



# Florida Small Cities Community Development Block Grant Program Application Workshop

April 6, 2023

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# SMALL CITIES CDBG Available Funds

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## FFY 2021 and FFY 2022 Small Cities CDBG Application Cycle

- Closed August 28, 2022
- Awards totaling 35.3 million to 48 communities announced on December 21, 2022
- \$13 million unawarded from FFY 2022 CDBG Funds

# AGENDA

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- Introductions
- Bureau of Small Cities and Rural Communities Updates
- Completing and Submitting the Application Form
- Small Cities Community Development Block Grant Program Information
- Applicant Eligibility
- National Objectives and Eligible Activities
- Potential Application Rejection Issues
- Citizen Participation
- Fair Housing Requirements
- Defining Service Areas and Surveying Beneficiaries
- Procurement of Professional Services
- Readiness to Proceed Requirements
- Economic Development



# Completing and Submitting Application Form



# CDBG APPLICATION CYCLE

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- Opened: March 20, 2023
- Closes: May 5, 2023
- Electronic submission:
  - Email request to submit electronically to [CDBG@DEO.MyFlorida.com](mailto:CDBG@DEO.MyFlorida.com) no later than **May 1, 2023**
  - DEO will reply with instructions for uploading application documents.
- Mail or ship to:
  - Department of Economic Opportunity
  - Florida Small Cities CDBG Program
  - 107 East Madison Street, MSC 400
  - Tallahassee, FL 32399-6508
- Mailed, shipped or electronic applications must be received by 5:00 p.m., Eastern Time on May 5, 2023.

# CDBG APPLICATION RESOURCES

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- Visit [www.FloridaJobs.org/CDBGApplicantInfo](http://www.FloridaJobs.org/CDBGApplicantInfo).
  - FFY 2022 Eligible Communities Lists.
  - Application form downloads and instructions.
  - Census data links.
  - Section 8 Income Limits.
  - Sample Public Notices.

# REQUIRED PARTS TO SUBMIT

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

# STATE CLEARINGHOUSE REVIEW

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- Applicants DO NOT need to send a copy of the application to the State Clearinghouse.
- After an applicant is notified that their application is being funded, they are to submit portions of the CDBG application to the Clearinghouse for review.





## Program Information



# GENERAL CDBG PROGRAM INFORMATION

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- The federal grant program is administered by the DEO Small Cities CDBG Program.
- The CDBG Program provides funding for housing and community development activities.
- The Program is governed by federal and state regulations:
  - Code of Federal Regulations Title 24 Part 570 ([CFR 24.570](#)).
  - [Section 290.044, Florida Statutes](#).
  - [Florida Administrative Code, Chapter 73C-23](#).

# FFY 2022-2023 TIMELINE

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- **Notice of Funding Availability:** February 17, 2023
- **Application Cycle Opened:** March 20, 2023
- **Application Cycle Closes:** May 5, 2023
- **Site visits/Completeness period:** July/August 2023
- **Award to Selected Subrecipients:** Fall 2023



# SMALL CITIES CDBG FUNDING CATEGORIES

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Commercial  
Revitalization

Economic  
Development

Housing  
Rehabilitation

Neighborhood  
Revitalization

# SMALL CITIES CDBG PROJECTS

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*Neighborhood Revitalization – Greenville: Construction of a new wastewater treatment plant.*

*Commercial Revitalization – Milton: New underground utilities, sidewalks and lighting.*





# SMALL CITIES CDBG PROJECTS

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*Before*



*After*



*Housing Rehabilitation – Monticello: Housing brought into compliance with adopted housing codes.*

# SMALL CITIES CDBG PROJECTS

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*Neighborhood Revitalization – Apopka: Construction of a new neighborhood community center.*





## Applicant Eligibility





# CDBG APPLICANT ELIGIBILITY

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## Eligible Applicants

- Counties
  - Population in unincorporated area less than 200,000.
- Cities
  - Population less than 50,000.
  - No special entitlement status.
  - Have not opted to join entitlement program.

## Ineligible Applicants

- Entitlement communities.
- Small communities that opt to participate in an Entitlement Program.

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FFY 2022 Eligible Communities List is available at [FloridaJobs.org/CDBGApplicantInfo](https://FloridaJobs.org/CDBGApplicantInfo).

# WHAT AFFECTS ELIGIBILITY?

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

# FUNDING CEILINGS

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

<b>LMI Population Funding Ceiling</b>	
1 – 499	\$600,000
500 – 1,249	\$650,000
1,250 – 3,999	\$700,000
4,000 +	\$750,000

## Economic Development Grants:

- Maximum amount = \$1,500,000.
- Criteria:
  - At least one full time equivalent (FTE) job must be created or retained for each \$34,999 awarded.
  - 51 percent of FTEs must be available to LMI persons.



## National Objectives and Eligible Activities



# NATIONAL OBJECTIVES

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Each CDBG-funded activity must meet one of the following National Objectives:

- Provide benefit to low- and moderate-income (LMI) persons.
  - Indirect benefit activities (e.g. road paving).
    - *At least 51 percent* of beneficiaries must be LMI.
  - Direct benefit activities (e.g. Housing Rehabilitation).
    - *100 percent* of beneficiaries must be LMI.
- Prevent or eliminate slum or blight conditions.
  - Commercial Revitalization projects only.
  - Activities must address slum or blight.
- Address urgent community development needs that pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

# NATIONAL OBJECTIVE - LMI

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- Indirect Benefit activities (e.g. road paving):
  - At least 51 percent of beneficiaries must be LMI.
- Direct Benefit activities (e.g. housing rehabilitation):
  - 100 percent of beneficiaries must be LMI.





# NATIONAL OBJECTIVE - SLUM AND BLIGHT

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Commercial Revitalization projects only.

- Activities address slum or blight:
  - On an area basis;
  - On a spot basis; or
  - Conform to [24 CFR 570.483\(c\)](#) and [Section 163.340, Florida Statutes](#).



# ELIGIBLE ACTIVITIES

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## Infrastructure Improvements:

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





# ELIGIBLE ACTIVITIES (CONT.)

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## Public Facilities

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

## Direct Benefit Activities

- Housing rehabilitation (HR).
- Temporary relocation (HR).
- Water or sewer hookups (HR and NR).



# ELIGIBLE ACTIVITIES (CONT.)

## Planning Only Grants

- Broadband Infrastructure Feasibility Study
- Water Utility Study
- Sewer Utility Study
- Master Utility Study



CDBG may be used for:

- Studies
- Analysis
- Data Gathering
- Identification of actions that will implement plans
- *Plan must include options and/or alternatives*

# ELIGIBLE ACTIVITIES (CONT.)

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## **Planning and capacity building activities do not include:**

- Engineering
- Architectural
- Design costs related to a specific project (for example, detailed bid specifications and working drawings)
- 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 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.

# INELIGIBLE ACTIVITIES

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- General government expenses.
- Buildings for the general conduct of government.
- Political activities.
- Purchase of equipment (with exceptions for economic development projects' fire protection).
- Operating and maintenance expenses.
- New housing (with exceptions).
- Income payments (excludes emergency grants).



# RESOURCES

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



[www.FloridaJobs.org/CDBGApplicantInfo](http://www.FloridaJobs.org/CDBGApplicantInfo)

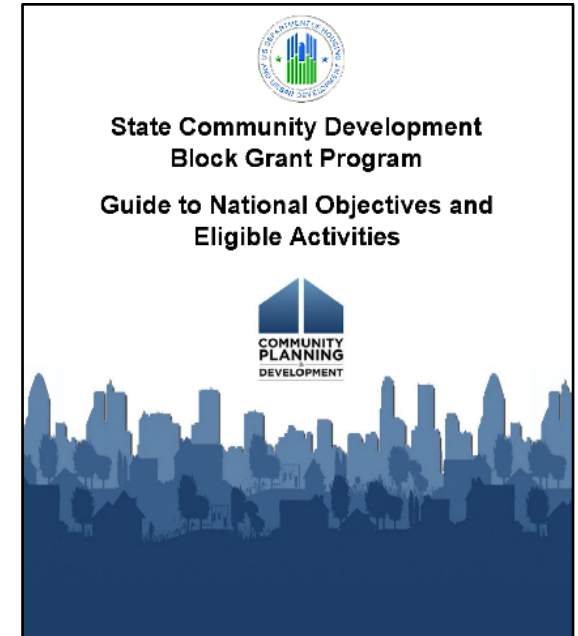
# RESOURCES (CONT.)

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

Or

- To avoid having to download 19 individual files the guide is available at: [www.FloridaJobs.org/CDBGApplicantInfo](http://www.FloridaJobs.org/CDBGApplicantInfo)







# Potential Application Rejection Issues



# **POTENTIAL REJECTION ISSUES- Section 290.0475, F.S.**

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Applications are ineligible for funding if any of the following circumstances arise:

- 1) Application is not received by the application deadline at 5:00 p.m., Eastern Time on May 5, 2023.
- 2) Project does not meet a national objective.
- 3) Project is not an eligible activity.
- 4) Application is not consistent with the local government's comprehensive plan.
- 5) Applicant has an open CDBG project.
- 6) Applicant is not in compliance with the citizen participation requirements.
- 7) Information provided in the application that affects eligibility or scoring is found to have been misrepresented.



