

EXHIBIT A-1

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact: West 35th Street CDBG Application

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	30,000	610,000	None	_____	_____
Operating Costs	None	None	None	_____	_____
External Revenues	None	310,000	None	_____	_____
Program Income (City)	None	None	None	_____	_____
In-Kind Match (City)	None	None	_____	_____	_____
NET FISCAL IMPACT	30,000	300,000	0	_____	_____

NO. ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included in Current Budget? Yes No
 Budget Account No.: Fund _____ Dept/Div. _____ Org. _____ Object _____

Reporting Category _____

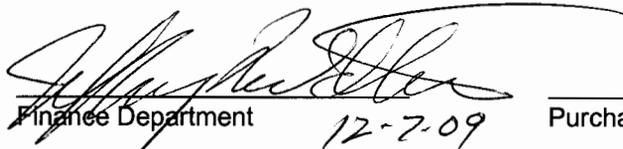
B. Recommended Sources of Funds/Summary of Fiscal Impact:
 301 Paving & Drainage Revenue and County grant

C. Departmental Fiscal Review: 

 Mary McKinney, Dir. of Community Development

III. REVIEW COMMENTS

A. Finance Department and/or Purchasing/Intergovernmental Relations/Grants Comments:


 Finance Department 12-7-09 Purchasing and Grants

B. Other Department Review:



 Department Director

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE CITY MANAGER TO SUBMIT, ON BEHALF OF THE CITY OF RIVIERA BEACH, AN APPLICATION TO PALM BEACH COUNTY FOR RECEIVING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR ROADWAY RECONSTRUCTION IN THE AMOUNT OF \$310,000 FOR FISCAL YEAR 2010-11 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County receives Community Development Block Grant Funds from the U.S. Department of Housing and Urban Development for the implementation and execution of certain activities and projects; and

WHEREAS, Palm Beach County is soliciting proposals for its Community Development Block Grant Program for fiscal year 2010-11; and

WHEREAS, The City of Riviera Beach has entered into an interlocal agreement with Palm Beach County for implementation of community development projects; and

WHEREAS, The City of Riviera Beach has conducted a public meeting, obtained citizens input on community development projects and ranked those projects.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA AS FOLLOWS:

SECTION 1. That the City Council hereby approves the submission of an application to Palm Beach County for receiving Community Development Block Grant Funds for fiscal year 2010-11.

SECTION 2. That these funds be used for improving West 35th Street between Avenue R and Avenue O in the Northwest Neighborhood Strategy Area, and that the City is committing \$330,000 of the Street Improvement Funds for this project.

SECTION 3. That this project shall be priority number one for funding consideration.

Resolution No. _____

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SECTION 4. That the City Manager is authorized to execute the application.

SECTION 5. That this resolution shall become effective upon its passage.

PASSED and APPROVED on _____ day of _____, 2009.

(The remainder of this page is intentionally left blank.)

RESOLUTION NO. _____
PAGE 3

APPROVED:

THOMAS A. MASTERS
MAYOR

DAWN S. PARDO
CHAIRPERSON

ATTEST:

CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK

JUDY L. DAVIS
CHAIR PRO TEM

BILLIE E. BROOKS
COUNCILPERSON

TONYA DAVIS JOHNSON
COUNCILPERSON

SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

B. BROOKS _____

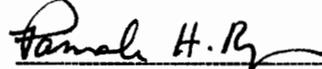
J. DAVIS _____

T. JOHNSON _____

D. PARDO _____

S. LOWE _____

REVIEWED AS TO LEGAL SUFFICIENCY



PAMALA HANNA RYAN, CITY ATTORNEY

DATE: 12/8/09

WEST 35TH STREET
AERIAL MAP

80 40 0 80 Feet



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR FUNDING ASSISTANCE

FUNDING PERIOD: OCTOBER 1, 2010 - SEPTEMBER 30, 2011



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Edward W. Lowery, Director

100 Australian Avenue, Suite 500
West Palm Beach, Florida 33406

**IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS DOCUMENT MAY BE REQUESTED
IN AN ALTERNATE FORMAT. PLEASE CONTACT HOUSING AND COMMUNITY DEVELOPMENT
AT (561) 233-3616**

PALM BEACH COUNTY
HOUSING AND COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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ESSENTIAL PROGRAM AND APPLICATION INFORMATION

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY OCTOBER 1, 2010 – SEPTEMBER 30, 2011

PALM BEACH COUNTY
HOUSING AND COMMUNITY DEVELOPMENT

Palm Beach County Housing and Community Development (HCD) has initiated its planning process for the FY 2010-2011 Action Plan, inclusive of the 36th Community Development Block Grant (CDBG) Program Year. Eligible applicants include municipalities, non-profit agencies, county departments, redevelopment agencies, and public housing authorities. For-Profit entities will not be considered for funding under this process.

APPLICATION INFORMATION

The CDBG Application Packet is available in paper hard copy and in electronic word processing format. Hard copy of the application is available for pick-up at HCD's Planning Section at 100 Australian Avenue, Suite 500, West Palm Beach, Monday through Friday, from 8:00am to 5:00pm. To obtain the electronic version of the application please visit HCD's website at www.pbcgov.com/hcd, call (561) 233-3616, or email sshultz@pbcgov.org.

DEADLINE DATE

The completed applications, one (1) original paper copy and two (2) photo copies, must be received by HCD's Planning Section, at the above address, by 5:00pm, Friday, January 22, 2010. No applications will be accepted after 5:00pm.

APPLICATION FORMAT AND SUBMISSION

All previous versions of the application are voided and requests for funding using previous versions will not be considered. No alterations or deletions to the application format are allowed.

Applicants must submit paper copies of the application and all required attachments in triplicate (one original and two copies). Applications may not be submitted via any electronic mode (e.g. Fax, e-mail, Compact Disc, etc.). Unsigned applications will not be considered. Submission is final and all documentation must be provided at the time of submission.

MAXIMUM NUMBER OF APPLICATIONS & AMOUNT OF FUNDS REQUESTED

The maximum allowable number of applications is as follows: one (1) application per applicant for projects having countywide impact; and three (3) applications per applicant for all non-countywide applicants.

ESSENTIAL PROGRAM AND APPLICATION INFORMATION

- **Countywide Definition:** An activity located within a municipality is considered Countywide if at least 51% of the direct beneficiaries reside outside the municipality where the agency is located and outside the four entitlement cities of West Palm Beach, Boynton Beach, Delray Beach, and Boca Raton, but within Palm Beach County. Agencies requesting CDBG funds for homeless shelters or transitional housing for the homeless will be presumed to provide countywide benefit, and will be exempt from Countywide documentation requirements.

The maximum amount of funds that can be requested is \$300,000 per application for projects located in the unincorporated area and projects having countywide impact. The maximum amount for municipalities with target areas should be based on the allocation received during the last CDBG funding cycle.

SUMMARY OF ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible

- Acquisition of Real Property for a Public Purpose
- Public Services, including Fair Housing
- Infrastructure
- Public Facilities
- Demolition/Clearance
- Historic Preservation

Public Services

HUD regulations stipulate that to be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State) in the 12 calendar months before the submission of the Action Plan. **This means that in order to receive CDBG funding in an amount greater than that received in the last fiscal year, a public service entity must either: 1) be serving a greater number of clients; or 2) providing a new type of service, or a service significantly enhanced in scope.** HUD guidelines clarified that the prohibition on substituting CDBG funds for recent local or State government funding of a public service, as described before, does not extend to prohibiting the substitution of CDBG funds for private or other Federal funding of a public service.

In addition, the BCC has identified activities serving the homeless population of the County as a priority for CDBG funding. Therefore, in implementing the CDBG Evaluation Process, extra emphasis will be given to those applicants proposing activities that serve the local homeless population.

Ineligible

In addition to activities designated as ineligible by the CDBG regulations, activities impacting HUD's

ESSENTIAL PROGRAM AND APPLICATION INFORMATION

twenty percent (20%) Planning and Administrative cap are prohibited.

ECONOMIC DEVELOPMENT PROGRAM

HCD will not entertain applications for economic development activities during the current regular CDBG application process. Applicants proposing to request funds for economic development activities are advised that the County will set aside ten percent (10%) of its CDBG grant to fund economic development activities through a separate process to be administered by the County's Office of Economic Development.

PRELIMINARY EVALUATION CRITERIA & REVIEW THRESHOLD

The Application Packet includes the criteria and scoring system that HCD will utilize to evaluate applications. Applications for activities located in the unincorporated area, having countywide impact, and located/sponsored by non-entitlement municipalities will be subject to a review scoring threshold of 55 points (50% of the maximum possible score). **Applications scoring less than 55 points will be eliminated from subsequent stages of the review process, and no further information will be requested from the applicant.**

In accordance with directions from the U.S. Department of Housing and Urban Development (HUD) concerning the timeliness and expenditure requirements of the CDBG Program, preference will be given to activities which are ready to move forward quickly.

If a non-profit applicant has been certified by the Non-Profits First Agency (formerly known as the Center for Non Profit Excellence), additional points will be given to the agency during the review of the application. However, lack of agency certification will not render an applicant ineligible.

