sure that the maps reflect overlaps.
2. Enter the percentage of VLI Beneficiaries served by the project and the appropriate score. (Note: less than 51% LMI benefit is a rejection issue.)
3. Enter the percentage of LMI Beneficiaries served by the project and the appropriate score.
4. Enter the average cost per unduplicated LMI beneficiary and indicate the appropriate score.
5. Enter the average cost per unduplicated LMI household and indicate the appropriate score.

### **Readiness to Proceed Score**

NOTE: The following requirements do not apply to Infrastructure Planning applications which are standalone projects. Infrastructure Planning applicants can claim 50 points under the Readiness to Proceed Score section of the application.

Points for “Readiness to Proceed” can be claimed for other Neighborhood Revitalization projects if the following are completed and submitted with the Application for Funding before 5:00 p.m. on the final day of the application cycle:

1. Biddable construction plans and specifications for all addressed needs The plans must be signed, dated and sealed by the engineer responsible for developing them;

2. Documentation that all required permit applications for infrastructure activities were submitted to the applicable agencies prior to the CDBG application deadline. If the only agency that must issue permits for the activities is the Applicant, then documentation to that effect must be included in the application If permits are required from an agency other than the local government, include a copy of the page(s) reflecting the permitting agency name and project description and third-party proof of mailing, such as certified mail receipt, to the permitting agencies; and

3. A written certification from the engineer or architect who prepared the plans and specifications to the Chief Elected Official of the Applicant. The certification must list the date that the biddable construction documents were completed, that the plans and specifications contain all of the information that a contractor would need to submit a bid, except for the wage decision, the local government’s list of minority/women business enterprises, and CDBG Supplemental Conditions and state that all required permit applications for all infrastructure activities have been submitted to the applicable agencies or that no permits are required for the project except from the applying local government.

Include documentation for two and three above in Appendix G

Deficiencies with the readiness to proceed documentation can be cured after the application deadline for the purpose of getting the points. However, the local government must provide curing documentation for minor deficiencies no later than the end of the “completeness period” that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline.

The Department will review the plans and specifications for completeness during the application review process, but the plans and specifications cannot be accepted by the Department until the Applicant has been issued the environmental release of funds for the project.

**A signed and sealed copy of the completed construction plans and specifications must be included with the application to get the points.**

### **Health and Safety Score — Table N-5**

Follow the instructions in the table to determine if the local government is entitled to claim Health and Safety points.

An administrative order, citation, consent order, FEMA report, judicial proceeding, order by a state or federal agency or a notice of violation cannot be used to claim health and safety points if it has been previously used to claim points in an application that was awarded funding.

## **Part 8 – Certification and Score Summary**

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

I also certify that the Applicant:

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

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

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

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

<b>Signature of Chief Elected Official or Designee</b>
Signature: _____
Typed Name and Title:
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B.

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



## **Part 9 –Supporting Documentation**

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

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



## **Appendix A: Maps (Required)**

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

### **Commercial Revitalization**

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

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

### **Economic Development**

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

### **Housing Rehabilitation**

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

### **Neighborhood Revitalization**

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

### **Jurisdiction Map**

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

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

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

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

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

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

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

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

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

**Appendix C: Comprehensive Plan Documents (Required)**

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

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

**The following items shall be included:**

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

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

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

**Appendix E: Leverage Documentation**

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

**Appendix F: Grant Application Preparation Cost Documentation**

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

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

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

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

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

#### **Appendix G: Readiness to Proceed Documentation**

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

The required documents include the following:

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

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

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

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

<b>Service Area Number:</b>	
1. Enter the total number of households in the service area (universe).	
2. In accordance with HUD Notice CPD-19-02, enter minimum # of sample survey responses required to obtain at least a 90% confidence level (HUD refers to this as Confidence Interval in HUD Notice CPD-19-02) at the confidence interval (HUD refers to this as Margin of Error in HUD Notice CPD-19-02) selected based on review of the FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Data update which is accessible at <a href="https://www.hudexchange.info/programs/acs-low-mod-summary-data/">https://www.hudexchange.info/programs/acs-low-mod-summary-data/</a> .	
3. Enter the total number of households actually responding to the survey including those assumed to be above Low and Moderate Income (LMI) after third party verification of household composition.	
<b>Complete the following section for NR and CR applications.</b>	
4. Enter the total number of LMI households responding from the sample.	
5. Enter the total number of LMI beneficiaries in the households responding from the sample.	
6. Enter the total number of above LMI households responding from the sample. (Check: Line 4 + Line 6 = Line 3)	
7. Enter the total number of above LMI beneficiaries in the households responding from the sample.	
8. Divide Line 5 by Line 4. This is the average size of the LMI households responding.	
9. Divide Line 7 by Line 6. This is the average size of the above LMI households responding.	
10. Divide Line 4 by Line 3. This is the percentage of households responding that are LMI.	
11. Divide Line 6 by Line 3. This is the percentage of households responding that are above LMI. [Check: Line 10 + Line 11 = 100%]	
12. Multiply Line 1 by Line 10. This is the estimate of the total number of LMI households in this service area.	
13. Multiply Line 1 by Line 11. This is the estimate of the total number of above LMI households in this service area.	

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

**Table LMI-1 (Continued)**

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

**Appendix I: Documentation Related to Health and Safety Impact Score**

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

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

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

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

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

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

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

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

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

**Requirements for a Housing Assistance Plan**

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

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

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



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

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

**Appendix L: Historic Preservation Documents**

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

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

**Appendix M: Special Designation Documentation**

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

**Appendix N: Economic Development Documentation**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Additional Forms and Tables**

**Rural Development Rural Utility Service (RUS) Fee Schedule**

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

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

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

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