# OTHER POTENTIAL REJECTION ISSUES

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Other potential rejection issues regarding surveying and service area boundaries include:

- Random Sample Survey Problems
- Service Area Improperly Drawn
- Homes Missing from Survey



## Citizen Participation



# LOCAL GOVERNMENT REQUIREMENTS

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

- 1) Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used.
- 2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds.

**[24 CFR 570.486](#)**

# LOCAL GOVERNMENT REQUIREMENTS

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- 3) Furnish citizens with information, including but not limited to:
- i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
  - ii. The range of activities that may be undertaken with the CDBG funds;
  - iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective to benefit low- and moderate-income persons; and
  - iv. Whether or not the proposed CDBG activities are likely to result in displacement and a copy of the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.488.

## **[24 CFR 570.486](#)**

# PUBLIC NOTICES AND HEARINGS

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## Public Notices

- Public notices must be advertised in a newspaper of general circulation in the applicant's jurisdiction with sufficient lead time to allow citizens to plan to participate in the hearings.
- Additional methods of informing the public of hearings are encouraged, such as social media, notices on the applicant's website, public service announcements, and posters.
- Notices need to give enough information so the people who are affected by a proposed CDBG application know they are affected.

# PUBLIC NOTICES AND HEARINGS

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## Public Hearings

- Must be properly noticed in accordance with subsection [73C-23.0031\(27\), FAC](#).
- Must be conducted by a member of the applicant's governing body or a duly authorized representative.
- Must be accessible and at a convenient time for potential beneficiaries.
- Local governments are encouraged to offer virtual attendance as an additional option to encourage broad public participation

**[73C-23.0041\(1\)](#)**

# PUBLIC NOTICES AND HEARINGS - 73C-23.0041(1)

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- **Virtual/Conference-Call Public Hearings:**
  - Must provide reasonable notification and access for citizens.
  - Must provide timely responses from local officials to all citizen questions/issues.
  - Must provide public access to all questions and responses.
  - Must take appropriate actions to encourage the participation of all residents, including the elderly, minorities, and non-English speaking persons, as well as persons with disabilities.
  - Roll call for attendance should be taken at the beginning of the event. If a member of the public declines to identify him or herself, that is not to be considered an issue of concern.

# TIME AND PLACE



If the public hearing for a project near Lanark Village is held in Apalachicola, on the same night as a local commission meeting in Lanark Village, could a citizen argue that the hearing was held at a time and place to discourage Lanark residents from participating?



# FIRST PUBLIC HEARING

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- Provide general information to residents on the availability of CDBG funding and the amount available.
- Discuss the types of activities that could be implemented with CDBG funds.
- Obtain the views of citizens on community development needs.
- The agenda for the first public hearing and the activities undertaken therein must be limited to the bulleted items reflected on this slide.

# SECOND PUBLIC HEARING NOTICE

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## Second public hearing notice shall include:

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

**73C-23.0041(1)(c)**

## SECOND PUBLIC HEARING NOTICE (CONT.)

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- 2) Information such as a website or email address where a copy of the draft application can be obtained and/or reviewed.
- 3) Information describing where written comments may be submitted and the deadline for submission.
- 4) The date, time, and location of the hearing. If the hearing may be attended virtually or via conference call, the notice should inform citizens that they can do so and include an appropriate link and/or conference call number.

**[\[73C-23.0041\(1\)\(c\)\]](#)**

# LOCATION LANGUAGE OF NOTICE

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## Poor Language:

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

## Recommended/Descriptive Language:

The City of Hibernation will construct a new elevated storage tank next to Well #1 located on city property at High Road between 21st and 22nd Avenues.



# LOCATION LANGUAGE OF NOTICE (CONT.)

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## Poor Language:

The locations of the street improvements will be identified on a map at the public hearing.

## Recommended/Descriptive Language:

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



# SECOND PUBLIC HEARING

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- The proposed application is discussed, including the planned activities, the specific location(s) of those activities, and the specific budget amounts for the activities.
- Citizens must be allowed to comment on the proposed application and their comments must be documented.
- The applicant should consider all public comments and modify the application, as appropriate.



# HEARING DOCUMENTATION REQUIRED

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

# CITIZENS ADVISORY TASK FORCE

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- The Citizens Advisory Task Force (CATF) is no longer a mandatory part of the citizen participation process. It is voluntary and points are awarded in the application if the criteria is met.
- The CATF must have at least five members appointed by the local governing board, must be at least 51 percent LMI, and at least 51 percent of the members must be in attendance at each CATF meeting (including virtually or by telephone conference call).
- 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.
- The CATF can hold more than one meeting.

## CITIZENS ADVISORY TASK FORCE (CONT.)

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- CATF meets before the first public hearing is conducted to receive 10 points.
- CATF meets before the notice for the second public hearing is published and before a draft application is finalized to receive five points.
- All CATF meetings must be properly noticed.
- Include meeting minutes, sign-in and/or roll call sheet, and documentation of the public notice in the application.

## CITIZENS ADVISORY TASK FORCE (CONT.)

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- The CATF meeting should not be dominated by local government staff and should allow for open discussion of all participants.
- The purpose of the CATF meeting is to discuss community needs and make recommendations prior to holding the drafting the application.
- Past CDBG applications, both successful and unsuccessful, should not be discussed at the meeting until all CATF members have had the opportunity to discuss what they see as the community's current needs.

# CONSEQUENCES

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- Failure to meet any of the citizen participation requirements previously discussed will result in an application being rejected, as required by [section 290.0475\(6\), F.S.](#)



# Fair Housing Requirements





# FAIR HOUSING POINTS

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

- 1) Adopts a fair housing ordinance prior to the application cycle deadline: claim five points.
- 2) Conducts a fair housing workshop during the 12 months prior to the application cycle deadline: claim five points.



## Defining Service Areas and Surveying Beneficiaries



# OVERVIEW

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## Process to Define a Service Area and Survey Beneficiaries

1. Identify the Beneficiaries of the Proposed Activity.
2. Determine the Boundaries of the Service Area.
3. Plot the Beneficiaries and Proposed Activities on a Service Area Map.
4. Develop a Project Narrative.
5. Use Census Data or Conduct a Survey and Verify Compliance with a National Objective.

# SERVICE AREA DEVELOPMENT

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## **A service area is required for “indirect benefit” activities:**

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

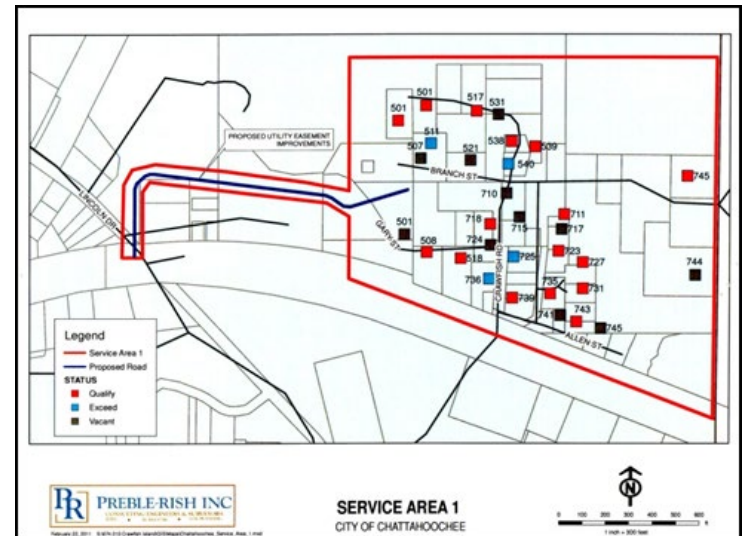
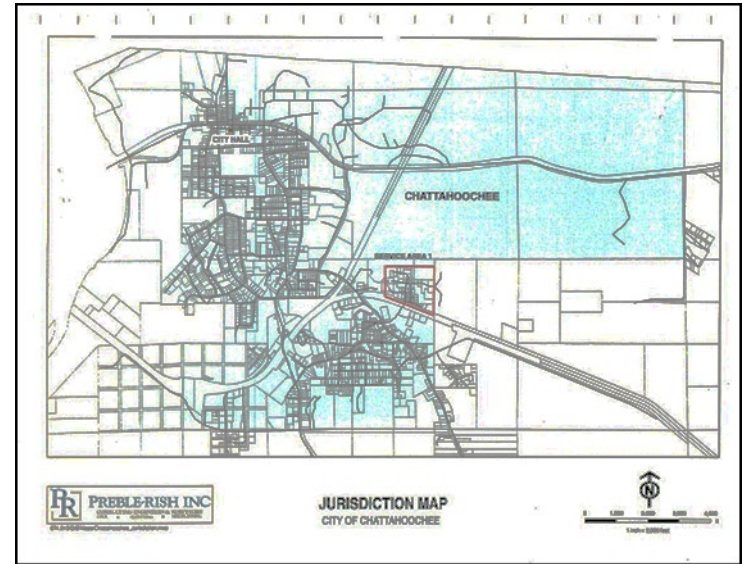
## **Service area boundaries are based on the beneficiaries of the activity:**