CITIZEN PARTICIPATION

Municipalities are required to implement a citizen participation process to involve residents in development of projects, particularly low- and moderate-income persons, non-English speaking persons, and persons with disabilities. Each municipality is responsible for developing its own process for the purpose of notifying residents of the intent to apply for funding and to receive input on housing and community development needs. The outcome of the process must be submitted in the specified section of the Application Packet.

PUBLIC MEETINGS

As part of the County's planning process for the FY 2010-11 Action Plan, two (2) regional meetings have been scheduled to:

- provide technical assistance with the application;
- discuss the CDBG, HOME, and ESGP application processes;

ESSENTIAL PROGRAM AND APPLICATION INFORMATION

- receive input from the community on housing and non-housing needs; and
- review the County's program performance.

The meetings are scheduled as follow:

Eastern County

Place: Human Resources Training Room
100 Australian Avenue, 4th Floor
West Palm Beach, FL 33406

Time: 10:00 a.m.

Date: December 2, 2009

Western County

Place: Belle Glade City Hall Chambers
110 Martin Luther King Blvd.
Belle Glade, FL 33430

Time: 10:00 am-12:00 p.m.

Date: December 3, 2009

TECHNICAL ASSISTANCE

HCD staff is available to provide technical assistance in the preparation of the CDBG funding application and any other Action Plan related matter. Technical assistance on the application will focus on clarification of the information requested and interpretation of CDBG regulations. Staff will not review application drafts.

Technical assistance is provided on a first-come, first-serve basis, and should be scheduled in advance by calling (561) 233-3616 or emailing sschultz@pbcgov.org. HCD cannot guarantee the availability of technical assistance for those applicants requesting assistance on the application deadline date nor the day prior to the deadline.

PALM BEACH COUNTY ANTI-LOBBYING ORDINANCE

In accordance with the County's Anti-lobbying Ordinance, after the deadline for application submission, all communication between applicants and HCD must be in written format. HCD staff will not discuss applications via telephone or in person, nor will staff divulge information regarding the performance of a particular application. Please make any necessary communications through letter, e-mail, or fax. Be advised that all such communication is subject to public records law.

ENTITLEMENT MUNICIPALITIES

Municipalities are eligible to receive a local entitlement if the following conditions are met:

- The municipality is currently participating in the Urban County Qualification Program.
- The municipality has a Target Area identified in the "Study to Identify HCD Planning Areas for the CDBG Program (2003-2009)".

ESSENTIAL PROGRAM AND APPLICATION INFORMATION

- An application, in compliance with HCD's requirements, is submitted by the deadline indicated above.
- The proposed activities meet HUD's and the County's criteria.

Local governments are advised to use their FY 2009-2010 CDBG allocations as an estimate for their FY 2010-2011 application. Please keep in mind that this figure will be subject to adjustments after HUD notifies Palm Beach County of its annual entitlement for FY 2010-2011.

Since FY 2001-2002, HCD has implemented a Special Area of Hope (AOH) Allocation Program to assist development efforts in Lake Region municipalities. This program is temporary and consists of rotating a \$400,000 allocation among the Lake Region municipalities. Each municipality will be selected only once every three (3) years to receive the "special allocation" in addition to the municipality's local entitlement. For FY 2010-11 the municipality to receive the Special Area of Hope allocation will be the City of South Bay.

NON-ENTITLEMENT MUNICIPALITIES

HCD will accept FY 2010-2011 applications from municipalities which are participating in the Urban County Qualification Program but do not have an identified Target Area, provided that the following conditions are met:

- The project will benefit low- and moderate-income persons under HUD guidelines.
- An application, in compliance with HCD's requirements, is submitted by the deadline indicated above.
- The proposed activities meet HUD's and the County's criteria.

If recommended for funding, the amount will be based on the contribution (i.e., proportionate share) of the municipality to the County's annual CDBG grant.

ESSENTIAL PROGRAM AND APPLICATION INFORMATION

SUMMARY OF PROGRAM REQUIREMENTS

- Proposed activities must fall under a category of eligible activities as defined by HUD and the County's CDBG Program.
- Proposed activities must meet one (1) of the following three (3) CDBG National Objectives: 1) to benefit low- and moderate-income persons; 2) to aid in the prevention or elimination of slums and blight; or 3) to meet a community development need of particular urgency.
- Proposed activities must comply with the County's application process.
- Applicants who are awarded funding will be required to enter into a grant agreement with the County.
- CDBG funds are provided on a reimbursement basis. Funds cannot be used to reimburse for costs incurred prior to the October 1st start of the program year or prior to the execution of a grant agreement with the County.
- All CDBG-funded activities are subject to an environmental review. CDBG funds cannot be expended prior to addressing all environmental concerns, unless the funds are to be used to address said concerns, and where applicable, language in the grant agreement authorizes it.
- All CDBG-funded projects are required to comply with federal, state, and local statutes, regulations, and other applicable requirements, including but not limited to: Section 3 of the Housing and Community Development Act, concerning employment and contracting opportunities; the Davis-Bacon Act, concerning payment of prevailing wage rates in construction projects; Asbestos and Lead-Based Paint requirements; and Liability, Multi-Vehicle, and Worker's Compensation Insurance requirements.
- CDBG-funded goods and services must be obtained in accordance with Federal and County procurement requirements.
- Municipal, county applicants and public agencies will be permitted to apply for design and construction of capital improvement projects; and must document that all funding is in place to complete the entire project.
- Non-profit agencies will be eligible to apply for funding for hard construction costs, however, only those non-profit agencies with a history of successfully implementing CDBG-funded design/construction projects will be eligible to receive CDBG funds for construction.
- All applicants that receive funding for design of capital improvements projects must complete design of such projects within one (1) fiscal year after the year in which they received funding for such design, and must complete permitting and construction within two (2) fiscal years. For Category II municipalities, a portion of its current allocation necessary and sufficient to complete one functional component of a previously funded project will be automatically committed to such component.
- CDBG-funded activities involving real property acquisition or causing the displacement of persons or businesses must comply with the Uniform Relocation Act (URA). An activity will cause displacement if the property is occupied by owners or tenants at the time of application submittal. The CDBG applicant must provide the following with their application: a) a relocation plan meeting all requirements of 24 CFR 570.606, as amended. This plan shall be prepared by a consultant with demonstrated experience in relocation matters, and shall include all relocation costs for the proposed project; b) a document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) documentation evidencing that all required notices to tenants have been prepared and are available to be provided.

Before preparing your application, carefully read the instructions section of the application packet. When preparing your application, follow all instructions and provide all requested documentation.

INSTRUCTIONS

SECTION I - APPLICANT INFORMATION

Include the legal name of the applicant, name of primary organizational unit which will undertake the activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. Application must be signed by the appropriate person, as follows: Municipalities - by Mayor or City Manager; Agencies - by Chairperson, Board of Directors; County Departments - by Director of the Department; Other signatories must be authorized by the governing body of the applicant. Unsigned applications will not be considered.

SECTION II - ACTIVITY AND PROJECT INFORMATION

If the activity is part of an overall project (for example, land acquisition to develop a park), describe in detail, the project (park) and how the activity (land acquisition) relates to the project.

A. ACTIVITY TYPE AND DESCRIPTION:

1. Activity Name:

Insert the name of your activity.

2. Activity Type:

Refer to Section XI for the list of CDBG eligible activities, units of measurements, and accomplishments. Refer to Section X for Glossary of Terms. The List of CDBG Eligible Activities and Glossary of Terms are based on HUD regulations. Copy of sections of the regulations is available upon request.

a) Fair Housing Activities

Applicants requesting funds for Fair Housing activities must submit a program description that supports the fair housing goals of the County, which should include the following components:

i. Fair Housing Education and Outreach:

This component is mandatory and should include informing the general public and the under served populations of their rights under Federal and Local substantially equivalent fair housing laws and of procedure for filing claims.

ii. Fair Housing Enforcement:

This component is mandatory and should include, among other things: conducting audits, tests, etc., to determine compliance with accessibility requirements; identify and remedy discrimination in the real estate market; and detect and reduce incidences of steering.

b) Public Service Activities

HUD regulations stipulate that to be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State) in the 12 calendar months before the submission of the Action Plan. **This means that in order to receive CDBG funding in an amount greater than that received in the last fiscal year, a public service entity must either: 1) be serving a greater number of clients; or 2) providing a new type of service, or a service significantly enhanced in scope.** HUD guidelines clarified that the prohibition on substituting CDBG funds for recent local or State government funding of a

INSTRUCTIONS

public service, as describe before, does not extend to prohibiting the substitution of CDBG funds for private or other Federal funding of a public service.

