

RESOLUTION NO. 2011-172

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE CHAIR TO EXECUTE ALL REQUIRED DOCUMENTS AND DIRECTING STAFF TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF COMMUNITY AFFAIRS (DCA) FOR THE 2009 DISASTER RECOVERY ENHANCEMENT FUNDS (DREF); AUTHORIZING THE COUNTY ADMINISTRATOR OR DESIGNEE TO DO ALL THINGS DEEMED NECESSARY OR ADVISABLE IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Department of Community Affairs (DCA) announced the Notice of Funding Availability of Disaster Recovery Enhancement Funding (DREF) to St. Johns County and all municipalities within the County, in the amount of \$449,465.77, which requires no local match or leverage of funds, to address needs resulting from federally declared disasters in 2008; and

WHEREAS, St. Johns County (the "County"), recognizes the importance of the program to provide long-term recovery and restoration of infrastructure and serve the needs of the County and the benefits of the eligible uses of the funds of the Program; and

WHEREAS, the County is required to complete the application, develop a project work scope, and administer the disaster recovery program, by reviewing FEMA damage assessment and local data and determine the greatest unmet need meeting program criteria; and

WHEREAS, the County recognizes that the reallocation of additional funds may be available based upon a fund recipient's substantial progress of the disaster recovery program; and

WHEREAS, the Board of County Commissioners (the "Board") deems it necessary, desirable and in the best interests of the County to submit the application and the administration of the 2008 Disaster Recovery Enhancement Funding, all in the manner and to the extent hereinafter provided;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

SECTION 1. FINDINGS OF FACT. The above Recitals are incorporated into the body of this Resolution, and such Recitals are adopted as Findings of Fact.

SECTION 2. ERRORS AND/OR OMISSIONS. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

SECTION 3. APPROVAL AND AUTHORIZATION OF EXECUTION OF PROGRAM APPLICATION. The Application to the Department of Community Affairs, is hereby approved; and the Chair or his designee is hereby authorized and directed to execute and submit the Application on behalf of the County, with such changes or modifications as may be approved by the County's counsel and the officer executing the same, such approvals to be conclusively evidenced by such officer's execution thereof.

SECTION 4. OTHER ACTION. The County Administrator or designee is hereby authorized and directed to execute and deliver any and all additional documents, certificates and instruments necessary or proper to do and cause to be done any and all acts and things necessary or proper relating to this Resolution and the Application as described in this Resolution.

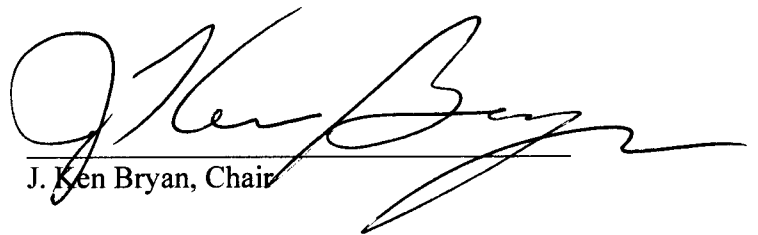
SECTION 5. ACTION APPROVED AND CONFIRMED. All actions of the officers, employees or agents of the County which are in conformity with the purposes and intent of this Resolution are approved and confirmed in all respects hereby.

SECTION 6. SEVERABILITY. If any provision of this Resolution shall be held or deemed to be illegal, inoperative or unenforceable, the same shall not affect any other provision or cause any other provision to be invalid, inoperative or unenforceable to any extent whatsoever.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of County Commissions of St. Johns County, Florida this 21<sup>st</sup> day of June, 2011.

(OFFICIAL SEAL)

  
J. Ken Bryan, Chair

ATTEST: Clerk of the Board of County  
Commissioners of St. Johns County, Florida

  
Deputy Clerk

RENDITION DATE 6/24/2011

**Florida Community Development  
Block Grant Program  
Disaster Recovery Initiative**



**Application for HUD Disaster Recovery Funding-Disaster Recovery Enhancement Funds**

**Department of Housing and Urban Development**  
*[Docket No. FR-5256-N-01]*  
**Federal Register / Volume 74, Number 29, dated February 13, 2009**  
*[Docket No. FR-5337-N-01]*  
**Federal Register / Volume 74, Number 156, dated August 14, 2009**

**2008 Supplemental CDBG Appropriations  
Robert T. Stafford Disaster Relief and Emergency Assistance Act**

**Applicant** \_\_\_\_\_  
**(Name of Local Government)**

**Rick Scott  
Governor**



**Billy Buzzett  
Secretary**

**Florida Department of Community Affairs  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100**

**<http://www.floridacommunitydevelopment.org/disasterrecovery.cfm>**

Table of Contents

General Information .....4

National Objectives.....4

Waivers .....4

Application Webinar .....5

Required Application Procedures.....5

Readiness to Proceed.....7

Funding Allocation .....8

Citizen Participation Requirements.....9

*County Recipients* ..... 9

*Citizen Participation Requirements* ..... 9

        LOCAL GOVERNMENT INFORMATION..... 10

        APPLICATION PREPARER INFORMATION..... 10

        APPLICATION INFORMATION ..... 10

        HISTORIC PRESERVATION ..... 11

        PROJECT DESCRIPTION NARRATIVE BY PROJECT AND SERVICE AREA..... 11

        ASSURANCES, CERTIFICATIONS AND SIGNATURES ..... 13

        OTHER CERTIFICATIONS ..... 14

ELIGIBLE ACTIVITIES (TO BE USED BY ALL APPLICANTS) ..... 18

LMI BENEFIT CRITERIA ..... 19

*SERVICE AREA SURVEY TO DETERMINE LMI BENEFIT*..... 19

*DOCUMENTING LMI BENEFIT AND NATIONAL OBJECTIVE*..... 19

ATTACHMENT A ..... 20

General Guidelines..... 20

*Sub-recipients*..... 20

*Interlocal Agreements* ..... 20

*Program Income* ..... 20

*Duplication of Benefits* ..... 20

*Beneficiaries of Public Improvements*..... 21

*Housing Rehabilitation Standards*..... 21

*Manufactured Housing*..... 21

*Hookup and Connection Fees* ..... 21

*Monitoring Visits* ..... 22

Definitions.....	23
ATTACHMENT B .....	26
Household Income Verification Form.....	26
SECTION I.....	26
SECTION II.....	26
SECTION III.....	26
SECTION IV.....	27
ATTACHMENT C .....	28
SLUM & BLIGHT for SPOT BASIS .....	28
ATTACHMENT D .....	30
SLUM & BLIGHT for AREA BASIS .....	30
ATTACHMENT E .....	33
URGENT NEED .....	33
NATIONAL OBJECTIVE FORM .....	33
ATTACHMENT F.....	35
GENERAL INSTRUCTIONS FOR PREPARING AN ESTIMATED PROJECT BUDGET .....	35
ATTACHMENT G .....	36
AFFORDABLE RENTAL HOUSING .....	36
ATTACHMENT H - PROGRAM BUDGET AND SCOPE OF WORK SUMMARY .....	38
ATTACHMENT I - SCOPE OF WORK BY SERVICE AREA .....	39