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

# SERVICE AREA DEVELOPMENT (CONT.)

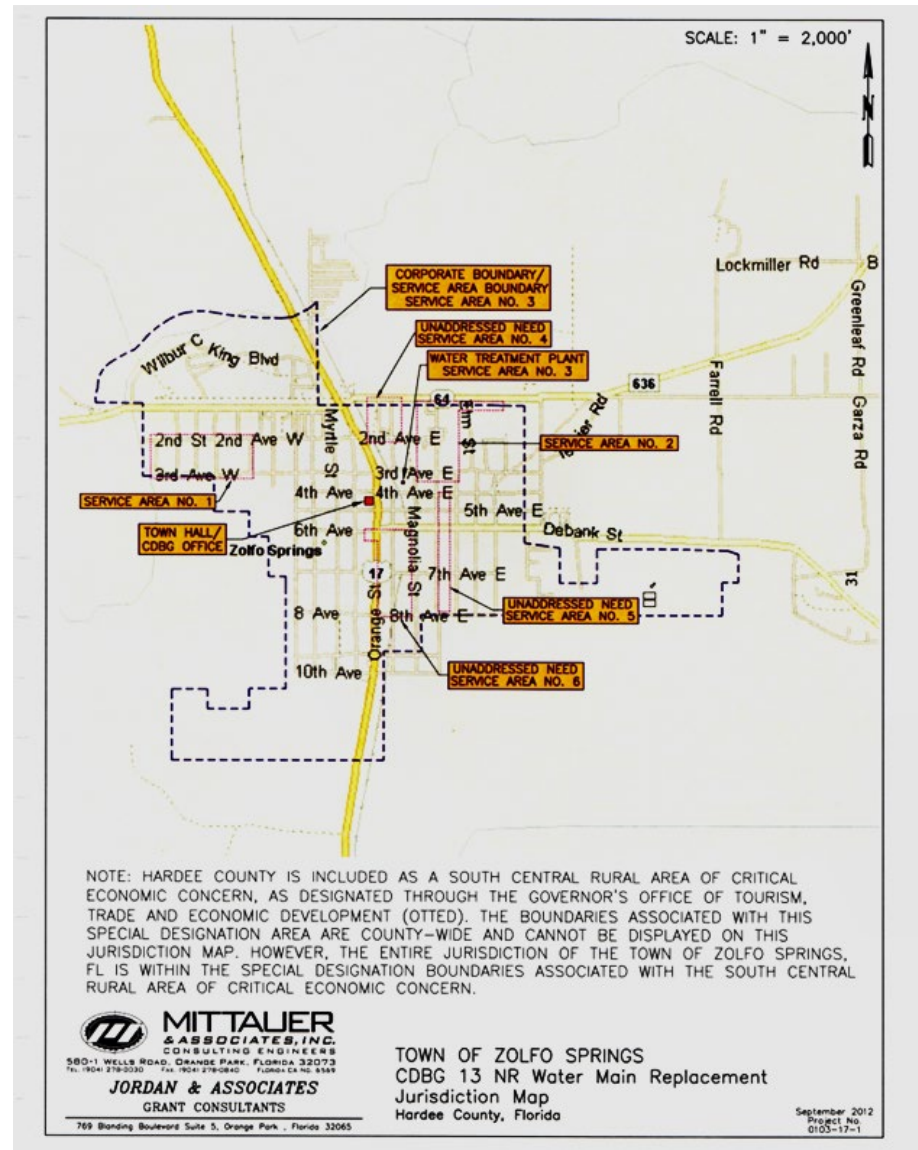
## Procedure

- Identify the location of the activity on a map.
- Identify the beneficiaries on a map.
- Draw the service area boundary.



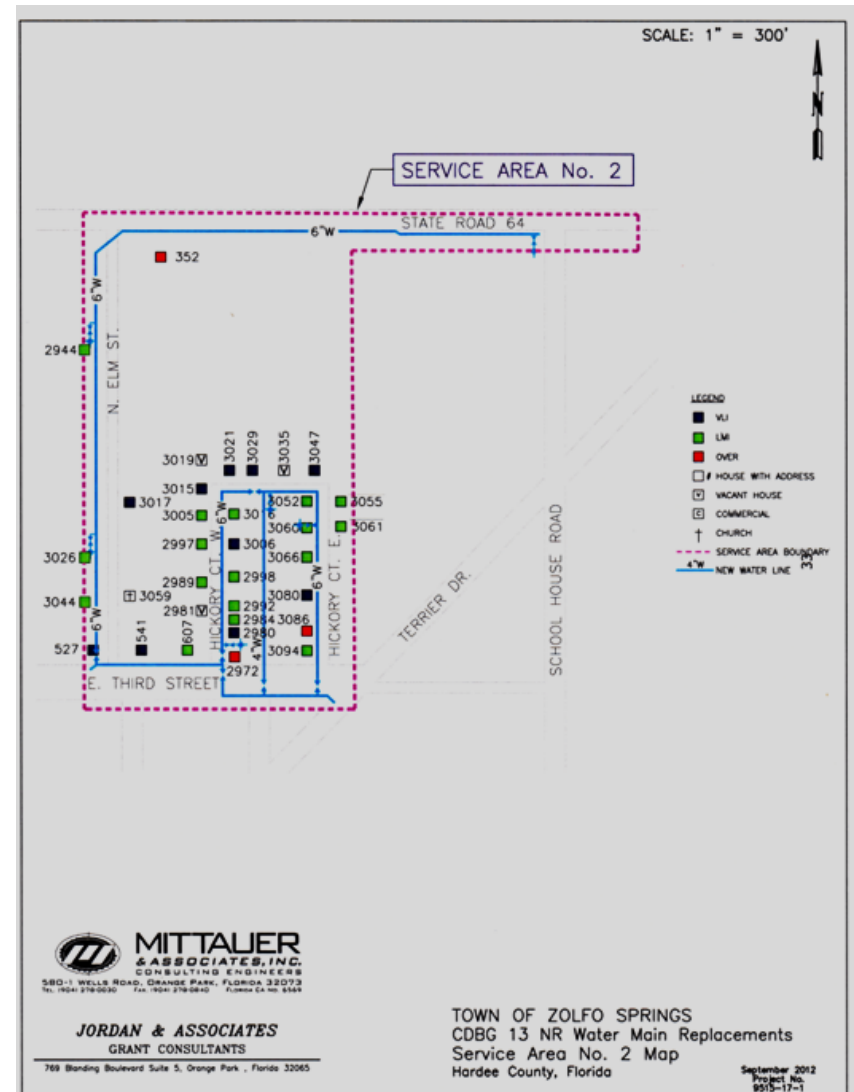
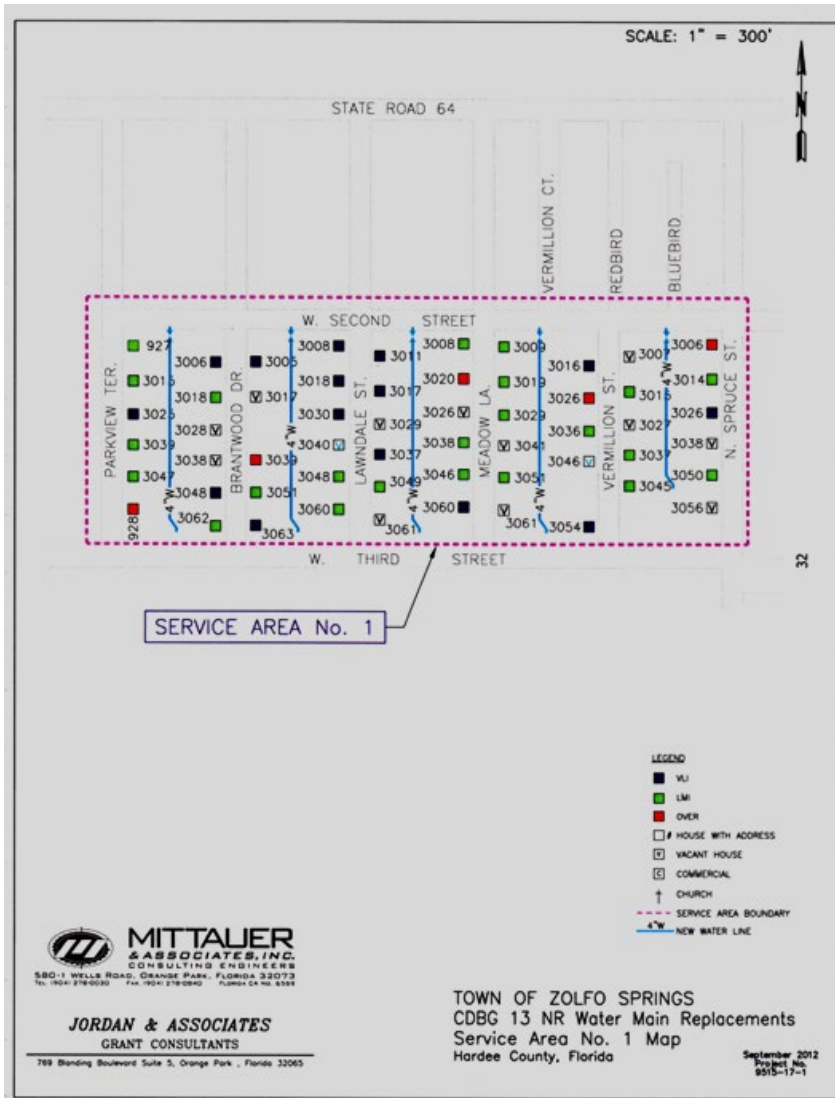
# SERVICE AREA DEVELOPMENT (CONT.)