SECTION III - ACTIVITY/PROJECT MANAGEMENT AND IMPLEMENTATION

- A. **QUALIFICATIONS:**
All applicants are required to provide information relevant to their expertise. **In addition, non-profit applicants applying for public service funding should state if they are certified by Non-Profits First (formerly known as the Center for Non Profit Excellence).**
- B. **ACTIVITY IMPLEMENTATION:**
Under this subsection, identify the position of the person(s) that will implement the activity. Identify whether this position(s) is permanent, temporary, full-time, or part-time. Describe the salaries and/or programs that are already in place to implement the activity. If the policies and/or programs need to be developed or additional personnel is needed, please provide a time frame and explain how the agency plans to cover the costs. Evidence of availability of funds must be attached. A work plan indicating tasks to be undertaken must be included.
- C. **MAINTENANCE/OPERATION COMMITMENT:**
Self-explanatory

SECTION IV - PROJECT AND ACTIVITY BUDGET

- A. **BUDGET:**
Include a detailed activity and project budget; for example, if you are proposing to acquire land to develop a park, include a budget for the park development (project) and a budget for the acquisition of land (activity). In addition, include a detailed proposed use of CDBG funds.
- B. **ADDITIONAL INFORMATION ON THE PROPOSED USE OF CDBG FUNDS:**
Self-explanatory.
- C. **MATCHING CONTRIBUTIONS:**
Matching funds must be directly associated with the activity, and must be provided during the term of the agreement.
- D. **PROGRAM REVENUE SOURCES:**
Provide the estimated program revenue (see Glossary of Terms for definitions) on an annual basis.
- E. **SOURCES OF FUNDING:**
All federal, state, county and local funding, directly or indirectly secured by the applicant on behalf of the proposed project and activity must be disclosed in the application. A cost allocation plan must be included detailing the use of these funds and the proposed CDBG funds.

SECTION V - ACTIVITY IMPACT

INSTRUCTIONS

A. JUSTIFICATION FOR FUNDING ACTIVITY:

Information provided under this subsection should be directed:

- 1) To document the seriousness, urgency and magnitude of the problem in Palm Beach County that the application is addressing;
- 2) To identify the need; and
- 3) Explain how the activity will address the problem.

B. ACTIVITY BENEFIT:

In this section, please provide only the number of persons directly benefiting from the activity. In addition, estimate the number of special populations benefiting from the activity, if any.

C. ACTIVITY COST EFFECTIVENESS AND REASONABLENESS OF COST:

The information provided is to assist in determining the reasonableness of cost per person served and the number of people that would be served based on cost.

SECTION VI - ADDITIONAL DOCUMENTATION

Self-explanatory

SECTION VII - COMMITMENT TO ADDRESS THE COMMUNITY'S HOUSING AND NON-HOUSING NEEDS

In light of the CDBG Program's main goal, each participating municipality requesting funding is required to explain all efforts undertaken or proposed in addressing the community's housing and non-housing needs.

SECTION VIII - CDBG NATIONAL OBJECTIVE REQUIREMENTS

This section is provided for your information, and summarizes the criteria that shall be used to determine whether the proposed activity meets a National Objective. ALL APPLICANTS shall describe in sufficient detail the proposed activity(s) to enable the evaluator to determine which CDBG National Objective will be met. This description must be provided in Section II.A of the application - Activity Description. ALL ACTIVITIES are required to meet at least one CDBG National Objective.

SECTION IX - ATTACHMENTS REQUIRED

ALL APPLICANTS must complete this Section and label all the attachments being submitted with the application

SECTION X - GLOSSARY OF TERMS

Self-explanatory

SECTION XI - LIST OF CDBG ELIGIBLE ACTIVITIES, UNITS OF MEASUREMENTS, ACCOMPLISHMENTS AND NATIONAL OBJECTIVES

ALL APPLICANTS must identify their proposed activity, units of measurement, and accomplishments by using the list contained in this Section.

SECTION XII - PRELIMINARY EVALUATION CRITERIA

This Section includes the preliminary criteria to be used to evaluate the applications.

INSTRUCTIONS

SECTION XIII - HCD TARGET AREAS

This Section lists the municipalities that have entered into an Interlocal Agreement with the County. It also identifies the CDBG Target Areas located in municipalities and in the unincorporated area of the County.

PALM BEACH COUNTY
HOUSING AND COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING
FUNDING PERIOD: OCTOBER 1, 2010 -SEPTEMBER 30, 2011

TO REQUEST THE APPLICATION IN ELECTRONIC WORD PROCESSING FORMAT, AND/OR
REQUEST TECHNICAL ASSISTANCE CALL (561) 233-3616 OR EMAIL sshultz@pbcgov.org

**NOTE: PREVIOUS VERSIONS OF THE APPLICATION ARE VOIDED AND WILL NOT BE
CONSIDERED**

I. APPLICANT INFORMATION

Organization/Agency Name:

Contact:

Title:

Address:

City; State; Zip Code:

Area Code and Telephone Number:

Fax Number:

E-mail Address:

Printed Name of Person Signing:

Title of Person Signing:

Signature: _____ Date: _____

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

II. ACTIVITY AND PROJECT INFORMATION

The word "activity" as used in this application, denotes the action for which funds are being requested. The word "project" as used in this application, denotes all the actions (or activities) that constitute the project. In some instances, the activity is the same as the project.

Is the activity for which funds are being requested part of an overall project?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please describe the project in detail, and explain how the activity relates to the project (e.g., land acquisition to develop a park):

A. ACTIVITY TYPE AND DESCRIPTION

1. Name of Activity:

West 35th Street Reconstruction.

2. Type of Activity:

(The proposed activity must be selected from the list of CDBG eligible activities in Section XI)

Street Improvements.

Note:

- Applicants proposing to request funds for economic development activities are advised that the County proposes to set aside 10% of its CDBG grant to fund these types of activities under a separate funding process administered by the County's Office of Economic Development.
- Municipal, county applicants and public agencies are permitted to apply for CDBG funds for design and construction costs of capital improvement projects. such applicants must document that all funding is in place to complete the entire project.
- Non-profit agencies will be eligible to receive funding for hard construction costs, however, only those non-profit agencies with a history of successfully implementing CDBG-funded design/construction projects will be eligible to receive CDBG funds for design.

3. Activity Description:

a) Please describe your project:

Reconstruction of deteriorated public streets, installation of drainage pipes and inlet structures, concrete sidewalks, base rock, asphaltic surface, stripping and signage,

b) Please describe your activity and attach two maps showing the location of your activity: one should be a street map and the other, an aerial map.

Reconstruction of West 35th Street between Avenue R and Avenue O. See Attachments #1 and #2.

c) Please describe in detail how your agency intends to use the CDBG funds:

The CDBG funds will be used to partially cover the costs of roadway reconstruction activity upon installation of improvements by contractors.

4. Units of Measurements and Proposed Accomplishments:

Please list the proposed activity by components, showing units of measurements, and proposed accomplishments. Section XI must be used to provide this information.

<u>Proposed Activity Components</u>	<u>Unit of Measurement</u>	<u>Accomplishments</u>
<i>Example: Installation of sidewalks</i>	<i>Example: 300 Linear Feet</i>	<i>Example: Number of people, who will benefit, residing along the street: 55</i>
Street Improvements	1340 Linear Feet	172 residents will directly benefit from the activity.

5. Activity Location

Please complete the following:

a) Activity Address:

1300 and 1400 Blocks of West 35th
Street.

b) Please Describe Exact Location:

West 35th Street between Avenue R and
Avenue O.

c) Property Control Number(s):

See attached list and map.

d) Owner of Property:

See attached list.

e) Owner's Address:

See attached list.

f) Owner's Telephone Number:

N/A

6. Activity Specific Information

a) Zoning Letter:

ALL APPLICANTS must attach a letter from the Zoning/Planning Department of the municipality or County where the activity is or will be located documenting compliance of the activity services offered or to be offered at the current or proposed activity location.

Is the proposed activity currently in compliance with zoning and
land use designations?

YES NO

X	
---	--

If not, please explain:

--

b) Activities involving land acquisition and/or new construction please complete:

YES NO

i. Is the parcel of land vacant?

--	--

If "no", indicate the existing use of the site:

N/A

YES NO

ii. Is the parcel of land suitable for construction?

--	--

If "no", please explain:

N/A

iii. Does the parcel of land require the purchase of fill material?

--	--

If "yes", please explain:

N/A

iv. Has an appraisal been conducted?

		X
--	--	---

If "yes", please insert figure and attach the report:

\$

c) Activities involving acquisition, rehabilitation, or demolition of structure(s), please complete:

i. Is the structure vacant?

		X
--	--	---

If "yes", indicate previous use of structure:

If "no", indicate existing use of structure:

ii. Year structure was built:

iii. Describe the condition of the building (structure, materials, appliances, air conditioning, well/septic tank, and other relevant information):

iv. Has an appraisal been conducted?

		X
--	--	---

If "yes", please insert (\$) figure and attach report:

d) Activities mentioned above in subsections "b" and "c", please complete:

	YES	NO	N/A
i. Has site control been obtained? <i>If "yes", documentation [e.g., letter of intent to sell, sales contract, deed, etc.] must be attached.</i>			X
ii. Is there a lien on the property?			X
iii. Are public water/sewer available?			X
iv. Are taxes on the property current?			X
v. Is your agency exempt from the payment of real estate taxes?			X
vi. Is the property mortgaged?			X
vii. Has an environmental review been done?			X

e) For activities consisting of new housing construction or housing rehabilitation, in addition to completing sections "a" through "d" above, as applicable, please complete:

i. Justify and document the need for housing construction/rehabilitation based on existing market conditions for the proposed activity:

N/A

ii. How many units are to be provided or improved by the activity?