### **General Information**

The Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (Pub. L. 110–329, approved September 30, 2008) (hereinafter, “Second 2008 Act” to differentiate it from the earlier 2008 Supplemental Appropriations Act, Pub. L. 110–252, approved June 30, 2008) appropriates \$6.5 billion, to remain available until expended, in CDBG funds for necessary expenses related to disaster relief, long-term recovery, and restoration of infrastructure, housing and economic revitalization in areas affected by hurricanes, flooding, and other natural disasters that occurred during 2008, for which the President declared a major disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*). The availability of the funding was formally announced in the Federal Register (Volume 74, No. 29 and Volume 74, Number 156) on February 13, 2009 and August 14, 2009, respectively. The Federal Register may be accessed online at <http://www.floridacommunitydevelopment.org/cdbg/disasterrecovery.cfm>.

Federal requirements clearly state that the funds can be used only for disaster relief, long-term recovery in communities affected by the specified disasters. Requirements provide that the funds be directed to areas with the greatest need. Award recipients cannot use this disaster assistance for a project or activity that was underway prior to the Presidential disaster declaration, with the specified time period in the appropriations act. All projects must be directly related to one or more of the storms. Elements of activities that are reimbursable by FEMA or available through the Small Business Administration (SBA) cannot be reimbursed with these funds.

Please note that the State’s Action Plan requires a minimum goal of 14% of total funds to be allocated towards affordable rental housing. If, after reviewing the applications, it is determined that this amount has not been met, up to 14% of the funds awarded to counties that do not plan to address affordable rental housing may be re-allocated to counties with unmet affordable rental housing needs.

### **National Objectives**

All activities must meet one of the three national objectives set out in the Housing and Community Development Act (address slum and blight, urgent need, primarily benefit low to moderate income (LMI) persons), with at least 50% of the dollars going towards projects benefiting LMI persons. All housing projects must benefit LMI persons. Please use forms provided under Attachments to justify national objective.

### **Waivers**

The Act authorized HUD to waive, or specify alternative requirements for any statute or regulation that HUD administers in connection with the funds, except for requirements relating to fair housing, nondiscrimination, labor standards, and the environment, as long as the waiver facilitates the use of the funds and is not inconsistent with the overall purpose.

A limited waiver of the anti-pirating clause allows the flexibility to provide assistance to a business located in another state if the business was displaced from the community by the disaster and the business wishes to return. This waiver allows grantees affected by a major disaster to rebuild the community’s employment base.

HUD has waived the one-for-one replacement of LMI housing units demolished or converted using CDBG funds. This waiver allows grantees to acquire, convert or demolish disaster-damaged housing without having to provide a unit for unit replacement.

Additional waivers may be considered on a case-by-case basis if an award recipient chooses to fund a flood buyout program with both HUD and FEMA funds and needs the waiver to develop a workable program design. Applicants must contact the Department of Community Affairs if they believe further waivers are required to ensure the success of the recovery effort.

### **Application & Implementation Webinar**

The application webinar will be held on May 26, 2011. The application cycle will open on May 26, 2011 and close on June 27, 2011. Applications must be received by the CDBG Program at the address below, whether mailed or delivered, by 5:00 p.m., Eastern Standard Time, on June 27, 2011:

Community Development Block Grant Section  
Division of Housing and Community Development  
2555 Shumard Oak Boulevard, Room 260 - N or 260 - A  
Tallahassee, Florida 32399-2100

### **Required Application Procedures**

1. Fully complete the application.
2. Submit three copies of the application: (1) Two copies with original signatures of the Chief Elected Official or Designee (If designee, include resolution in appendices). Copies should be submitted in a three-ring binder, with a table of contents, an executive summary, and dividers with labeled tabs. (2) One electronic copy should also be submitted to [DisasterRecovery@dca.state.fl.us](mailto:DisasterRecovery@dca.state.fl.us). A pdf version of the application will be forwarded to all local government contacts.
3. Submit a detailed map depicting the boundaries of the local government, the service area, the location of the activities, the flood plain and other relevant details.
4. If available at the time of application, submit copies of any policies that are applicable to CDBG (i.e., citizens' complaint policy, acquisition and relocation policy, housing assistance plan, procurement policy, subrecipient monitoring plan, etc.). If not available at submission of application, submit during site visit. Recipients who fail to provide these policies will be prohibited from drawing down funds.
5. Submit copies of any other documents that support your application or relate to the requirements set out in the Action Plan or Federal Register. Supply documentation that confirms the project is recovery from the 2008 storms.
6. Submit a copy of an "Interlocal Agreement" if a project will, in any way, impact another local government i.e. take place in another jurisdiction.
7. Number the appendices.
8. Comply with the Intergovernmental Coordination and Review (IC&R) process outlined below.
  - By the application deadline date, submit 15 copies of the application to the Florida State Clearing House, Department of Environmental Protection, Commonwealth Building, Tallahassee, Florida 32399.
  - A transmittal letter must accompany the materials that the local government sends to the

State Clearing House. This letter should request that the State Clearing House send copies of any correspondence that they may send to the local government to the DCA CDBG Program. The local government may also ask the State Clearing House to send copies to other parties such as consultants and engineers.

- Submit one copy of the application to the Regional Planning Council that serves the local government.