- Multiple activities may require multiple service areas when the beneficiaries are not identical for all activities.





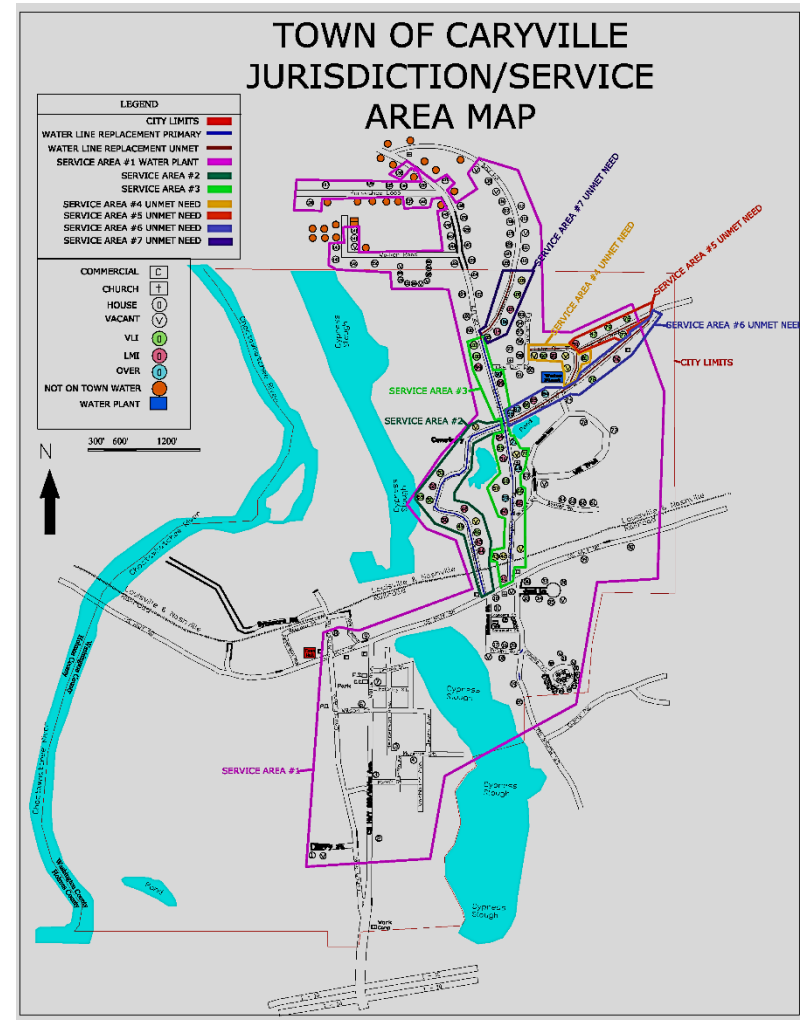
# MULTIPLE MAPS CAN BE SUBMITTED



# SERVICE AREA MAP

The service area map is a visual representation of the project. The map:

- Shows activities, locations and beneficiaries.
- Must be consistent with the beneficiaries identified in the survey.



# SERVICE AREA MAP (CONT.)

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## An improperly drawn service area map can:

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

# PROJECT NARRATIVE AND MAP

- An activity that is not included in the project narrative or the service area map is not a part of the project.
- The service area map governs the project if the project narrative is inconsistent with the map.

Form SC-60  
February, 2016

**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.

**Service Area #1 – Green Street New Sewer Line – Sewer Line Extension & Sewer Hookup Service Area:**

**Service Area #1 – New Sewer Lines and Component Activity** – This activity includes the installation of a lift station at the northwest corner of Tobias Road (Canal Road) and Green Street, the installation of approximately one thousand seven hundred and fifty linear feet (1,750') of force main between the new lift station being installed with grant funding and an existing manhole located at the intersection of Orchard Avenue and Avenue A. In the City of Moore Haven, the installation of approximately four hundred eighty linear feet (480') of new 8" PVC gravity sanitary sewer lines along Green Street between Tobias Road (Canal Road) on the south and Huggins Avenue on the north, and the connection of three (3) homes along Green Street to the new sanitary sewer collection system.

The new sewer line installation will include new manholes along the sewer line, sewer laterals, cleanouts, driveway repair, road cuts and repair and additional items as needed to restore the area and provide a functional system.

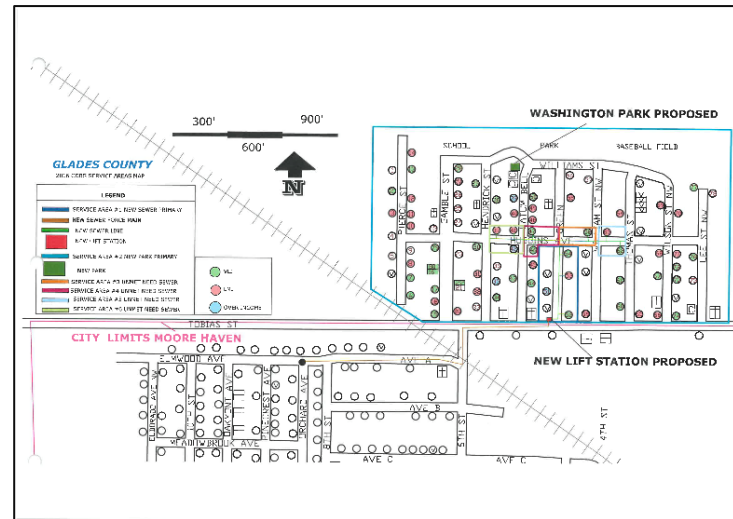
The beneficiaries for the sewer line and component activity proposed in this service area are all of the people living in the occupied residential housing units located along Green Street within the service area. Currently four (4) households are located in Service Area #1, the Green Street New Sewer Line – Sewer Line Extension & Sewer Hookup Service Area. These 4 households contain 5 people. 3 of the people living in the service area or 60.00% are U.I. 4 of the people living in the service area or 80.00% are LMI and 1 of the people living in the households in the service area or 20.00% has a household income above the LMI income limits. Thus, National Objective 1, Benefit to Low Moderate Income Persons is realized by this activity.

Activity #	Activity	Description	CDBG Amount
03J	New Sewer Line and Components	New Sewer Lines and Components	\$ 518,700.00

**Service Area #1 – Sewer Hook-up Activity** - The hook-up of three (3) single family housing units occupied by low to moderate income residents to the central sewer system. The new central sewer hook-ups will include crushing and filling of the existing septic tank systems.

The Northern boundary of Service Area #1 is the northern right-of-way line of Huggins Avenue, the southern boundary of Service Area #1 is the southern right of way line of Tobias Avenue (Canal Road) between Green Street on the east and 9<sup>th</sup> Street on the west and continuing along the southern right-of-way line of Avenue A in the City of Moore Haven between 9<sup>th</sup> Street on the east and Orchard Street on the west, the western boundary of Service Area #1 is the rear property lines of the properties located on the west side of Green Street and the eastern boundary of Service Area #1 is the rear property lines of the properties located on the east side of Green Street between Huggins Avenue and Tobias Avenue (Canal Road) and the intersection of Orchard Avenue and Avenue A in the City of Moore Haven.

73C-23.0041, FAC



# SERVICE AREA AND MAP ISSUES

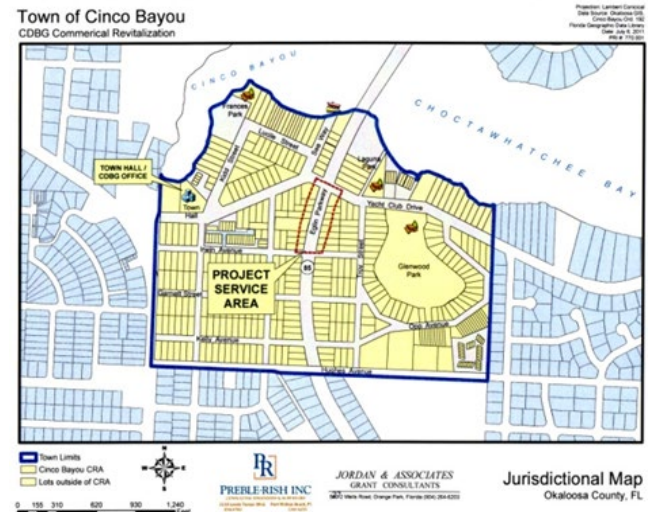
- All Neighborhood Revitalization and Commercial Revitalization activities must be located in the service area(s).

## Commercial Revitalization

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

## Housing Rehabilitation

- This service area is the boundary of the corporate limits. Housing is a direct benefit activity, so all beneficiaries must be LMI.