N/A

iii. Please explain how the affordability of these units will be created and maintained. Rental projects must include the projected rental rates by unit size:

N/A

iv. Rental projects **must attach** project cost pro forma, and an operational pro forma.

f) For activities seeking funding to undertake the provision of public, social, health or related services, which do not involve physical improvement to the facility, please complete the following:

	YES	NO	N/A
i. Do you own the facility? <i>If "yes", please attach a copy of deed.</i>			X
ii. Do you lease the facility? <i>If "yes", entire copy of the lease must be attached.</i>			X

B. INTERRELATED ACTIVITIES

N/A to Countywide Activities.

If separate applications are being submitted for interrelated activities, please complete the following:

Number of interrelated activities, including this application (e.g., 1 of 3):

Name of Applicant:

Title of Interrelated Activity:

Activity Type:

III. ACTIVITY/PROJECT MANAGEMENT AND IMPLEMENTATION

A. QUALIFICATIONS

1. Indicate the length of time in business:

Years Months

2. Indicate the length of time undertaking activities/projects similar to the one for which CDBG funds are being requested:

Years Months

3. List the last three (3) similar activities/projects undertaken by your agency and the year(s) the activity/project was performed:

- | | |
|----|---|
| 1. | West 23rd Street from Avenue R to Avenue O. (08/09) |
| 2. | West 33rd Street from Avenue R to Avenue O. (07-08) |
| 3. | West 32nd Street from Avenue R to Avenue O. (06-07) |

4. Private agencies must attach an organizational chart, with a list of current positions and salaries.

5. If certified, non-profit agencies must attach documentation evidencing certification from Non-Profits First (formerly known as the Center for Non Profit Excellence) — attach copy of certificate.

B. ACTIVITY IMPLEMENTATION

1. Provide a Plan of Action explaining in detail how the agency (and who, specifically) will implement the activity. (If the activity has already started, please indicate what phases have been completed):

- a) Does implementation of the activity and/or project require:

	YES	NO	N/A
i. Development of a program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If "yes", please describe the program to be developed:

	YES	NO	N/A
ii. Hiring of additional personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If "yes", please indicate how many persons are needed and their responsibilities:

iii. Coordination with other agencies/organizations?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- If "yes", please list the agencies/organizations:
- A letter of commitment from the agencies must be attached.

iv. Obtaining another facility?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

v. Expanding the current facility

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If "yes", to any of the above, please describe these efforts and how they will be financed:

2. Please complete the activity/project Work Plan, below:

Specific Tasks	Starting Date <i>(mm/dd/yy)</i>	Ending Date <i>(mm/dd/yy)</i>
Prepare Plans, Specifications and Contract Manual	10/11/10	02/11/11
Advertise for Bids	02/28/11	03/25/11
Review Bids	04/04/11	04/29/11
Award Bids	05/09/11	06/03/11
Begin construction and complete project	07/04/11	11/01/11

3. Will the activity cause the temporary or permanent displacement of persons?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Will the activity cause temporary or permanent displacement of businesses?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any activity which may cause displacement of residential and/or business tenants must provide the following with their application: a) a relocation plan meeting all requirements of 24 CFR 570.606, as amended. This plan shall be prepared by a consultant with demonstrated experience in relocation matters, and shall include all relocation costs for the proposed project; b) a document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) documentation evidencing that all required notices to tenants have been prepared and available to be provided.

- | YES | NO | N/A |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
5. Are fees charged, or projected to be charged for the use of the facility or the program?

If "yes", indicate the amount per person:

\$

- | YES | NO | N/A |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
6. Is the facility leased, or anticipated to be leased, by users other than the applicant?

If "yes", complete the following information:

- i. Name of proposed users:

- | YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
- ii. Do the proposed users intend to charge fees?

- | YES | NO | N/A |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
7. Are assessment fees going to be charged to residents to recover costs?

If "yes", please explain:

- | YES | NO | N/A |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
8. Does implementation of your activity require a license or certification to operate?

If "yes", attach copy of license. If you do not have license, please explain:

C. MAINTENANCE/OPERATION COMMITMENT

1. Please explain the steps taken to ensure the maintenance and operation of the completed activity. (A letter certifying the agency's commitment must be attached):

The City of Riviera Beach will maintain the facility upon completion of construction activities. See attached letter.

2. If maintenance and operation requires payment to another agency or organization, please identify the amount and funding sources to cover payment.

IV. AGENCY, PROJECT, AND ACTIVITY BUDGET

A. BUDGET

1. Please insert the Total Project Cost: \$ 640,000
 (The agency budget and an itemized Total Project Budget must be attached to this application.)

2. Please insert the Total Activity Cost: \$ 640,000
 (An itemized Total Activity Budget must be attached to this application.)

3. Please insert the Total CDBG Funds you are requesting: \$ 310,000
 (An itemized Proposed Use of CDBG Funds must be attached to this application.)

4. How was the overall activity cost determined:
Preliminary opinion of probable cost based on previous year bid prices submitted by contractors for similar activities, adjusted for inflation.

5. From a financial perspective and based on your budget, explain the reason(s) and justify why the requested CDBG funds are needed:
The total cost of the proposed improvements exceeds the City of Riviera Beach financial ability to fully fund the project. Therefore the City is requesting partial funding under CDBG program.

6. Using the format provided below, ALL APPLICANTS must disclose all sources of funding for the agency, including but not limited to federal, state, county, local, and fundraising; direct and indirect funding approved or applied for; and showing source of funding, amount, period covered, and current and/or proposed use of funds:

<u>Sources/ Program Name</u>	<u>Specify Federal, State, County, other Local</u>	<u>Amount</u>	<u>Period Covered</u>	<u>Current and/or Proposed Use of Funds</u> (Be specific - for example if funding positions provide the position title)
City's share of tax on gas and general revenue	Local	\$ 330,000	10/01/10-09/30/11	Roadway reconstruction
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

7. Of the funds identified above, please explain how they will be used with the requested CDBG funds.

The City of Riviera Beach will allocate the balance of funds (beyond CDBG Grant amount), to complete/implement the activity.

8. What percentage of your activity will the requested CDBG funds cover?

48.44%

9. Please explain how your agency will implement the proposed activity if the activity is not funded or if funded at a lower level than the amount of CDBG requested.

The City of Riviera Beach will allocate the balance of funds (beyond CDBG Grant amount) to proportionally complete the activity partially.

Note:

For public service applicants, if the activity is not fully funded, the number of beneficiaries will be adjusted on a case by case basis.

B. ADDITIONAL INFORMATION ON THE PROPOSED USE OF CDBG FUNDS

- | | YES | NO | N/A |
|---|--------------------------|-------------------------------------|--------------------------|
| 1. Are CDBG funds being requested for travel? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- If "yes", please explain the purpose of travel and estimated mileage:*
-

- | | YES | NO | N/A |
|--|--------------------------|-------------------------------------|--------------------------|
| 2. Are CDBG funds being requested for attendance to workshops, conferences, or training? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- If "yes", please explain the purpose:*
-

- | | YES | NO | N/A |
|--|--------------------------|-------------------------------------|--------------------------|
| 3. Are CDBG funds being requested to rent space? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- If "yes", describe the activities to take place in rented area, and include square footage:*
-

4. Are CDBG funds being requested for payment of salaries?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If "yes",

a) Please list all positions to be paid with CDBG funds and number of hours per week.

Position:	Hours:

b) If salary increases are being requested indicate the percent increase.

(Job description(s) must be attached for each position for which funds are requested.)

5. Are CDBG funds being requested to buy equipment?

YES	NO	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

List equipment:

C. MATCHING FUNDS

ALL APPLICANTS are encouraged to provide matching funds. Matching contributions will positively impact the application. **Matching funds must relate directly to the CDBG activity for which funding is being requested, and must be provided during the term of the agreement.**

Types of eligible matching contributions:

- ❖ cash contributions;
- ❖ federal, state, or local grants (except CDBG and ESGP County fund);
- ❖ private loans;
- ❖ fund raising monies;
- ❖ value of real property owned by the applicant;
(only to be used once - if funded during last CDBG cycle and the value of real property was used as matching contribution, the same cannot be used for this application. If property was assessed higher than last year per property appraiser website than the difference can be used.)
- ❖ value of in-kind contribution(s) as follows:
 - donated material
 - donated building
 - Volunteer time at \$5.00 per hour (staff time is excluded)
- ❖ value of lease on a building

YES NO N/A

1. Is your agency providing matching contributions during the year for which funds are being requested to implement the proposed CDBG-funded activity?

X		
---	--	--

If "yes", please provide the following information:

(Attach proof of the identified matching contributions)

<u>Type of Eligible Matching Contribution from the above list</u>	<u>Amount</u>	<u>Source of Matching Contribution</u>	<u>Date of Availability</u>	<u>Intended Use of the Matching Funds</u>
Cash	\$ 9,500	City Funds	10/20/10	Survey and Design
	\$ 320,500	City Funds	10/20/10	Construction
	\$			
	\$			
	\$			
	\$			

2. ALL APPLICANTS must describe all steps taken to secure other funding. Please attach at least one (1) letter demonstrating that you have solicited funds for your activity or project within the last twelve (12) months from agencies that are not subrecipients of the County's CDBG Program, and the agencies' response.

If no other sources have been sought, please explain why:

No other sources of funding are available for reconstruction of local roads.