9. Use Attachment B – Household Income Verification Form (Form 27-07), if a survey is conducted to document beneficiaries.
10. Fill out National Objective Forms (Attachments C, D, or E)
11. Follow Attachment F, General Instructions for Estimating Project Budget, when preparing the budget to be submitted with the application.
12. Fill out Attachment G: Affordable Rental Housing Scope of Work, when describing your intended efforts to secure affordable rental housing disaster recovery projects.
13. All applications must include Attachment H: Project Budget and Scope of Work
14. Use Attachment I: Scope of Work by Service Area, if your project has various service areas.



### Readiness to Proceed

To assist the Department in assessing the applicant's ability to proceed in a timely manner, please answer the following questions. Your response will have no bearing on your application's approval, but will assist us in determining the types of technical assistance to provide.

1. Has the applicant designated a program, office or staff for the administration of a community development block grant, or	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the applicant regularly contract with a consultant for the administration of a community development block grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the applicant have a citizen complaint policy, acquisition and relocation policy, housing assistance plan and procurement policy in place that meets HUD guidelines? If not, you may wish to visit the CDBG web site for examples: <a href="http://www.floridacommunitydevelopment.org/cdbg/index.cfm">http://www.floridacommunitydevelopment.org/cdbg/index.cfm</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has the applicant developed, or does the applicant plan to develop, a long-term recovery plan as a result of the disasters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Has the applicant developed a system or plan to avoid the Duplication of Benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Funding Allocation

This allocation is based on the Department's compilation of preliminary damage assessment data from FEMA used during Tropical Storm Fay and the number of local governments accepting DREF. The allocation of funding is provided below.

County	% of Original Threshold Group	Total DREF Award w/o State Admin	Simple DREF Award	% of Group Accepting DREF	Reallocation Amount	Simple DREF Award Plus Reallocation
Leon	12.88%	\$ 26,221,828.42	\$3,377,648.43	12.95%	\$17,994.00	\$3,395,642.42
Collier	12.61%	\$ 26,221,828.42	\$3,305,968.18	12.68%	\$17,994.00	\$3,323,962.18
St. Lucie	10.20%	\$ 26,221,828.42	\$2,673,928.58	10.27%	\$17,994.00	\$2,691,922.57
Escambia	8.94%	\$ 26,221,828.42	\$2,345,087.01	9.01%	\$17,994.00	\$2,363,081.00
Brevard	8.28%	\$ 26,221,828.42	\$2,172,267.75	8.35%	\$17,994.00	\$2,190,261.75
Palm Beach	8.27%	\$ 26,221,828.42	\$2,167,899.04	8.34%	\$17,994.00	\$2,185,893.04
Duval	6.49%	\$ 26,221,828.42	\$1,701,433.78	6.56%	\$17,994.00	\$1,719,427.78
Volusia	5.28%	\$ 26,221,828.42	\$1,384,647.48	5.35%	\$17,994.00	\$1,402,641.48
Gulf	3.21%	\$ 26,221,828.42	\$841,547.61	3.28%	\$17,994.00	\$859,541.61
Monroe	3.15%	\$ 26,221,828.42	\$825,881.50	3.22%	\$17,994.00	\$843,875.50
Sarasota	2.98%	\$ 26,221,828.42	\$781,030.37	3.05%	\$17,994.00	\$799,024.37
St. Johns	1.65%	\$ 26,221,828.42	\$431,471.77	1.71%	\$17,994.00	\$449,465.77
Bay	1.58%	\$ 26,221,828.42	\$413,792.19	1.65%	\$17,994.00	\$431,786.19
Putnam	1.52%	\$ 26,221,828.42	\$397,910.74	1.59%	\$17,994.00	\$415,904.74
Flagler	1.10%	\$ 26,221,828.42	\$288,836.64	1.17%	\$17,994.00	\$306,830.64
Nassau	0.85%	\$ 26,221,828.42	\$222,361.95	0.92%	\$17,994.00	\$240,355.95
Broward	0.97%	\$ 26,221,828.42	\$253,608.56			
Martin	0.86%	\$ 26,221,828.42	\$224,969.04	0.93%	\$17,994.00	\$242,963.04
Okaloosa	0.85%	\$ 26,221,828.42	\$223,759.57	0.92%	\$17,994.00	\$241,753.57
Hardee	0.80%	\$ 26,221,828.42	\$210,113.57	0.87%	\$17,994.00	\$228,107.57
Santa Rosa	0.73%	\$ 26,221,828.42	\$192,419.39	0.80%	\$17,994.00	\$210,413.39
Miami-Dade	0.64%	\$ 26,221,828.42	\$167,557.29	0.71%	\$17,994.00	\$185,551.29
Calhoun	0.63%	\$ 26,221,828.42	\$166,039.89	0.70%	\$17,994.00	\$184,033.89
Alachua	0.60%	\$ 26,221,828.42	\$157,886.13	0.67%	\$17,994.00	\$175,880.13
Okeechobee	0.60%	\$ 26,221,828.42	\$156,151.72	0.66%	\$17,994.00	\$174,145.72
Wakulla	0.58%	\$ 26,221,828.42	\$152,387.58	0.65%	\$17,994.00	\$170,381.58
Seminole	0.55%	\$ 26,221,828.42	\$143,461.36			
Baker	0.50%	\$ 26,221,828.42	\$131,327.12			
Franklin	0.38%	\$ 26,221,828.42	\$99,527.37	0.45%	\$17,994.00	\$117,521.37
Lake	0.36%	\$ 26,221,828.42	\$93,982.37	0.43%	\$17,994.00	\$111,976.37
Hendry	0.34%	\$ 26,221,828.42	\$90,411.68	0.41%	\$17,994.00	\$108,405.68
Kissimmee	0.31%	\$ 26,221,828.42	\$80,401.07	0.38%	\$17,994.00	\$98,395.07
Gadsden	0.31%	\$ 26,221,828.42	\$80,255.07	0.37%	\$17,994.00	\$98,249.07
Highlands	0.26%	\$ 26,221,828.42	\$67,041.43	0.32%	\$17,994.00	\$85,035.43
Clay	0.25%	\$ 26,221,828.42	\$66,740.14	0.32%	\$17,994.00	\$84,734.14
Glades	0.25%	\$ 26,221,828.42	\$66,670.13	0.32%	\$17,994.00	\$84,664.13
Jefferson	0.25%	\$ 26,221,828.42	\$65,404.91			
	<b>100.00%</b>		<b>\$26,221,828.42</b>	<b>100.00%</b>		\$26,221,828.42

## **Citizen Participation Requirements**

### **County Recipients**

Counties eligible to receive funds must consider the needs of all municipalities (and Federally Recognized Indian Tribes) within the incorporated as well as unincorporated area of the county (and reservations contiguous to the county).