# SURVEYING

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- Establishes the LMI benefit in a service area.
- Establishes the number of beneficiaries for application scoring and data reporting:
  - Very Low Income (VLI) = 30 percent Area Median Income (AMI).
  - Low Income (LI) = 50 percent AMI.
  - Moderate Income (MI) = 80 percent AMI.
  - Over Income = Greater than 80 percent AMI.

## Four Methods:

- Census Data
- Previous Survey
  - \*\*\* Not allowable for FFY 2020 unless it complies with requirements of HUD Notice CPD-19-02.
- Small Service Area
- Random Sample



# CENSUS DATA

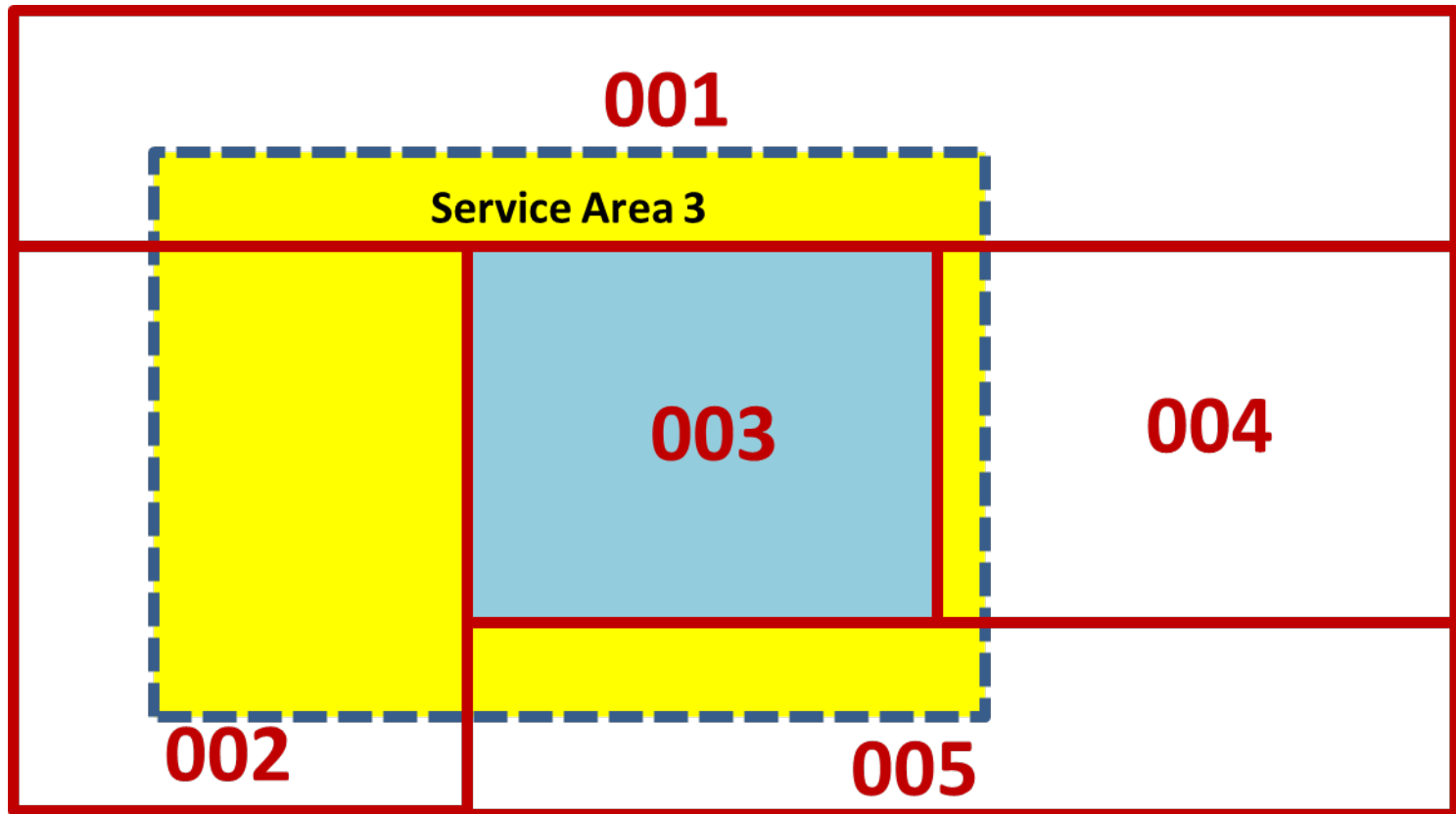
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- Use HUD American Community Survey 2015 Census Update data only if a service area corresponds exactly to entire block groups, tracts, or (for jurisdiction-wide activity) the jurisdiction's boundary.
- If a service area is an entire census unit and a partial unit, the partial unit can be surveyed and the results can be added to census information.
- The 2011-2015 update of the HUD ACS Low- and Moderate-Income Survey Data can be accessed via GIS online at <https://www.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>.

# EXAMPLE

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- Data from Census tract 003 can be used, but the area in yellow would have to be surveyed.



# SURVEY METHODS

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

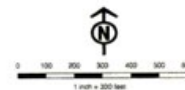
- Mailouts;
- Telephone interviews;
- Web-based; and
- Any other method that complies with federal, state, and local government guidance or regulations.

# SMALL SERVICE AREA SURVEY

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



SERVICE AREA 1  
CITY OF CHATTAHOOCHEE



# RANDOM SAMPLE SURVEY

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- Random sample surveys must be conducted consistent with the requirements outlined in HUD Notices CPD-14-013 and CPD-19-02.
- A confidence level (referred to as Confidence Interval in HUD Notice CPD-19-02) of 95 percent is recommended; a confidence level lower than 90 percent is not allowable.
- The applicant must use the confidence interval (referred to as Margin of Error (MOE) in HUD Notice CPD-19-02) for the equivalent geography contained in the HUD ACS 2015 Low- to Moderate-Income census update. If the census update equivalent geography specifies an MOE of 10 percent or more, an MOE of 10 percent must be used.

[www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/](http://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/)

# RANDOM SAMPLE SURVEY (CONT.)

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- Obtain a non-repeating list of random numbers.
- The primary sample group is the first group of homes that equals the minimum sample needed.
- Document three attempts to survey each home\* in the primary sample group.
- Use alternates, in order, using the same procedure.
- If the minimum sample size is not achieved, begin again.
- Option: To obtain the minimum sample, treat the unsurveyed houses as over income.



# RANDOM SAMPLE SURVEY (CONT.)

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## Resources:

- To determine the sample size for a 95 percent confidence level at the selected confidence interval, access: [surveysystem.com/sscalc.htm](http://surveysystem.com/sscalc.htm).
- To determine the sample size for either a 90 or 95 percent confidence level at the selected confidence interval, access: [www.surveymonkey.com/mp/sample-size-calculator/](http://www.surveymonkey.com/mp/sample-size-calculator/) or <http://fluidsurveys.com/university/survey-sample-size-calculator/>.
- To generate a sequence of random non-repeating numbers, access: [www.random.org/sequences/](http://www.random.org/sequences/).
- Survey Methodology is covered by HUD Notice CPD-14-013 at [files.hudexchange.info/resources/documents/Notice-CPD-14-013-Guidelines-for-Conducting-Income-Surveys-LMI-CDBG-Activity.pdf](http://files.hudexchange.info/resources/documents/Notice-CPD-14-013-Guidelines-for-Conducting-Income-Surveys-LMI-CDBG-Activity.pdf)
- HUD Notice CPD-19-02 at [files.hudexchange.info/resources/documents/Notice-CPD-1902-Low-and-Moderate-Income-Summary-Data-Updates.pdf](http://files.hudexchange.info/resources/documents/Notice-CPD-1902-Low-and-Moderate-Income-Summary-Data-Updates.pdf)

# SAMPLE CALCULATOR

## [www.surveysystem.com/sscalc.htm](http://www.surveysystem.com/sscalc.htm)

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

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

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

**Determine Sample Size**  
Confidence Level:  95%  99%  
Confidence Interval:   
Population:   
   
Sample size needed:

**Find Confidence Interval**  
Confidence Level:  95%  99%  
Sample Size:   
Population:   
Percentage:   
   
Confidence Interval:

# RANDOM SEQUENCE GENERATOR

[www.random.org](http://www.random.org)

[Home](#) [Games](#) [Numbers](#) [Lists & More](#) [Drawings](#) [Web Tools](#) [Statistics](#) [Testimonials](#) [Learn More](#) [Login](#)

# RANDOM.ORG

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**True Random Number Service**

Do you own an iOS or Android device? [Check out our app!](#)

## Random Sequence Generator

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

### Part 1: Sequence Boundaries

Smallest value  (limit -1,000,000,000)

Largest value  (limit +1,000,000,000)

Format in  column(s)

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

### Part 2: Go!

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

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

---

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# RANDOM SEQUENCE GENERATOR

## Random Sequence Generator

Here is your sequence:


418	141	31	125	213	203	357	449	371	140	479	330	228	448
389	277	17	135	6	322	163	239	123	167	355	488	172	216
293	378	107	416	191	295	209	115	476	180	97	431	310	8
352	323	221	32	79	337	484	289	56	286	450	157	390	387
427	385	397	257	280	23	1	328	225	424	335	117	119	370
464	93	13	104	318	444	252	495	402	120	396	384	193	468
130	306	127	481	122	304	411	420	380	367	366	477	76	377
269	112	73	372	360	48	426	455	475	146	329	365	155	100
237	89	461	223	305	383	379	30	436	236	486	246	498	297
50	151	200	189	105	429	266	496	94	57	309	77	341	443
240	316	61	9	90	261	67	54	333	178	101	98	118	7
435	20	108	10	51	47	432	137	201	421	110	359	185	454
393	96	217	364	419	204	497	75	18	83	40	248	114	53
441	186	492	36	471	338	347	27	307	376	196	132	116	400
349	232	12	408	91	149	312	292	485	170	398	331	84	19
434	58	139	205	465	456	381	129	439	265	215	287	131	199
41	219	327	459	324	103	64	210	276	321	82	284	406	272
499	244	264	303	302	206	106	211	46	491	344	87	275	63
255	288	111	472	290	28	109	342	62	37	182	296	453	78
343	121	263	405	207	490	425	162	231	462	188	487	229	69
414	285	15	173	473	291	348	133	124	35	192	399	489	142
353	460	273	212	298	159	500	184	11	470	60	268	267	467
187	2	202	33	326	258	317	88	42	102	80	150	346	446
66	198	247	24	374	208	428	332	256	356	270	362	340	168
457	5	71	44	299	315	143	144	313	148	169	233	34	382
395	224	39	262	386	3	14	222	251	413	241	147	160	166
250	43	226	243	407	81	282	179	394	175	294	145	59	72
259	74	138	153	279	301	45	25	480	52	369	158	242	445
494	391	218	388	194	363	430	128	368	452	401	55	156	165
334	442	375	260	70	478	403	136	234	358	458	345	412	152
278	373	99	245	325	417	190	227	447	440	113	85	482	230
254	249	68	95	423	283	336	171	21	253	86	410	274	238
174	474	154	437	308	404	422	354	134	49	271	320	361	339
4	26	438	409	214	183	483	319	493	38	281	415	300	22
29	463	195	392	466	311	197	126	177	161	176	181	220	451
469	164	351	433	92	235	65	16	314	350				

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

Note: The numbers are generated left to right, i.e., across columns.

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# HOUSEHOLD INCOME CERTIFICATION FORM


 Department of Economic Opportunity – Small Cities Community Development Block Grant Program Form SC-49  
**Household Income Certification Form** April, 2015

**Section I**

Local Government:	Map Key #:	Service Area #:	Description of Unit:
Name:	<input type="checkbox"/> Rent <input type="checkbox"/> Own		Street Address: _____ City: _____ Date of Survey: _____


**Section II**

(Circle the total household size and then answer whether total household income is or is not within each of the three ranges.)

Number of Persons in Household	2 Income Range (Moderate)	Is Total Household Income within this Range?	4 Income Range (Low)	Is Total Household Income within this Range?	6 Income Range (Very Low)	Is Total Household Income within this Range?
1	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

1 73C-23.0041, FAC


 Department of Economic Opportunity – Small Cities Community Development Block Grant Program Form SC-49  
**Household Income Certification Form** April, 2015

**Section III**

Indicate how many people in each of the following categories reside in the household. Some household members may need to be counted in more than one category.	Female Head of Household	Handicapped	Elderly (60+)	
Indicate race and ethnicity below:				
Race	Total	# of Hispanic Ethnicity	For Housing Units Only	
			# Units Owner Occupied	# Units Renter Occupied
White				
Black/African American				
Asian				
American Indian or Alaskan Native				
Native Hawaiian/Pacific Islander				
American Indian/Alaskan Native and White				
Asian and White				
Black/African American and White				
American Indian/Alaskan Native and Black/African American				
Other Multi Racial				
Totals				

Certification: I, the undersigned, certify that the information stated in this form is true and accurately reflects the household composition and income data as presented to me by the occupant. Additionally, if the proposed project includes water or sewer system improvements, each household has been advised that they may be required to hook up to any sewer or water facilities constructed as a part of this project and of any estimated costs or monthly fees associated with such hook up.

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

2 73C-23.0041, FAC

## \*\*\*Notes:

- This form has two sides. Both sides must be completed.
- Form SC-49 is available on DEO's website at [www.floridajobs.org](http://www.floridajobs.org).

# RANDOM SAMPLE SURVEY RESULTS

---

- Show project total moderate-income/low-income/very low-income over income beneficiaries from the sample (worksheet).
- Calculate LMI percent total for each service area.
- To determine the LMI benefit, subtract confidence interval from LMI percent in each service area.
- If the adjusted LMI percent is less than 51 percent, the service area does not qualify.
- If the service area qualifies, use the unadjusted low-moderate-income/very low-income percent to score the application.



# CALCULATIONS FOR NATIONAL OBJECTIVE

---

## Random Sample Survey – Example 1

Total Beneficiaries = 754

LMI Beneficiaries = 511

Confidence Interval = 5

LMI percent =  $511 \div 754 = 67.77 - 5.0 = 62.77$  percent

Service area is eligible for funding; use 67.77 percent in the application.

## Random Sample Survey – Example 2

Total Beneficiaries = 754

LMI Beneficiaries = 411

Confidence Interval = 5

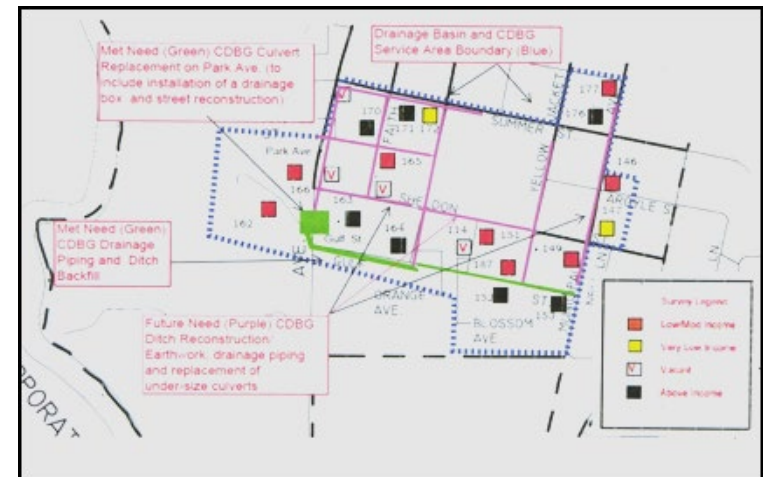
LMI percent =  $411 \div 754 = 54.51 - 5.0 = 49.51$  percent

Service area is not eligible for funding.

# APPLICATION APPENDIX A

## Required Maps

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



# APPLICATION APPENDIX A (CONT.)

---

In addition to the jurisdictional, service area, and flood maps, Neighborhood Revitalization and Commercial Revitalization applications must include:

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

# REJECTION ISSUES – SURVEYING

---

## Random Sample Survey Problems:

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

# REJECTION ISSUES – SURVEYING (CONT.)

---

## Example of Service Area Improperly Drawn

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

# REJECTION ISSUES – SURVEYING (CONT.)

---

## Example of Homes Missing from Survey

- Unable to complete the minimum number of required surveys because:
  - Unable to contact household member; or
  - Household member refused to respond.
- In these cases, count all unsurveyed homes as “over income.” If the LMI population of the service area remains at 51 percent or above, the activity is fundable.

## REJECTION ISSUES – SURVEYING (CONT.)

---

- Multi-family housing units were not treated as individual households, so the number of beneficiaries in the service area was undercounted.
- In this case, the LMI population is misrepresented and the funding request must be rejected per section 290.0475(7), Florida Statutes.







# Procurement of Professional Services



# INTRODUCTION

---

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

- 2 CFR 200.317-200.326 (the Super Circular);
- [24 CFR 75.3](#) (contracts  $\geq$  \$200K, Section 3);
- [Section 287.055](#), FS (for engineers);
- [73C-23.0051, FAC](#); and
- Recipient's CDBG procurement policy.

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

# INTRODUCTION (CONT.)

---

- A separate procurement is needed for each service on each CDBG subgrant.
- The U.S. Department of Housing and Urban Development (HUD) issued a ruling that if inspection services were not listed in the request for proposal (RFP) for engineering services (procured before submitting the application to get “Readiness to Proceed” points), then the inspection services must be procured by a new RFP. DEO cannot approve a design firm for inspection services unless inspection services were listed in the RFP.

# PROCUREMENT TYPES (2 CFR 200.320)

---

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

# PUBLIC NOTICE

---

- Request for Proposals must be published in a nearby Metropolitan Statistical Area newspaper or at least three responsible and responsive proposals must be received.
- Request for Proposals must be published at least 12 days prior to the bid close date (not including the date of advertisement).
- Evaluation criteria must be provided; separate evaluation for separate services.
- Ads shall include a CDBG identifier (contract number or funding cycle).

# CONSULTANTS COMPETITIVE NEGOTIATION ACT

---

## Section 287.055, Florida Statutes

- Engineers and architects (and some others).
  - “Design-build” contracts covered.
  - “Construction manager” contracts covered.
  - Administrative support services not covered.
- No price information before negotiations.
- Cannot reconsider a firm after ending final negotiations.
- Conduct “detailed cost analysis.”