D. PROGRAM REVENUES

YES NO

1. Does the activity for which funds are being requested, directly or indirectly generate, or propose to generate, revenues?

	X
--	---

2. Please list all programs or activities that generate, or will generate, revenues:

<u>Program/Activity</u>	<u>Amount of Revenue Generated Annually</u>
1.	\$
2.	\$
3.	\$
TOTAL	\$

V. ACTIVITY IMPACT

All documentation included in this subsection must include reliable sources such as Census information, Comprehensive Plan, Consolidated Plan, or studies performed. Please attach excerpts from the documents used.

A. JUSTIFICATION FOR FUNDING ACTIVITY

Needs Assessment

1. Please describe in detail and document the need that will be addressed by the activity for which funds are being requested (cite sources of information):

The Master Plan for the Northwest Neighborhood Strategic Area (NSA) identifies the need for reconstructing streets within the NSA area. The proposed reconstruction of West 35th Street between Avenue R and Avenue O is part of the Master Plan of this NSA, and the project meets the need identified under the Master Plan.

2. Please explain how the activity will successfully address the need identified above. In your explanation, include what would be the degree and extent of the impact of the proposed activity on the identified need:

The proposed activity includes improvements that have been identified in the Master Plan. The activity will successfully address the needs upon completion of the construction work under this project.

3. If you have received CDBG funding for this activity in the previous program year and are now requesting an increase in funding, please justify the reason for the increase (higher level of service, additional beneficiaries, etc.):

The City is requesting funding similar to the amount requested in prior year.

4. Does your agency keep a waiting list?

YES	NO	N/A
	X	

- If "yes", indicate how many unduplicated persons are in your waiting list and for how long.

- How often do you update the waiting list?

B. ACTIVITY BENEFIT

1. Please insert the total number of unduplicated persons to benefit yearly from your entire agency's program(s):

The project is a roadway improvement activity which will be open to the general public both motorists and pedestrians, and several thousand will benefit from it. Within Census Tract 13.02, Block Group 3, (which is where the street is located) there are 1,099 residents, 75.7% of which are of low and moderate income means.

2. Please insert the total number of unduplicated persons to benefit annually from the proposed activity for which CDBG funds are being requested:

One hundred seventy two (172) unduplicated persons.

3. For Public Service Activities: Please insert the total number of unduplicated persons to benefit monthly from the proposed activities:

N/A

4. Please estimate percentage of low and moderate income persons to benefit directly by the proposed activity:

74.5%

- Please state the basis for this estimate:

This estimate is based on the County's Five Year Consolidated Plan and Study to identify HCD planning areas.

5. Please explain your agency's process to identify and select clients for your current or proposed activity.

This activity is on a public facility and does not need selection of clients. N/A.

6. Does your activity propose to directly benefit special populations? YES NO N/A

	X	
--	---	--

- If "yes", please provide the estimated population in the table below:

<u>Category of Special Populations</u>	<u>Estimated Population Yearly</u>
Homeless	
Elderly	
Persons with Disabilities (Physical, Mental, or Developmental)	
Persons with Alcohol or Other Addictions	
Persons Diagnosed with HIV/AIDS	
Abused/Neglected Children	
Victim of Domestic Abuse	
Migrant Farmworkers	
Public Housing Residents	
TOTAL	

C. ACTIVITY COST-EFFECTIVENESS AND REASONABLENESS OF COST

1. Based on the total activity cost, please determine the amount of funding for each unduplicated person benefiting from the activity:

\$640,000/172 = \$3,721

2. Please determine the amount of CDBG funds being requested for each unduplicated person benefiting from the activity:

\$310,000/172 = \$1,802

3. Justify the reasonableness of cost for the activity per unit of measurement as included in the activity description section:

The useful life of the activity is over twenty years. Considering the various improvements that will be made, the cost is very reasonable.

4. How will you ensure that the activity is operated/carried out efficiently?

The City of Riviera Beach has staff with extensive experience managing CDBG funded projects. The City will also maintain the improvements upon completion of the proposed activities which will ensure proper maintenance of the project in the future. See attached letter of commitment by the City.

VI. ADDITIONAL DOCUMENTATION

❖ ALL APPLICANTS must complete this entire section.

A. DOCUMENTATION BY TYPE OF AGENCY

	YES	NO	N/A
1. Is the applicant a municipality?	X		

If "yes", you must include the following:

- a. Copy of resolution or minutes of the municipality governing body's meeting authorizing submittal of its application(s) and prioritizing the activities. The resolution or minutes must also include the prioritization of activities to be submitted by local applicants providing non-countywide services.
- b. If any prioritized activity will be undertaken by an agency proposing to provide non-countywide service benefiting mostly municipal residents, the municipality must certify that the endorsed activity(s) will meet a National Objective and that the applicant has the capacity and resources in place to undertake the proposed activity. Please note that applicants providing non-countywide services and located within municipalities receiving a local entitlement will impact the municipality's annual entitlement amount.

	YES	NO	N/A
2. Is the applicant a public agency (excluding County Departments)?		X	

If "yes", you must include the following:

- a. Signed copy of resolution or minutes of the meeting from the governing body of non-municipal agencies authorizing submittal of the application(s).
- b. Documentation from the funder(s) showing past performance on any local, state, or federal funding program. List the objectives and percentage of objectives obtained.
- c. Audit and/or audited financial statements from last year of operation.

	YES	NO
3. Is the applicant a County Department?		X

If "yes", you must include the following:

Explain how the activity(s) will assist in meeting Palm Beach County Comprehensive Plan goals and objectives relevant to the activity(s):

4. Is the applicant a:

	YES	NO
Non-profit Organization?		X
Community-Based Development Organization <i>(see glossary of terms)?</i>		X
Local Development Corporation <i>(see glossary of terms)?</i>		X
Other?		X

If *other*, please specify:

If "yes" to any of the above, you must include the following:

- a. Copy of IRS letter showing 501(c) Tax Exempt status for non-profit agencies
- b. Articles of Incorporation
- c. By-laws
- d. Occupational License
- e. Fictitious Name Registration *(if applicable)*
- f. Signed copy of official resolution or minutes of the meeting from the governing body authorizing submittal of application(s).
- g. Audit and/or audited financial statements from last year of operation
- h. Documentation from funder(s) showing past performance on any local, state, or federal funding program. List the objectives and percentage of objectives attained.
- i. Copy of license(s) needed to operate
- j. Copy of the agency's latest Federal Tax Return

B. DOCUMENTATION FOR COUNTYWIDE AND LOCAL APPLICANTS

1. Countywide Activities

Definition: An activity located within a municipality is considered Countywide if at least 51% of the direct beneficiaries reside outside of the municipality where the agency is located and outside the four entitlement cities of West Palm Beach, Boynton Beach, Delray Beach and Boca Raton, but within Palm Beach County.

a. Is your agency applying under the Countywide category?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "yes", you must include the following:

- i. A letter certifying that at least 51% of the direct beneficiaries reside outside the municipality where the agency is located and also outside the CDBG entitlement cities of West Palm Beach, Boynton Beach, Delray Beach and Boca Raton. If your agency has received CDBG funding during the past two years, please provide empirical data for the last twelve months to substantiate the aforementioned certification.
- ii. If the agency plans to become Countywide, please describe the proposed services and data to be collected to substantiate the proposed Countywide status, in addition to the certification letter.
- iii. Letter of support for the agency's proposed activity from the municipality.

Agencies requesting CDBG funds for homeless shelters and/or transitional housing for the homeless are presumed to provide countywide benefit and are exempt from providing items "i" and "ii" requested above.

2. Local Applicants Located within Participating Municipalities

All applicants requesting funding for Non-Countywide activities located within a participating municipality with an identified HCD Target Area (TA), if funded, will be funded from that municipality's local entitlement and therefore, must attach official evidence (e.g., minutes, resolutions, etc.) from the local government's Council/Commission showing prioritization of the proposed activity and a letter from the municipality endorsing the proposed activity(s), certifying that the endorsed activity(s) will meet a National Objective, and that the applicant has the capacity and resources in place to undertake the proposed activity.

Please insert the priority assigned by the Council/Commission.

Priority Number:

N/A

All applicants requesting funding for Non-Countywide activities located within a participating municipality with no identified HCD Target Area must attach a letter of support for the agency's proposed activity from the municipality.

3. Applicants Located within Non-Participating Municipalities

Applicants located within Non-Participating Municipalities, including the Cities of West Palm Beach, Boynton Beach, Delray Beach, and Boca Raton, must apply under the Countywide Category and provide all the required documentation as listed above to be eligible to receive CDBG funds.

VII. COMMITMENT TO ADDRESS THE COMMUNITY'S HOUSING AND NON-HOUSING NEEDS

(Local Governmental Units Only)

- A. Local governmental units must describe steps taken to expand the supply of affordable housing to very-low, low-and moderate-income persons. Please include the name of housing programs (local, federal) the jurisdiction has participated in within the last year, and an estimated number of affordable units produced, planned to be produced, or in progress, on behalf of lower income families:

N/A

- B. Local governments must explain how CDBG funds will assist the municipality in addressing their most important housing and non-housing needs:

N/A

VIII. CDBG NATIONAL OBJECTIVE REQUIREMENTS

ALL APPLICANTS must comply with this requirement and describe their proposed activity in such detail that will enable the evaluator to determine compliance with one of the three National Objectives of the CDBG Program. This description must be provided in Section II.A.1 of this application - Activity Description.