Evidence of public meeting with city and Tribal governments must meet the following requirements:

- Notice of the public meeting must be provided at least five (5) days prior to the meeting.
- Documentation of the meeting must include sign-in sheets and minutes.

### **Citizen Participation Requirements**

Prior to submitting an application for Disaster Recovery funding, applicants are required to post a public notice in a newspaper of general circulation and to their website, that states the types of projects to be undertaken, the source and amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application. Applicants must provide for a 10-day comment period, which must be published prior to the submission of the application.

Evidence of the public notice must meet the following requirements:

- Documentation of newspaper advertisement.
- Print-out of county webpage showing public notice.
- Documentation that the needs of non-English speaking citizens have been met where a significant number of non-English speaking citizens can be reasonably expected to participate.

<b>LOCAL GOVERNMENT INFORMATION</b>				
Local Government Applicant		County		DUNS #:
Local Contact		Title		
Phone Number		FAX Number		
Mailing Address		Street Address		
City		Zip Code		
E-mail Address				
Chief Elected Official		Title		
Chief Elected Official's Address (if different)				
Indicate the cities or Tribes that will be served in addition to the county:				
<b>APPLICATION PREPARER INFORMATION</b>				
Application Preparation Agency or Firm				
Address		Phone Number		
Contact		Title		
E-Mail Address				
Type of Agency Preparing Application (Check One):	Private Firm	Regional Planning Council	Government Agency	Other (Specify)
<b>APPLICATION INFORMATION</b>				
List all jurisdictions in which recovery activities will take place (i.e., county unincorporated area, names of any municipalities, and Tribal governments).			Enter the amount of funding that the local government is requesting: \$	
Is the local government covered by the National Flood Insurance Program?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are the activities consistent with the local comprehensive plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you entering into an Interlocal Agreement with another local government in order to apply for, administer or carry out the project activities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
U.S. Congressional District	Florida Senate District(s)	Florida House District(s)	

<b>HISTORIC PRESERVATION</b>		
Will the project or any related activities result in direct physical changes to a structure older than 50 years, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the project or any related activities result in direct physical changes to public improvements older than 50 years, such as stone curbs or brick streets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the project or any related activities result in direct physical changes to a planned open space older than 50 years, such as a park or plaza?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any project activities occur within 100 feet of a structure, public improvement, or planned open space older than 50 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any project activities occur in a Historic District listed on the National Register?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If "yes" was a response to one of the questions above, you must contact the State Historic Preservation Office (SHPO) immediately. Properties that are listed, or eligible for listing, in the National Register of Historic Places must meet the specifications reflected in the <i>Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings</i> (U.S. Department of the Interior, National Park Service). Copies of this publication and technical assistance on historic preservation issues may be obtained from the SHPO.</p>		

<p><b>PROJECT DESCRIPTION NARRATIVE BY PROJECT AND SERVICE AREA</b> (must be completed by all applicants)</p> <p>A detailed written narrative shall include the following:</p> <ol style="list-style-type: none"> <li>1. An explanation of the process by which the project(s) outlined in this application were determined to be the County's disaster recovery priorities. If the project is a continuation or expansion to a project that is currently in progress, please indicate that in your response.</li> <li>2. An explanation of the reason and need for using CDBG funds (i.e., not covered by FEMA, insurance or other sources of funding). This explanation must specifically state how it relates to storms and documentation must be provided with application.</li> <li>3. Documentation must include, but is not limited to: <ol style="list-style-type: none"> <li>1. Photographs (before);</li> <li>2. Reports: FEMA, Damage Assessment Report, insurance, police, county, etc.;</li> <li>3. Newspaper articles;</li> <li>4. Television news stories (provide DVD);</li> <li>5. Code Enforcement or Public Works Department Staff; certification of local housing authority</li> </ol> </li> <li>4. A description of each proposed activity by service area that includes:</li> </ol>
---

- a. The purpose of the project and the National Objective met by the project \*,
- b. The number of units to be completed (i.e. linear feet of waterlines, installed homes rehabilitated),
- c. The costs of the project,
- d. The beneficiaries (total and LMI) of the activities, and
- e. The location of the activities.

(If any of the documentation is unavailable please provide a brief explanation)

5. A list of other sources of funds that have been made available to the County for recovery and a brief description of the activities being funded. (This information should be very brief.)

Please feel free to use as many pages as necessary to fully describe the activities that you wish to fund with CDBG disaster recovery dollars.

\* Need National Objective Forms (Attachments C, D, or E)

## **ASSURANCES, CERTIFICATIONS AND SIGNATURES**

This is an application for a Disaster Recovery grant (funded by the U.S. Department of Housing and Urban Development and administered by the Florida Department of Community Affairs). I, the undersigned chief elected official or authorized representative of the local government, certify that the application has been approved by the local governing body and that the local government will comply with the following certifications and assurances as well as applicable federal and state requirements in the administration of any award that is made.

*Failure of the Chief Elected Official to properly sign the application by the deadline, or failure to include a copy of the ordinance or resolution of the governing body authorizing another individual to sign the application, will result in the delay of your application being processed.*

I, the undersigned, certify that:

1. Citizen participation requirements will be met.
2. In identifying the areas of greatest need due to disaster-sustained damage, eligible activities and solutions to address those needs were selected through consultation and cooperation with the city governments and Tribes in the county.
3. The local government will satisfy the Intergovernmental Coordination and Review requirements by submitting required information to its Regional Planning Council and to the State Clearing House.
4. The local government will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with these funds unless otherwise authorized by 24 CFR Section 570.482 and Section 104(b)(5) of Title I of the Housing and Community Development Act of 1974.
5. Each housing structure addressed with CDBG funds will, upon completion, meet the local housing code. Construction methods that emphasize high quality, durability, energy efficiency, sustainability and mold resistance will be encouraged. Efforts to mitigate flood risk through construction and elevation will be undertaken.
6. The grant will be administered in conformity with the Civil Rights Act of 1964 and Fair Housing Act; the local government will affirmatively further fair housing and undertake one fair housing activity each year.
7. An Anti-Displacement and Relocation Plan has been adopted (or will be adopted prior to the expenditure of funds) and displacement of persons will be minimized.
8. The information presented in this application is accurate, and documentation is on file and readily accessible to Department of Community Affairs staff.
9. Submission of this application was authorized by the local governing body.