# PROCUREMENT REVIEW

---

- Procedures that undermine competition will not be approved.
- Public notice must comply with regulations.
- Evaluation criteria must have been available to all bidders.
- Train evaluators before they score proposals.
- Must use published criteria for evaluation.
- DEO cannot approve procurement until issues have been corrected.



# PROCUREMENT REVIEW (CONT.)

---

- **Evaluation factors:**
  - Are they relevant?
  - Are they measureable?
  - Price must be a factor (for administration), unless [section 287.055, Florida Statutes](#), applies (engineering).
  
- **Ranking procedure:**
  - Raw scores.
  - Raw scores converted to ranking points.
  - Some other system.
  
- Can the procedure be manipulated?

# PROCUREMENT REVIEW (CONT.)

---

- **Elected officials' role vs. evaluation committee:**
  - Elected officials cannot change rankings made by an evaluation committee.
  - Elected officials can be on the committee.
  - An evaluation committee can be used to “short list” the top three to five proposals.
  
- **Ranking establishes the order of consideration:**
  - Must negotiate price with top-ranked firm.
  - If negotiations cannot arrive at a price agreement, move on to the next highest ranked firm.

# IF THE PROCUREMENT DOES NOT COMPLY

---

- DEO will implement corrective actions to bring the procurement into compliance; or
- Local funds (leverage) may be used to pay for the service.

# PRICE OR COST ANALYSIS

---

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

# CONFLICT OF INTEREST

---

- The following local government individuals cannot participate in the RFP selection, award, or administration of a contract:
  - Employees, officers, or agents.
  - Member(s) of immediate family.
  - Partners, people employed or “about to be employed.”
  - No waiver possible.
- Disclose conflict and step aside.
- If a conflict of interest is discovered after the fact, DEO will disallow all costs incurred to date relative to the conflict.



## Readiness to Proceed Requirements



# READINESS TO PROCEED POINTS

---

## The application must have:

1. A letter from the engineer or architect who prepared the construction plans and specifications, addressed to the chief elected officer of the applicant, certifying the following:
  - That the signed, sealed, and dated plans and specifications are complete;
  - That the bid documentation, including 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 CDGB Supplemental Conditions, and the local government list of certified minority & women owned business enterprises;



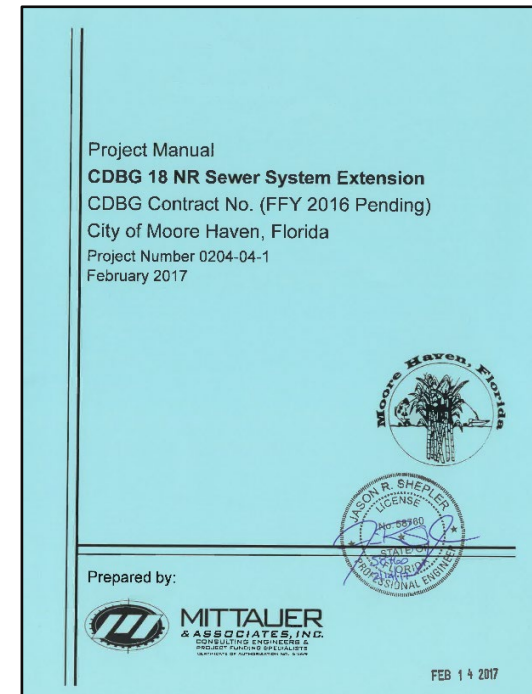
## READINESS TO PROCEED POINTS (CONT.)

---

- That applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application;
- If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required; and
- If no permits are required for the project, the engineer shall certify to that effect.

# READINESS TO PROCEED POINTS (CONT.)

2. A signed and sealed copy of the plans\* and specifications, plus all necessary bid documents, except for:
- the Davis-Bacon wage decision(s);
  - the local government's list of minority/women business enterprises; and
  - the CDBG Supplemental Conditions.



\*Electronic submission is available with scanned sealed plans or electronic seals.

## READINESS TO PROCEED POINTS (CONT.)

---

3. Documentation that all required infrastructure permit applications were submitted to the appropriate agency or agencies, including:
  - Receipts from UPS or the U.S. Postal Service; or
  - Email or letter from permitting agency/agencies confirming the permit applications were received.

## READINESS TO PROCEED POINTS (CONT.)

---

4. Some Deficiencies in Readiness to Proceed (RTP) submissions can be cured if documentation is provided no later than the end of the “completeness period” that:
  - Verifies that the plans and specifications were completed prior to the application deadline.
  - Verifies all required permit applications were submitted to the appropriate permitting agencies prior to the application deadline.
5. If not verified during the completeness period, RTP points claimed will be reduced to zero.

# LETTER FROM THE ENGINEER / ARCHITECT



*Environmentally Sound Engineering*



April 24, 2015

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

Dear Mayor Bear:

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

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

# LETTER FROM THE ENGINEER / ARCHITECT (CONT.)

---

Dear Mayor Bear:

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

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

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

# LETTER FROM THE ENGINEER / ARCHITECT (CONT.)

---

or the request for proposals.

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

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

Sincerely,

*Roger Joseph*

Roger Joseph, P.E.



**This is an important sentence to include in the letter.**



# LETTER FROM THE ENGINEER / ARCHITECT (CONT.)

---

process since it created them, but the document will have to be included in the bid documents before publication of the request for proposals.

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

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

Sincerely,

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

# LETTER FROM THE ENGINEER / ARCHITECT (CONT.)

---

Engineer's letter says ↓

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

DEP letter says ↓

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

Please note that any onsite or offsite improvements associated with the project that impact Florida Department of Transportation (FDOT) right-of-way will require the appropriate FDOT permits. Required permits may include utility, access management, drainage or other permits depending on the work planned. Please contact the FDOT's District Three Maintenance Office in Marianna at (850) 482-9546 for additional information.

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

# LETTER FROM THE ENGINEER / ARCHITECT (CONT.)

---

proposals is included in the package, except for a Davis-Bacon wage decision and the CDBG Supplemental Conditions for Construction Projects.

**The only permits needed for the park improvement project are building permits that will be issued by the City. The contractor selected for the project will have to apply for these permits. No permits are required from outside agencies.**

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

Sincerely,

If the only permits needed for the project are issued by the applicant, state so in the letter.



# Economic Development



# ECONOMIC DEVELOPMENT INFORMATION

---

- **Eligible Activities:**
  - Infrastructure;
  - Local government-owned buildings and loans to for-profit businesses and nonprofit entities (via eligible local governments).



# ECONOMIC DEVELOPMENT INFORMATION (CONT.)

---

## Public Benefit Standards

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

## National Objective

- Jobs are created and at least 51 percent of the jobs go to LMI persons. (43 jobs  $\times$  .51 = 21.93 (round up) = 22 LMI jobs).



# ECONOMIC DEVELOPMENT PROJECT REMINDERS

---

- Economic Development applications are competitive until the application cycle deadline. Remaining funds may be available for reservation on a first-received, first-reserved basis.
- The project location must be zoned appropriately at the time of application submission so that it is consistent with the comprehensive plan.

## [Section 290.0475\(4\), F.S.](#)

# PROJECT REMINDERS (CONT.)

---

- An Economic Development project cannot be awarded if there is not a job creator.
- The job creator must be identified in the application as a participating party.
- Project must be located in a “Non-Entitlement” community.
- Underwriting analysis is required for startups and loans.





# APPLICATION NARRATIVE CONTENT

## Provide the following information:

- The roles of all parties whose actions or participation are necessary for the project's success.
- The number and types of jobs to be created and/or retained.

Form CDBG-A-1, Effective 6/1/2012

  
FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY

**Florida Small Cities Community Development Block Grant (CDBG)**

**Application for Funding**

Applicant: \_\_\_\_\_ Snowbird County \_\_\_\_\_  
(Name of Local Government)

Commercial Revitalization       Housing Rehabilitation  
 Neighborhood Revitalization       Economic Development

Federal Fiscal Year 2013

Application Due Date: \_\_\_\_\_ March 12, 2014 \_\_\_\_\_

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

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

# APPLICATION NARRATIVE CONTENT (CONT.)

---

- Additional development, spin-off jobs, and the need for additional goods and services, which are likely to be stimulated by the proposed project.
- The proposed CDBG and non-CDBG work and the estimated costs of all project activities.
- Any increases to the tax base that will occur, including property, sales, and other taxes.
- Anticipated training needs of LMI persons who may apply for the created jobs, and how and who will provide the training.
- That the cost per job to be created and/or retained by each participating party as a direct result of the CDBG-assisted activity will be less than \$35,000 in CDBG funds.