The following summarized criteria are provided for your information and shall be used to determine whether the proposed activity complies with a National Objective. (A copy of the regulations on this requirement is available upon request)

1. **Activities Benefitting Low- and Moderate-Income Persons:**
 - a. **Area Benefit Activities:** An activity, the benefits of which are available to all the residents in a particular area, where at least fifty-one percent (51%) of the residents are low- and moderate-income persons.
 - b. **Limited Clientele Activities:** An activity which benefits a limited clientele, at least 51% of whom are low- and moderate-income persons. Abused children, elderly persons, battered spouses, handicapped persons, homeless persons, illiterate persons, and migrant farm workers, are presumed to be low/moderate-income persons per HUD regulations. For all other groups, the low/moderate income classification needs to be established.
 - c. **Housing Activities:** An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. If the structure contains two (2) dwelling units, at least one (1) must be so occupied; and if the structure contains more than two dwelling units, at least 51% of the units must be so occupied.
2. **Activities Which Aid in the Prevention or Elimination of Slum or Blight:**
 - a. **Activities to Address Slum or Blight on an Area Basis:** Activities carried out in a designated slum, blighted, or deteriorated area. Area must have been designated as such by the County or the State.
 - b. **Activities to Address Slum or Blight on a Spot Basis:** Activities designed to eliminate specific conditions of blight or physical decay on a spot basis not located in a designated slum or blighted area.
3. **Activities Designed to Meet Community Development Needs Having a Particular Urgency:**

Activities designed to alleviate existing conditions posing a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, and for which other financial resources are not available. A condition will generally be considered to be of recent origin if it developed or became critical within the last eighteen (18) months.

IX. ATTACHMENTS REQUIRED

Please write the attachment number for documents attached to the application.

<u>Document</u>	<u>Attachment Number</u>
1. Street map showing location of activity	1
2. Aerial map showing location of activity	2
3. Letter of compliance with zoning and land use designations	3
4. Appraisal report, if available	N/A
5. Evidence of site control, e.g., sales contract, deed, etc (for land acquisition, new construction, rehabilitation, etc)	N/A
6. Project Cost Pro Forma and Operational Pro Forma (for housing projects)	N/A
7. Public service activities: evidence of site control (e.g. deed, lease, etc)	N/A
8. Organizational chart, with a list of current positions and salaries (all private agencies requesting funds)	N/A
9. Letter of commitment from agencies coordinating with applicant	N/A
10. Copy of licenses needed to operate	N/A
11. Relocation Plan, if displacement occurs	N/A
12. Letter certifying commitment to maintenance and operation of the proposed activity	4
13. Agency Budget	N/A
14. Itemized Total Project Budget	5
15. Itemized Total Activity Budget	5
16. Itemized Proposed Use of CDBG funds	5
17. Job description(s) (applicants requesting funds to pay salaries)	N/A
18. Evidence of matching contribution	N/A
19. Letter demonstrating that other sources of funding have been sought within the last twelve (12) months	N/A
20. Response to funding requests mentioned above	N/A
21. Excerpts of documents used to identify needs	N/A
22. Municipal applicants: Copy of resolution or minutes of meeting of governing body authorizing submittal of application(s) and prioritizing activities	6
23. Municipal Applicants: Public notification and public comments	7
24. Signed copy of resolution or minutes of meeting of governing body authorizing submittal of application(s)	N/A

<u>Document</u>	<u>Attachment Number</u>
25. Public Agencies and non-profits: Documentation showing past performance on any local, state, or federal funding programs	N/A
26. IRS letter showing 501(c) Tax Exempt status (non-profits only)	N/A
27. Articles of Incorporation under state or local law	N/A
28. By-laws	N/A
29. License needed to operate	N/A
30. Copy of latest Federal Tax Return	N/A
31. Fictitious name registration	N/A
32. Public agencies and non-profits: Audit report/audited financial statement from last year of operation	N/A
33. Countywide applicants: Letter certifying that at least 51% of the beneficiaries reside outside the municipality where the agency is/will be located	N/A
34. Countywide applicants: Empirical data supporting the 51% certification	N/A
35. Countywide applicants: letter of support from the municipality	N/A
36. Non-countywide applicants located in participating municipality with HCD Target Area: copy of resolution from the municipality's governing body and letter endorsing and certifying that the endorsed activity(s) will meet a National Objective, and that the applicant has the capacity and resources in place to undertake the activity	N/A
37. Non-countywide applicants located in a participating municipality without an HCD Target Area: letter of support from municipality	N/A
38. Non-Profits: if available, copy of certificate from Non Profits First	N/A
Other:	
Other:	

X. GLOSSARY OF TERMS

SOME OF THE DEFINITIONS CONTAINED IN THIS SECTION REPRESENT A SUMMARY OF THE DEFINITIONS PROVIDED IN THE REGULATIONS. PLEASE CONTACT HCD IF FURTHER CLARIFICATION IS NEEDED.

Acquisition: Acquisition in whole or in part by a public or private non-profit entity by purchase, long-term lease, donation or otherwise, of real property for any public purpose.

Activity: An action for which funds are being requested.

Affordable Housing: A dwelling unit is considered to be affordable when a household spends no more than thirty percent (30%) of its gross income on housing costs. Rental housing costs include contract rent and utilities. Owner-occupied housing costs include mortgage principal and interest, property taxes, insurance and where applicable, homeowner's association fees.

Areas of Hope: Those areas recognized as containing an undue concentration of persons living in poverty (poverty-level populations); of which, not less than seventy percent (70%) of the residents are categorized as meeting the U. S. Department of Housing and Urban Development's (HUD) low- and moderate-income standards.

Code Enforcement: Code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area.

Consolidated Plan: Document required by HUD to receive federal funds. It consolidates the planning and application process of HUD-assisted programs. The Palm Beach County Consolidated Plan describes current estimates of the housing and non-housing assistance needs of its very low-income, low-income and moderate-income families, including special populations; and assesses the availability of assisted and unassisted housing and other resources for addressing these needs. The Consolidated Plan addresses a strategy for meeting housing and non-housing needs over a five year period.

Countywide Activities: An activity located within a municipality is considered Countywide if at least 51% of the direct beneficiaries reside outside the municipality where the agency is located and outside the CDBG entitlement cities of West Palm Beach, Boynton Beach, Delray Beach and Boca Raton, but within Palm Beach County.

CDBG National Objectives: Objectives established by the Community Development Block Grant Program to benefit low- and moderate-income persons; to aid in the prevention or elimination of slum and blight; or to meet a community development need of particular urgency.

Demolition and Clearance: Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites. Demolition of HUD-assisted housing units may be undertaken only with the prior approval of HUD.

Elderly: A person who is at least sixty-two (62) years of age.

Extremely Low-Income Family: Family whose income is between 0 and 30 percent (0-30%) of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents or unusually high or low family incomes.

Fair Housing: Provision of fair housing services designed to further the fair housing services of the Fair Housing Act, including but not limited to fair housing enforcement, education and outreach activities.

HCD: Palm Beach County Department of Housing and Community Development.

Historic Preservation: CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in a state or local inventory of historic places, or designated as a state or local landmark or historic district by appropriate law or ordinance. Historic preservation, however, is not authorized for buildings for the general conduct of government.

Homeless Family with Children: "homeless family with children" is defined under 24 CFR 91.5 as the following: A family composed of the following types of homeless persons: at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18.

Homeless Individual or Homeless Person: "homeless individual or homeless person" is defined by part 21 CFR 91.5 as a youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children, who is homeless (not imprisoned or otherwise detained pursuant to an Act of the Congress or a State law), including the following:

1. An individual who lacks a fixed, regular and adequate nighttime residence; and
2. An individual who has a primary nighttime residence that is-
 - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

HUD Income Limits: Income limits which are listed by dollar amount and family size based on HUD estimates of median family income for every fiscal year. Adjustments are made in the income limits for smaller and larger families by using the "four-person" family as a base.

HUD National Objectives: Three (3) objectives established by HUD for the CDBG Program: to benefit low- and moderate-income (L/M) persons; to aid in the prevention or elimination of slum or blight; and to address an urgent community development need.

Interlocal Cooperation Agreement: An agreement between an Urban County and municipalities that elect to participate in the CDBG Program.

Local Development Corporation: A local development corporation is: (i) an entity organized pursuant to Title VII of the Headstart, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 et seq.); (ii) an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696); (iii) other entities incorporated under state or local law whose membership is representative of the area of operation of the entity (including nonresident owners of businesses in the area) and which are similar in purpose, function, and scope to those specified in paragraph (3)(i) or (ii) of this section; or (iv) a state development entity eligible for assistance under Section 501 of the Small Business Investment Act of 1958 (15 U.S.C. 695).

Low-Income Families: Low-income families whose incomes do not exceed fifty percent (50%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than fifty percent (50%) of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to low-income households in the CDBG Program.)

Moderate-Income Families: Families whose incomes do not exceed eighty percent (80%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to low-income households in the CDBG Programs.)