DCA USE	OTHER CERTIFICATIONS			COMPLETE AS INDICATED	
	A stakeholder meeting was held with local governments, Tribal Governments and housing providers to discuss unmet needs and best use of funding.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Notice of the public meeting was provided at least five (5) days prior to the meeting.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date publicized	
	Date public meeting with stakeholders was held.			Date of Meeting	
	Documentation of the meeting includes sign-in sheets and minutes.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Public notice (in a newspaper of general circulation and County's website) was provided that stated the types of projects to be undertaken, the source and amount of funding available for the activities, the date by which comments must be made, and a contact person for a copy of the proposed application.			Publication Date	
	A 10-day comment period was allowed.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We considered the comments concerning the proposed application that were expressed by citizens.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	The Local Government is a participant in the National Flood Insurance Program.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We have adopted an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, 49 CFR Part 24, and 24 CFR Part 570.606.			Adoption Date	
	We will adopt an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, and will provide documentation of adoption of the policy to the Department prior to the expenditure of any funds.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Documentation is on file to show that we have submitted all required information to the Regional Planning Council, Bureau of Historic Preservation, and the State Clearing House.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We will submit the required information to the Regional Planning Council, Bureau of Historic Preservation, and the State Clearing House prior to expending any funds.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We have adopted a Citizen's Complaint Policy that requires written answers to written complaints and grievances within 15 working days.			Adoption Date	
	We will adopt a Citizen's Complaint Policy that requires written answers to written complaints and grievances within 15 working days prior to expending any funds.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	All proposed activities are consistent with our Local Comprehensive Plan.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	We have adopted a local procurement policy that conforms to the			Adoption Date	



	following state and federal regulations: 24 CFR Section 85.36 and Section 287.055, Florida Statutes.			
	We will adopt a local procurement policy that conforms to the state and federal regulations prior to the expenditure of any funds.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	We have adopted an Affirmative Action Plan that includes procedures for hiring minority contractors and goals for hiring minority employees.	Adoption Date		
	We will adopt an Affirmative Action Plan that includes procedures for hiring minority contracts and goals for hiring minority employees prior to expending any funds.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	We have documentation to verify that the service area(s) have, if necessary, been properly surveyed using the appropriate HUD Section 8 Income Guidelines and that the number of LMI persons residing in the service area(s) are consistent with the number of beneficiaries claimed in this application.	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	We certify that no other source of federal, state, or local disaster funds is available to meet the need for the activities.	<input type="checkbox"/> Yes		<input type="checkbox"/> No

The local government certifies that it will comply with the following federal and state requirements:

1. Inform affected persons of their rights and the policies set out in 49 CFR 24 and 24 CFR 570.602
2. Florida Small and Minority Business Act, s.288.702-288.714, F.S.
3. Florida Coastal Zone Protection Act, s. 161.52-161.58, F.S.
4. Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, F.S.
5. National Environmental Policy Act of 1969, as amended and other provisions which further the purposes of this Act
6. National Historic Preservation Act of 1966, as amended
7. Protection of Historic Properties 36 CFR 800
8. Archaeological & Historic preservation Act of 1974, as amended
9. Executive Order 11593 – Protection and Enhancement of Cultural Environment
10. Reservoir Salvage Act (replaced by Archaeological & Historic preservation Act of 1974, as amended)
11. Safe Drinking Water Act of 1974, as amended
12. Endangered Species Act of 1958, as amended
13. Executive Order 12898 – Environmental Justice
14. Executive Order 11988 and 24 CFR 55 – Floodplain Management
15. Federal Water Pollution Control Act of 1972, as amended
16. Executive Order 11990 – Protection of Wetlands
17. Coastal Zone Management Act of 1972, as amended
18. Wild and Scenic Rivers Act of 1968, as amended
19. Clean Air Act of 1970, as amended
20. HUD Environmental Standards set out in 24 CFR 58
21. Farmland Protection Policy Act, as amended, as set out in 7 CFR 658
22. Title I of the Housing and Community Development Act of 1974, as amended
23. The Clean Water Act of 1977, as amended
24. Davis-Bacon Act, as amended
25. Contract Work Hours and Safety Standards Act of 1962, as amended
26. Fish and Wildlife Coordination Act, as amended
27. Flood Disaster Protection Act of 1973, as amended

28. Protection of Historic and Cultural Properties under HUD Programs, 24 CFR 58
29. Coastal Zone Management Act of 1972, as amended
30. Federal, State and Local Architectural and Construction Standards
31. Architectural Barriers Act of 1968, as amended
32. Executive Order 11296, relating to evaluation of flood hazards
33. Executive Order 11288, relating to the prevention, control and abatement of water pollution
34. Cost-Effective Energy Conservation Standards, 24 CFR
35. Section 8 Existing Housing Quality Standards, 24 CFR 8
36. Coastal Barrier Resources Act of 1982, as amended
37. Federal Fair Labor Standards Act
38. Title VI of the Civil Rights Act of 1964 –Non-discrimination
39. Title VIII of the Civil Rights Act of 1968 – (Fair Housing Act)
40. Age Discrimination Act of 1975
41. Executive Order 12892 – Fair Housing
42. Section 109 of the Housing and Community Development Act of 1974, Non-discrimination
43. Section 504 of the Rehabilitation Act of 1973 and 24 CFR 8
44. Executive Order 11063 – Equal Opportunity in Housing
45. Executive Order 11246 – Non-discrimination
46. Copeland Anti-Kickback Act of 1934, as amended
47. Hatch Act, as amended
48. Lead-Based Paint Poisoning Prevention Act, as amended
49. OMB Circulars A-87, A-122, and A-133, as revised
50. Treasury Circular 1075, as revised, regarding drawdown of CDBG funds
51. Single Audit Act of 1984, as amended by the Single Audit Act Amendments of 1996, as amended
52. Administrative Requirements for Grants, 24 CFR 85
53. Section 3 of the Housing and Urban Development Act of 1968, as amended
54. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended
55. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1975, as amended
56. Noise Abatement and Control: Departmental Policy Implementation, Responsibilities, Standards, 24 CFR 51, Subpart B
57. Section 102 of the Department of Housing and Urban Development Reform Act of 1989, as amended

Signature of Chief Elected Official or Designee (If designee, include resolution in appendices.)

