

Part 9 –Supporting Documentation

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

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

Appendix A: Maps (Required)

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

Commercial Revitalization

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

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

Economic Development

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

Housing Rehabilitation

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

Neighborhood Revitalization

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

Jurisdiction Map

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

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

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

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

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

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

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

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

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

Appendix C: Comprehensive Plan Documents (Required)

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

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

The following items shall be included:

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

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

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

Appendix E: Leverage Documentation

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

Appendix F: Grant Application Preparation Cost Documentation

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

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

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

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

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

Appendix G: Readiness to Proceed Documentation

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

The required documents include the following:

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

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

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

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

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

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

Table LMI-1 (Continued)

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

Appendix I: Documentation Related to Health and Safety Impact Score

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

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

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

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

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

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

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

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

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

Requirements for a Housing Assistance Plan

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

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

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

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

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

Appendix L: Historic Preservation Documents

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

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

Appendix M: Special Designation Documentation

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

Appendix N: Economic Development Documentation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional Forms and Tables

Rural Development Rural Utility Service (RUS) Fee Schedule

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

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

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

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