Participating municipality: A municipality that has signed an Interlocal Cooperation Agreement with Palm Beach County to participate in the Urban County Qualification Program, allowing for the expenditure of CDBG and HOME Investment Partnership funds within that municipality.

Program Revenue: Gross income received by the recipient or a subrecipient directly generated from the use of CDBG funds, with some exceptions.

Project: An activity or a group of integrally-related activities designed by the grant recipient to accomplish, in whole or in part, a specific goal.

Public Services: Provision of public services (including labor, supplies and materials) which are directed toward improving the community's public services and facilities, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. To be eligible for assistance a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the Action Plan.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements carried out by Palm Beach County or other public or private non-profit entities. Facilities designed for use in providing shelter for persons having special needs are

considered public facilities and not subject to the prohibition of new housing construction described in Section 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for runaway children, drug offenders, or parolees; group homes for mentally retarded persons; and temporary housing for disaster victims.

Rehabilitation: The process undertaken by which repairs are effectuated on a property in order to upgrade such property to applicable building and housing codes to the extent that such repairs are practical and feasible. CDBG funds may be used to finance the rehabilitation of: 1) privately-owned buildings and improvements for residential purposes; 2) low-income public housing and other publicly-owned residential buildings and improvements; 3) publicly- or privately-owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private-for-profit business is limited to improvements to the exterior of the building and the correction of code violations (further improvements to such buildings may be undertaken pursuant to Section 570.203(b)); and 4) manufactured housing when such housing constitutes part of the community's permanent housing stock.

Removal of Architectural Barriers: Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly-owned and privately-owned buildings, facilities, and improvements.

Severely Disabled: the bureau of Census defines severely disabled. Persons are considered severely disabled if they:

1. Use a wheelchair or another special aid for 6 months or longer;
2. Are unable to perform one or more functional activities (seeing, hearing, having their speech understood, lifting and carrying, walking up a flight of stairs and walking), needed assistance with activities of daily living (getting around inside the home, getting in and out of bed or a chair; bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone);
3. Are prevented from working at a job or doing housework;
4. Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or
5. Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

Special Activities by Community Based Development Organizations (CBDOs): A CBDO is an organization which has the following characteristics: 1) is an association or corporation organized under state or local law to engage in community development activities; 2) has as its primary purpose, the improvement of its geographic area of operation, with particular attention to the needs of low- and moderate-income persons; 3) may be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; 4) maintains at least fifty-one percent (51%) of its governing body's membership for low/moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low/moderate-income neighborhood organizations located in its geographic area of operation; 5) is not an agency or instrumentality of the County and does not permit more than 1/3 of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; 6) requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; 7) is not subject to requirements under which its assets revert to the recipient

upon dissolution; and 8) is free to contract for goods and services from vendors of its own choosing. The definition also includes entities organized pursuant to Section 302(d) of the Small Business Act of 1958; Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 local Development Company, or a SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended. It also includes Community Housing Development Organizations (CHDOs) certified under the HOME Program, provided certain conditions are met.

Standard Housing Units: Units that are structurally sound but with deterioration, usually relating to several incipient code violations.

Target Areas: Geographic areas where 51% of more of the residents are low/mod income persons, wherein housing support activities and/or concentrated and mutually supportive capital improvements and housing activities can be undertaken, so that a comprehensive impact on housing and community development needs can be realized in a relatively short period of time.

Urban County: Any county within a metropolitan area which has a population of 200,000 or more (excluding the population of metropolitan cities therein) and has a combined population of 100,000 or more (excluding the population of metropolitan cities therein) in such unincorporated areas and in its included units of general local government.

XI. LIST OF CDBG ELIGIBLE ACTIVITIES, UNITS OF MEASUREMENT, ACCOMPLISHMENTS AND NATIONAL OBJECTIVES

Eligible Activities	Units of Measurement	Accomplishments	National Objective
<u>Acquisition of Real Property for a Public Purpose</u>	<ul style="list-style-type: none"> ▫ Number of Parcels & size ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ LMH ▫ SBA ▫ SBS
<u>Privately-Owned Utilities</u>	<ul style="list-style-type: none"> ▫ Linear feet ▫ Units ▫ Number of structures 	<ul style="list-style-type: none"> ▫ Number of utilities assisted 	<ul style="list-style-type: none"> ▫ LMA ▫ LMH ▫ LMC ▫ SBA ▫ SBS
<u>New Construction of Housing: Must be carried out by CBDOS.</u>	<ul style="list-style-type: none"> ▫ Number of housing units by bedroom size ▫ Type of housing (M/F, S/F) ▫ Tenure 	<ul style="list-style-type: none"> ▫ Number of housing units 	<ul style="list-style-type: none"> ▫ LMH ▫ SBA
<u>Rehabilitation</u>			
- Single-Unit Residential	<ul style="list-style-type: none"> ▫ Number of structures ▫ Number of units ▫ Tenure 	<ul style="list-style-type: none"> ▫ Number of persons ▫ Number of housing units 	<ul style="list-style-type: none"> ▫ LMH ▫ LMH ▫ SBA ▫ SBS
- Multi-Unit Residential	<ul style="list-style-type: none"> ▫ Number of units ▫ Tenure 	<ul style="list-style-type: none"> ▫ Number of housing units 	<ul style="list-style-type: none"> ▫ LMH ▫ SBA ▫ SBS
- Acquisition for Rehabilitation	<ul style="list-style-type: none"> ▫ Number of structures ▫ Type ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of housing units ▫ Number of organizations 	<ul style="list-style-type: none"> ▫ LMH ▫ LMA ▫ SBA ▫ SBS
- Residential Historic Preservation	<ul style="list-style-type: none"> ▫ Number of structures ▫ Type ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of housing units 	<ul style="list-style-type: none"> ▫ LMH ▫ SBA ▫ SBS
- Non-Residential Historic Preservation	<ul style="list-style-type: none"> ▫ Number of structures ▫ Type ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of organization ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
<u>Clearance and Demolition</u>	<ul style="list-style-type: none"> ▫ Number of structures ▫ Site square footage ▫ Number of housing units ▫ Number acres 	<ul style="list-style-type: none"> ▫ Number of structures ▫ Type of structure 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS

Eligible Activities	Units of Measurement	Accomplishments	National Objective
<u>Public Services (General)</u>	<ul style="list-style-type: none"> ▫ Number & type of activities; e.g. Number of meals, Number of classes, Number of sessions 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Senior Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Services for the Disabled	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Homeless Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Youth Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Substance Abuse Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Battered and Abused Spouses	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Employment Training	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Crime Awareness	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Fair Housing Activities (if subject to 15% cap)	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Housing and Credit Counseling	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Child Care Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Health Services	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Abused and Neglected Children	<ul style="list-style-type: none"> ▫ Number & type of activities 	<ul style="list-style-type: none"> ▫ Number of persons 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS

Eligible Activities	Units of Measurement	Accomplishments	National Objective
Public Facilities and Improvements (General)	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage ▫ Acres 	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Senior Centers	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Facilities for the Disabled	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Homeless Facilities	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Youth Centers	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMC ▫ SBA ▫ SBS
- Neighborhood Facilities	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Parks	<ul style="list-style-type: none"> ▫ Acres 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Recreational Facilities	<ul style="list-style-type: none"> ▫ Number of buildings ▫ Square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ S/B ▫ S/B
- Parking Facilities	<ul style="list-style-type: none"> ▫ Square footage (floors) ▫ Number of parking spaces 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Solid Waste Disposal Improvements	<ul style="list-style-type: none"> ▫ Square footage ▫ Number of pieces of equipment 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Flood Drainage Improvements	<ul style="list-style-type: none"> ▫ Linear feet or square footage 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Water/Sewer Improvements	<ul style="list-style-type: none"> ▫ Linear feet 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Street Improvements	<ul style="list-style-type: none"> ▫ Linear feet 	<ul style="list-style-type: none"> ▫ Number of facilities ▫ Number of beneficiaries 	<ul style="list-style-type: none"> ▫ LMA ▫ LMC ▫ SBA ▫ SBS

Eligible Activities	Units of Measurement	Accomplishments	National Objective
- Sidewalks	▫ Linear feet	▫ Number of facilities ▫ Number of beneficiaries	▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Child Care Centers	▫ Number of buildings ▫ Square footage	▫ Number of facilities ▫ Number of beneficiaries	▫ LMC ▫ SBA ▫ SBS
- Tree Planting	▫ Units ▫ Linear feet	▫ Number of facilities ▫ Number of beneficiaries	▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Health Facilities	▫ Number of buildings ▫ Square footage	▫ Number of facilities	▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Abused/Neglected Children Facilities	▫ Number of buildings ▫ Square footage	▫ Number of facilities	▫ LMA ▫ LMC ▫ SBA ▫ SBS
- Removal of Architectural Barriers	▫ Number of barriers ▫ Units	▫ Number of facilities ▫ Number of persons	▫ LMA ▫ LMC ▫ SBA ▫ SBS

Source: HUD IDIS Matrix Code

- L/M: Low/Moderate
- LMA: Low/Moderate Area
- LMC: Low/Moderate Limited Clientele
- LMH: Low/Moderate Housing
- S/B: Slum/blight
- SBA: Slum/blight Area
- SBS: Slum/blight Spot
- UR: Urgent Need (extremely rare to use)

Please note that municipal, county applicants and public agencies are permitted to apply for CDBG funds for design and construction costs of capital improvement projects. County applicants and public agencies must document that all funding is in place to complete the entire project. Non-profit applicants are permitted to apply for hard construction costs, however, only those non-profit agencies with a history of successfully implementing CDBG-funded design/construction projects will be eligible to receive CDBG funds for design and construction.