Signature

Typed Name and Title

Date

If signed by a person other than the chief elected official, is a copy of the required resolution included in the Appendices?

Yes

No

Signature of Application Preparer if other than an employee of the Applicant
Signature
Typed Name and Title
Name of Firm or Agency
Person Designated by the Applicant to Submit Request for Funds
Typed Name and Title
Title and Office/Department
Typed Name and Title of Supervisor

## ELIGIBLE ACTIVITIES (TO BE USED BY ALL APPLICANTS)

This table provides a list of activities eligible for funding. Applicants shall give priority to addressing storm-related housing repair and long-term recovery activities. Where there are no storm-related housing repair or long term recovery activities to be addressed, mitigation activities targeting housing and infrastructure are allowable. Applicants proposing mitigation activities will be required to certify that they have determined through locally coordinated efforts that storm related housing repair and long term recovery needs have already been addressed or are not required. Use the activity name, activity number and unit of measure when completing spreadsheets in this application that require the name of the proposed activities and/or the activity number. Contact the Department if you wish to undertake a CDBG eligible activity that is not listed below. All activities must be related to the 2008 storms: Tropical Storm Fay, Hurricane Gustav and Hurricane Ike.

ACTIVITY NAME* (may be shortened or abbreviated)	ACTIVITY NUMBER	UNIT OF MEASURE	ENGINEERING TABLE
Acquisition for rehabilitation	15G	LF, SITE, PARCEL, UNIT, HU, BU	N/A
Acquisition in 100 year flood plain or Acquisition, acquisition (in support of), acquisition of real property, acquisition: land, building, easement or right-of-way	01	LF, SITE, PARCEL, UNIT, HU, BU	N/A
Administration, Planning and Management	21A	N/A	N/A
Asbestos removal / lead based paint abatement	03R	HU, BU	N/A
Clearance and Demolition	04	HU, BU, UNIT	
Code enforcement	15	HU, BU	N/A
Commercial/industrial building acquisition, commercial rehab, demolition	17C	BU	Table II
Demolition of vacant dilapidated housing units	04A	HU, SITE	N/A
Demolition of vacant dilapidated structures (other than housing)	04A	HU, BU, UNIT	N/A
Engineering	21B	N/A	N/A
Fire protection, fire hydrants, water facilities, lines, tank, treatment, well	03J	LF, UNIT, HYDRANT	Table II (Plant, Well and Tank Table I)
Fire station, equipment	030	UNIT	Table II
Flood & drainage, hazard mitigation, flood & drainage, storm drains, catch basin, retention pond, curb & gutter	03I	LF, UNIT	Table II
Housing rehab plumbing	14A	LF, UNIT, HU	N/A
Open space parks, playgrounds, recreational facilities	03F	LF, UNIT, SITE, PARCEL	Table II
Other Commercial/Business Assistance	17D	UNIT	
Other commercial/industrial improvements	17D	BU, UNIT, SITE	
Parking facilities, spaces	03G	UNIT	Table II
Permanent relocation as part of hazard mitigation, permanent relocation, temporary relocation	08	HU, BU	N/A
Potable well & septic system installation	14A	LF, UNIT, WELL	N/A
Public facilities & improvements (OTHER)	03	LF, UNIT	Table II
Recreation/neighborhood center, senior center	03E	LF, UNIT, SITE, PARCEL	Table II
Rehab, multi unit residential	14B	HU	N/A
Rehab, public/private owned commercial/industrial	14E	UNIT	N/A
Rehab, single unit residential	14A	HU	N/A
Rehabilitation of commercial buildings, facade, section 504 compliance, correction of code violation, building rehab by owner/tenant	17C	BU	Table II
Relocation of commercial facility	08	HU, BU	N/A
Relocation of utilities to underground	03	LF, UNIT	Table II
Removal of architectural barriers in public buildings	10	BARRIER, UNIT	Table II
Replacement housing	12	HU	N/A
Sewage treatment plant, sewer lines & components, sewer line replacement, other sewer facilities force sewer main, gravity sewer main, treatment, pump/lift stations	03J	UNIT, LF, PLANT	Table I
Sidewalks and pedestrian malls	03	LF	Table II
Solid waste disposal improvements	03H	LF, UNIT	Table II
Street improvements, resurfacing	03K	LF	Table II
Utility hookups	03	HU, BU	Table II
Water and/or sewer hookups for housing units	14A	HU, BU	Table I
Water facilities, water & sewer improvements in general, nonresidential water hookups; new potable water lines	03J	LF, UNIT	Table II (Hook-up is Table I)

## **LMI BENEFIT CRITERIA**

<b>SERVICE AREA SURVEY TO DETERMINE LMI BENEFIT</b>
---

The applicant may utilize any one of the following methods to document the total number of beneficiaries, including the number of low and moderate-income (LMI) persons, for each service area as long as the boundaries are identical.
---

1. Census Data by place, block group and/or tract.
--

2. Survey conducted within the past five years for a CDBG grant application (as long as the boundaries are the same).
---

3. New survey that meets HUD/CDBG requirements.
---

### **DOCUMENTING LMI BENEFIT AND NATIONAL OBJECTIVE**

(a) HUD Census Data – LMI benefit may be documented by using HUD-provided Census Data where the service area geographically corresponds with block groups, census tracts, or local government geographical limits.

(b) Sampling Survey Methodology – A sample-based survey of the beneficiaries must utilize the "Income Verification Form," Form 27-07, located in the Application Manual, which must correspond with the random sampling requirements established by HUD in Notice CPD-05-06, as effective on 5-23-06.

1. The survey process must verify eligibility of any proposed direct benefit activities, certify the number of projected very low, low and moderate income households and beneficiaries, and the total number of beneficiaries.

2. Where the sample-based survey results appear to substantially overstate the proportion of persons with low or moderate income in a service area, the Department will require the local government to provide supporting evidence which substantiates the survey data. If the survey results are found to be inaccurate, the survey shall be rejected.

(c) Small Service Area Survey Methodology. For surveys of service areas under 50 households, all households must be surveyed. Any non-responding household must be assumed to be above low and moderate income. The number of household members for non-responding households shall be based on the average household size from the survey.