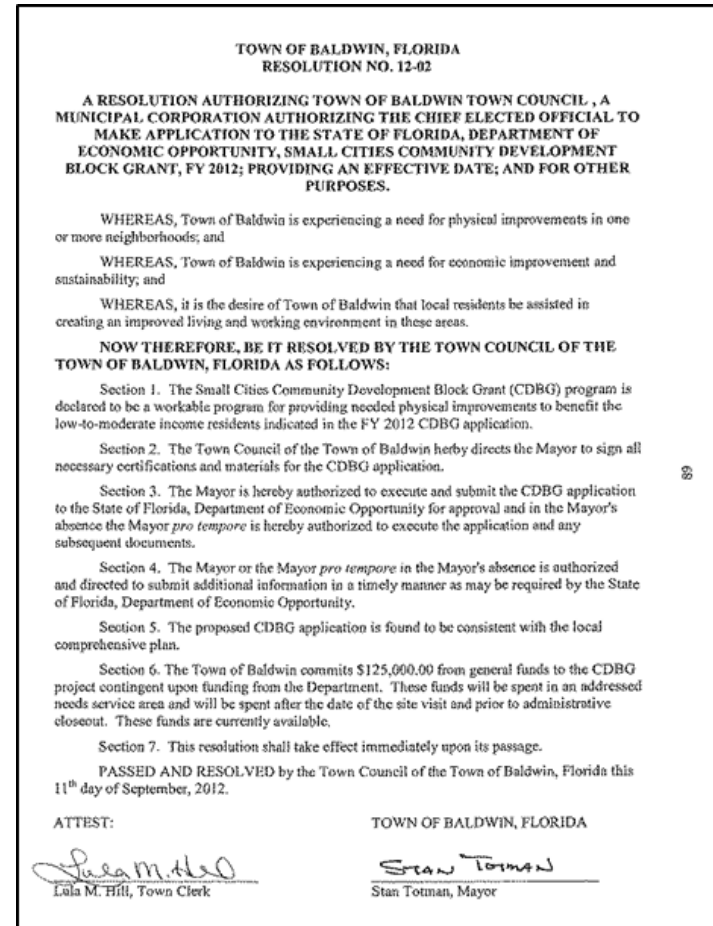
# APPLICANT SUPPORT DOCUMENTATION

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1. Local government letter of commitment. (See application, Part Five – Economic Development Instructions).
2. Engineer's project cost estimate and certification of minimum infrastructure.
3. Multi-jurisdictional activity information. Interlocal agreements must be included and contain certain language and provisions.

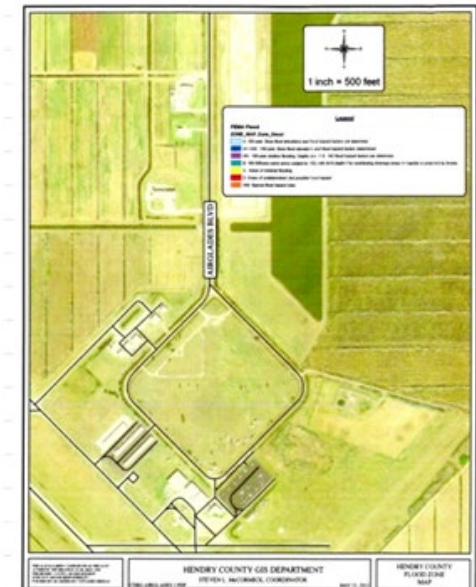
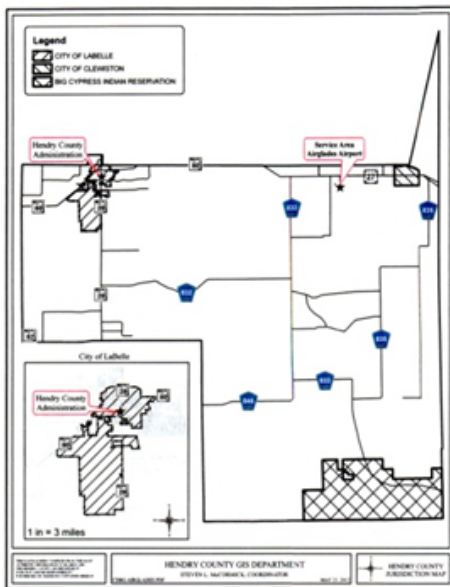
# APPLICANT SUPPORT DOCUMENTATION (CONT.)

4. Documentation stating the applicant has committed leverage funds to project.
5. Comprehensive plan conformance and relevant excerpts.
6. Maps.
  - Jurisdiction Map;
  - Project Area Map; and
  - Flood Plain Map.



# THREE MAPS MUST BE INCLUDED

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



# PARTICIPATING PARTY SUPPORT DOCUMENTATION

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1. Participating party letter of commitment:
  - Must include the commitments listed in Part Five - Economic Development Instructions of the application.
  - Becomes the participating party agreement.
  
2. Site control of the project area.
  
3. Financials for the previous two years:
  - Balance Sheet.
  - Income Statement.

# PARTICIPATING PARTY SUPPORT DOCUMENTATION

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4. Detailed cost estimate documentation for private investment activities.
5. Business plan outlining:
  - Business description;
  - Target market and marketing plan;
  - Competition;
  - Management plan;
  - Schedule; and
  - Critical risks.

# TYPICAL PROCESS TIMELINE

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- Application Review: Four weeks from receipt of application.
- Site Visit: Four to six weeks from receipt of application.
- Offer to Contract: Three to four weeks following the site visit.
- Offer to Contract Period: 60 days.
- Executed Agreement: One to two weeks.
- Total Process: 4.5 to 5.5 months.



# LOSS OF FUNDING RESERVATION

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Economic Development applications can lose their funding reservation if all documentation has not been provided as required:

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

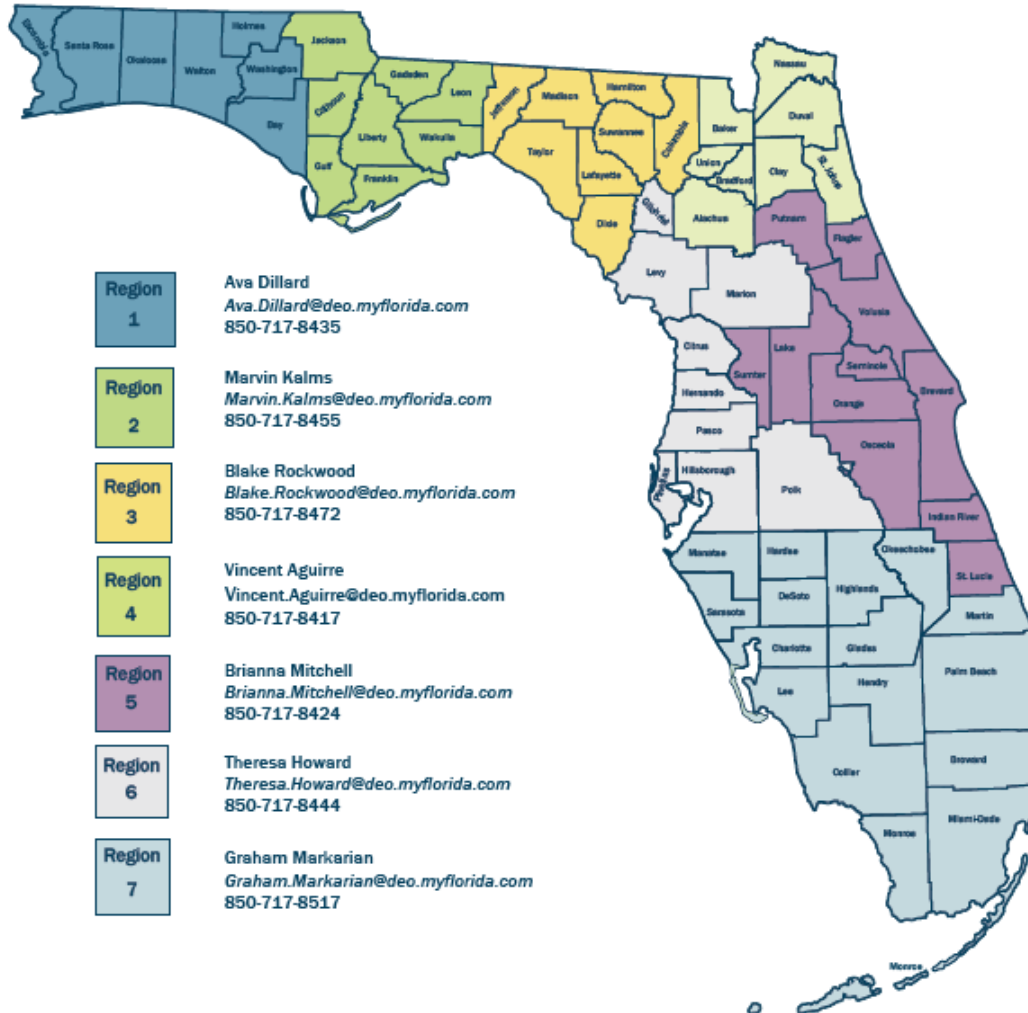
# FINANCIAL CONSEQUENCE

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The applicant will have to pay back subgrant funds if:

- Jobs are not created.
- The cost per job is more than \$34,999.
- Less than 51 percent of all jobs created or retained were made available to LMI employees.

# SMALL CITIES CDBG GRANT MANAGERS



# QUESTIONS

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## Thank You



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



## Small Cities Community Development Block Grant Program

Main Line: **850-717-8405**

Email: ***CDBG@DEO.MyFlorida.com***