XII. PRELIMINARY EVALUATION CRITERIA AND REVIEW THRESHOLD

Palm Beach County Housing and Community Development (HCD) utilizes a One Stage and Two Stage process to evaluate activities. The first process was designed for activities submitted and/or prioritized by entitlement municipalities and consists of one (1) stage. The second process is for countywide activities and activities in the unincorporated areas of Palm Beach County, and consists of two (2) stages.

Each process utilizes Evaluation Forms with a set of criteria to evaluate the activities. In addition to the determination of eligibility per HUD regulations, the forms include the categories as listed below. Scoring points are applicable to countywide activities, activities located in the unincorporated areas, and activities located in/sponsored by non-entitlement municipalities.

Applications for activities located in the unincorporated area, having a countywide impact, or located/sponsored by non-entitlement municipalities will be subject to a review threshold of 55 points (50% of maximum possible score).

Applications scoring less than 55 points will be eliminated from the process and no further information will be requested from these applicants.

Municipalities and agencies impacting the municipality's entitlement will not be directly affected by the review threshold. However, as part of the application process, municipalities must certify that their endorsed activity will meet a national objective and that the endorsed agency has the capacity and resources in place to undertake the proposed activity. Municipalities are advised that should their endorsed activity fail to meet a national objective and/or an endorsed agency fails to comply or displays difficulty in complying with the contract requirements (e.g., receives monitoring findings), sanctions such as deductions to the municipality's future entitlements may be applied.

A. SUMMARY OF CATEGORIES FOR THE FIRST STAGE OF THE TWO-STAGE PROCESS

	Categories		Points
1.	Benefit to Low/Mod-Income Persons (National Objective Preference)	+	5
2.	Benefit to Target Areas	+	10
3.	Activity Need/Justification		
	a) Need	+	15
	b) Consolidated Plan Priority	+	5
4.	Cost Reasonableness and Effectiveness	+	10
5.	Activity Management and Implementation		
	a) Management	+	15
	b) Implementation	+	15
6.	Experience and Past Performance	+	10
7.	Matching Contributions		
	a) Efforts to Secure Other Funding	+	5
	b) Matching	+	15
8.	Adverse Environmental Impact	-	5
9.	Non-Profits First Certification	+	5
10	Application Completeness	+	5
	Maximum Possible Points		110

DESCRIPTION OF CATEGORIES

1. **Benefit to Low/Mod-Income Persons:** (+5" Points)
(National Objectives Preference)

Five ("5") points will be given to activities that benefit at least 51% low- and moderate-income persons. Zero ("0") points will be given to activities that meet either of the other two National Objectives.
2. **Benefit to Target Areas:** (Maximum Points: "10")

Activities located within a Target Area containing Areas of Hope, will receive the maximum "10" points. Activities located in Target Areas with no Areas of Hope will receive "8" points. Activities adjacent to a Target Area will receive "5" points. All other activities will be awarded "3" points.
3. **Activity Need and Justification:** (Maximum Combined Points: "20")
 - a. **Need:** (Maximum Points: "15")
The activity will be evaluated in terms of the documentation and justification of the need for the activity, and the need for the funding. Relevant documentation specific to Palm Beach County is preferred. Activities with excellent documentation and justification will be awarded the maximum of "15" points: good "10" points; average "5" points; and poor "0" points.
 - b. **Consolidated Plan Priority:** (Maximum Additional Points:"5")
Activities addressing high priorities, as identified in the Consolidated Plan will be awarded "5" points.
4. **Cost Reasonableness and Effectiveness:** (Maximum Points: "10")

Up to a maximum of "10" points will be awarded to applicants. The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to the financial and human resources. Evaluation will include the cost incurred per person or per unit and the justification for a particular level of funding.
5. **Activity Management and Implementation:** (Maximum Points: "30")
 - a. **Management** (Maximum Points: "15")
Up to a maximum of "15" points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, has been certified. In addition, if payment and operation require payments to another agency, the availability of such resources will be assessed.
 - b. **Implementation** (Maximum Points: "15")
Up to a maximum of "15" points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, zoning, etc. needed to implement the proposed activity are in place. Maximum points will be given to activities that are ready to move forward quickly. This criteria takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.
6. **Experience and Past Performance:** (Maximum Points: "10")

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested, will be evaluated. In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a

reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

For those applicants that have not received CDBG funding from HCD in the past, allocation of points up to the maximum of "10" points will be awarded, dependent upon thorough documentation of similar past performance submitted with the application. HCD may consider information available from County and Federal records.

Audits and/or audited financial statements will be reviewed.

7. **Matching Contributions:** (Maximum Points: "20")
(Matching contributions must be eligible)

a. **Efforts to Secure Other Funding:** (Maximum Points: "5")
A maximum of five ("5") points will be awarded based on the applicant's efforts to secure other funding for the activity.

b. **Matching:** (Maximum Points: "15")
Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested:

1-1 or above	15 points
.75-1	10 points
.50-1	7 points
.25-1	5 points
less than .25	0 points

8. **Adverse Environmental Impact:** ("5" Points)

Five ("5") points will be subtracted from activities that have a potential adverse impact on the environment, or that are adversely affected by the surrounding environment.

9. **Non-Profits First Certification** (Maximum Points: "5")

Five ("5") points will be awarded to applicants that document successful completion of the Non-Profits First Agency Certification Process.

10. **Application Completeness:** (Maximum Points: "5")

Applications will receive "0" to the maximum of "5" points, based on completeness. Applications that have not been signed, will not be considered.

B. SUMMARY OF CATEGORIES FOR THE SECOND STAGE OF THE TWO-STAGE PROCESS

Activities that meet the requirements of the review threshold will move to a comparative analysis that will take into consideration the following factors: assessment of urgency, viability, feasibility, organizational strength, financial strength, capability, results/benefits, continuity, and any other relevant additional information such as HUD or BCC directives, among others.

XIII. HCD TARGET AREAS

In an effort to create viable urban communities, principally for persons of low- and moderate-income, the Department of Housing and Community Development (HCD) utilizes such programs as: Housing Rehabilitation, Emergency Assistance, Relocation, Capital Improvements, Demolition, and Public Service Programs in the County's CDBG Program jurisdiction with preference given to HCD's Planning Areas. The Office of Economic Development undertakes economic development activities.

The Palm Beach County CDBG entitlement jurisdiction is comprised of all areas in unincorporated Palm Beach County, as well as twenty-eight (28) municipalities who have signed interlocal agreements with the County for Fiscal Years 2009, 2010 and 2011.

These municipalities are listed as follows:

City of Atlantis	City of Pahokee
City of Belle Glade	City of Palm Beach Gardens
Town of Briny Breezes	Town of Palm Beach Shores
Town of Cloud Lake	Village of Palm Springs
Town of Glen Ridge	City of Riviera Beach
Village of Golf	Village of Royal Palm Beach
City of Greenacres	City of South Bay
Town of Gulf Stream	Town of South Palm Beach
Town of Haverhill	Village of Tequesta
Town of Hypoluxo	Village of Wellington
Town of Juno Beach	
Town of Jupiter	
Town of Lake Park	
City of Lake Worth	
Town of Lantana	
Town of Manalapan	
Town of Mangonia Park	
Village of North Palm Beach	

In addition to Planning Areas, HCD established Target Areas through the "Six Year Study to Identify HCD Planning Areas for the CDBG Program" in 2003. Target Areas are areas where at least 51% of the residents are low- or moderate-income persons and where there is a need for housing and community improvements. The Study identified eight (8) Target Areas (TAs) in participating municipalities and twenty-one (21) in the unincorporated areas of the County. (see attached map) Target Areas are listed below:

Target Areas within Municipalities	Unincorporated Palm Beach County Target Areas
<p>City of Belle Glade City of Greenacres Town of Jupiter Town of Lake Park City of Lake Worth City of Pahokee City of Riviera Beach City of South Bay</p>	<p>Belvedere Homes Canal Point Dyson Circle/Dillman Heights Gramercy Park Holt Estates/Pine Air Knotty Pine Acres/Pine Ridge Lake Worth Corridor Central Lake Worth Corridor East Lake Worth Corridor North Lake Worth Corridor South (A) Lake Worth Corridor South (B) Limestone Creek Raderville/Okeechobee Center Ranch Haven/Laura Lane San Castle Schall Circle Seminole Manor Southern Boulevard Pines/Royal Palm Estates Streamline/Fremd Village/Padgett Island Westgate Whispering Pines/Sky Ranch</p>

The Study depicting the location of the target areas and their boundaries are available for review at the Department of Housing and Community Development (HCD). Please contact HCD at (561) 233-3616 for appointments.

PLANNING STAFF WILL PROVIDE TECHNICAL ASSISTANCE, IF NEEDED. IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION, PLEASE CONTACT THE PLANNING SECTION AT (561) 233-3616 OR EMAIL sshultz@pbcgov.org