(d) A survey approved by the Department for a CDBG application remains valid for the same geographic service area for up to five years from the date the survey was completed.

(e) Only the methods of LMI benefit determination provided for in this section shall be used.

(f) Beneficiaries of Public Improvements. For activities where hookups or connections are required for beneficiary access to the public improvement, low and moderate income benefit shall be determined by the number of low and moderate income persons in households connected to and able to use the water, sewer or other infrastructure at the time of administrative closeout, divided by the total number of persons who are, or could be, hooked up in the service area.

## **ATTACHMENT A**

### General Guidelines

#### **Sub-recipients**

Recipients of the funds may allocate funding to another local government, Indian Tribe, or non-profit organization for the purpose of carrying out activities funded by the award agreement. In such cases, a Sub-recipient agreement must be executed by the local government and the non-profit organization and approved by the Department. The Recipient retains the legal responsibility for ensuring that applicable federal and state laws, rules and regulations are followed and must provide the Department with a Monitoring Plan.

#### **Interlocal Agreements**

Applicants proposing to conduct eligible activities in other eligible jurisdictions must submit documentation to the Department of an established relationship between the jurisdiction(s) or enter into an interlocal agreement, which includes at a minimum, the following provisions:

- Includes as parties all local governments whose jurisdiction is included in the project and/or service area(s);
- Authorizes the eligible subgrantee to undertake the activities in all jurisdictions included in the interlocal agreement; and
- Affirms that all activities are consistent with each local government's comprehensive plan and provides documentation which includes applicable excerpts of each local government's comprehensive plan.
- Any alternative agreement between local governments and non-profit organizations must accomplish the intent of an interlocal agreement. Such agreements must establish a relationship with the jurisdiction(s) to be served and provide the information identified in (a), (b) and (c) above. The jurisdiction of a non-profit will be the county in which it is located.

#### **Program Income**

Any program income earned as a result of activities funded under this grant must be reported to the Department, but may be retained for the life of the subgrant by the subgrantee and used to continue the CDBG disaster recovery activity as approved by the Department. Program income must be expended by subgrantees before requesting funds from the Department. The expenditure of program income should be reflected in financial records.

#### **Duplication of Benefits**

Subgrantees and/or beneficiaries must provide documentation of any funds received from other sources which were applied toward the total costs of the project funded by these disaster recovery funds. Applicants shall demonstrate that no other federal, state, local or private funds are available at this time to address the disaster recovery needs and that the local government is not being reimbursed for the activities by another source (e.g., FEMA). The funds available hereunder shall not be used to supplant any other funding.

## **Beneficiaries of Public Improvements**

- For activities where hookups or connections are required for beneficiary access to CDBG-funded public improvements, low and moderate income benefit shall be determined by the number of low and moderate income persons in households connected to and able to use the water, sewer or other infrastructure at the time of administrative closeout.
- For activities where hookups or connections are required as a condition for beneficiary access to a CDBG-funded public improvement, no hookup or connection fees shall be charged to very-low, low or moderate-income beneficiaries.
- Beneficiaries of activities funded under this emergency rule shall not be expected to pay for or reimburse the subgrantee for any portion of the project costs, whether impact fees, connection charges, or other.

## **Housing Rehabilitation Standards**

Upon completion of storm-related housing rehabilitation or housing mitigation activities, all housing units addressed with CDBG funds must be in compliance with local and state housing codes. The State requires that all housing units assisted with these disaster recovery funds be brought up to State and local codes and standards, including appropriate energy conservation measures (i.e. energy efficient appliances, windows, doors, etc.). Efforts to mitigate flood risk through construction and elevation should be undertaken. This requirement does not apply if the construction activity is limited to water hookups, sewer hookups, the abandonment of wells, or the abandonment of septic systems with no internal or external modifications to the housing structure.

## **Manufactured Housing**

If manufactured housing units are used for replacement housing, they must meet the following specifications:

- Manufactured housing units must be built to HUD post-1994 construction standards.
- The units must be new, previously uninstalled manufactured housing units.
- Units must bear HUD compliance certification meeting HUD wind resistance construction standards for wind zone 3.
- The county shall inspect and approve the installation of all manufactured housing units to ensure compliance with the local building code.
- Units must be installed to the manufacturer's installation instructions.
- These funds may not be used for furniture or interior design costs, insurance, financing points, or add-on structures.
- Replacement units may be placed on leased land or resident-owned land.
- Site location must meet minimum safety criteria (e.g., not located in floodplain, not in high velocity wind zone, etc.).
- Units must be owner-occupied.
- The cost of each manufactured housing unit must not exceed the appraised value of the unit per the Fannie Mae/Freddie Mac manufactured housing appraisal guidelines currently in effect (e.g., Fannie Mae, Announcement 03-06, Appraisal Guidelines for Manufactured Housing.)

## **Hookup and Connection Fees**

For activities where hookups or connections are required as a condition for beneficiary access to a CDBG funded public improvement, no hookup or connection fees shall be charged to very-low, low or moderate-income beneficiaries. Further, no portion of the project construction costs shall be charged

to very-low, low or moderate- income beneficiaries.

### **Monitoring Visits**

The Department shall conduct on-site monitoring visit(s) to determine whether State sub-recipients are complying with program requirements. Sub-recipients shall respond to any issues identified in a monitoring report within thirty (30) days after receiving the report. Failure to respond may result in the Department rejecting requests to draw funds, termination of the contract, and repayment of any funds already expended for any ineligible activities.



## Definitions

The Florida Small Cities Community Development Block Grant (CDBG) program is governed by definitions provided in the Housing and Community Development Act of 1974, as amended; and Title 24 C.F.R. 570, incorporated herein by reference, as effective on 5-23-06. The following additional definitions are provided for clarification.

(1) "Architectural and engineering services" means the basic services required to be performed by an architect or engineer licensed by the State of Florida including preliminary engineering, design services and services during construction except for the following additional engineering services:

(a) Site surveys for water treatment plants, sewage treatment works, dams, reservoirs, and other similar special surveys as may be required, such as route surveys.

(b) Laboratory tests, well tests, borings, specialized geological soils, hydraulic or other studies recommended by the engineer.

(c) Property surveys, detailed description of sites, maps, drawings, or estimates related to them, assistance in negotiating for land and easement rights.

(d) Necessary data and filing maps for water rights.

(e) Redesigns ordered by the owner after final plans have been accepted by the owner and the local government, except redesigns to reduce the project cost to within the funds available.

(f) Appearances before courts or boards on matters of litigation or hearings related to the project.

(g) Preparation of environment assessments or environmental impact statements.

(h) Performance of detailed staking necessary for construction of the project in excess of the control staking.

(i) Provision of the operation and maintenance manual for facilities.

(j) Activities required for obtaining state and federal regulatory agency construction permits.

(k) Design of hookups.

(l) Cost of engineering specialties such as electrical; hydro geological services; biologists; and heating, ventilation, and air conditioning (HVAC).

(2) "Authorized signature" means the original signature of the Chief Elected Official or the signature of a person who is designated by charter, resolution, code, ordinance or other official action of the local government to sign CDBG related documents. If a signature other than the Chief Elected Official is submitted, a copy of that designation must accompany that signature.

(3) "Direct Benefit" is CDBG assistance that promotes or enhances individual well-being including housing rehabilitation, sewer and water hookups, or job creation by a Participating Party. Activities that only meet a national objective through an area-wide determination do not confer direct benefit.

(4) "Job creation location" means the geographic location within the project area where job creation activities of the Participating Party and expenditure of non-public funds will occur. This excludes any locations where public funds from any source are being expended for local government-owned infrastructure, local government owned public facilities or within public easements or rights-of-way.

(5) "Jobs – created" means jobs - permanent which were not in existence in the State of Florida prior to the provision of the CDBG assistance and which would not be created without CDBG assistance. In cases where an employer both creates and eliminates jobs, "jobs - created" means the difference between the new jobs - created and the old jobs eliminated.

(6) "Jobs – permanent" means a full-time job or a full-time equivalent job (2,000 hours annually) as set forth in the application which is necessary to the overall goals and objectives of a business and which has no known end, and which will be maintained by the Participating Party for a minimum of one year from administrative closeout of the subgrant.

(7) "Jobs – retained" means jobs - permanent which, without CDBG assistance, would be abolished by layoffs, plant closing, or other severe economic or natural conditions or as otherwise clarified in 24 C.F.R. 570.483(b)(4), as effective on 5-23-06.

(8) "Jurisdiction" means the corporate limits of a local government or the area over which it has zoning authority.

(9) "Liquidated damages" are funds paid to a local government by a contractor, vendor, or any other party pursuant to a CDBG-funded contract when such payment is triggered by nonperformance or failure to perform on their part. This definition is applicable whether such funds are withheld by the local government or repaid or rebated to the local government by the contractor, vendor or third party.

(10) "Local government" means a unit of general purpose local government, i.e., county governments and municipal governments (incorporated cities, towns and villages) within the State of Florida. Unless otherwise stated, "applicant" shall refer to the applying local government.

(11) "Participating party" means a business or other entity responsible for creating or retaining jobs - permanent as part of the proposed Economic Development project. The applying local government shall not be a participating party in its own application.

(12) "Project area or areas" means the site or sites upon which all subgrant-related construction activities take place, without respect to funding source.

(13) "Public notice" is defined as an advertisement published in a local newspaper of general circulation at least five days, and no more than 20 days, prior to the event for which the notice was placed. The calculation of the time period shall not include the date of publication of the notice.

(14) "Section 3" means Section 3 of the Housing and Community Development Act of 1968, as amended, as effective on 5-23-06, and 24 C.F.R. Part 135, as effective on 5-23-06, relating to employment and other economic opportunities for lower income persons.

(15) "Service area" means the total geographic area to be served by a subgrant-funded activity, where at least 51 percent of the residents are low and moderate income persons. A service area will encompass all beneficiaries who are reasonably served or would be reasonably served by an activity.

(16) "Time period" or "days" means calendar days. All time periods specified in this rule, the application, the contract and all correspondence to and from the Department refer to calendar days unless otherwise specified.

(17) "Very low-income family (VLI)" is a household whose annual income does not exceed 30 percent of the median income for the area or does not exceed 30 percent of the median income for the State, whichever is higher, as most recently determined by HUD. This information can be found in the HUD adjusted census data in the elements titled FAMVLOW and NFAMVLOW.

(18) "Low-income family (LI)" is a household whose annual income does not exceed 50 percent of the median income for the area or does not exceed 50 percent of the median income for the State, whichever is higher, as most recently determined by HUD.

(19) "Moderate-income family (MI)" is a household whose annual income does not exceed 80 percent of the median income for the area or does not exceed 80 percent of the median income for the State, whichever is higher, as most recently determined by HUD.



**ATTACHMENT B**  
Household Income Verification Form  
Form 27-07

<b>SECTION I</b>			
LOCAL GOVERNMENT:	SERVICE AREA (S) #	MAP KEY #	DATE OF SURVEY:
NAME OF OCCUPANT:	RENT	OWN	LOCATED IN FLOODPLAIN
ADDRESS:		MAILING ADDRESS:	
CITY, STATE AND ZIP		CITY, STATE AND ZIP	
PHONE #		UNIT DESCRIPTION:	
<b>SECTION II</b>		<b>SECTION III</b>	
VERY LOW INCOME HOUSEHOLD INCOME RANGE		LOW AND MODERATE INCOME HOUSEHOLD INCOME RANGE	
SELECT HOUSEHOLD SIZE	HUD SECTION 8 VERY LOW INCOME	SELECT HOUSEHOLD SIZE	HUD SECTION 8 LOW AND MODERATE INCOME
1	\$0.00 TO \$ _____	1	\$0.00 TO \$ _____
2	\$0.00 TO \$ _____	2	\$0.00 TO \$ _____
3	\$0.00 TO \$ _____	3	\$0.00 TO \$ _____
4	\$0.00 TO \$ _____	4	\$0.00 TO \$ _____
5	\$0.00 TO \$ _____	5	\$0.00 TO \$ _____
6	\$0.00 TO \$ _____	6	\$0.00 TO \$ _____
7	\$0.00 TO \$ _____	7	\$0.00 TO \$ _____
8	\$0.00 TO \$ _____	8	\$0.00 TO \$ _____
Is the size of the household within the proper VLI income range?		Yes* No**	Is the size of the household within the proper LMI income range?
*If Yes, go to Section IV. **If No, go to Section III.			*If Yes, go to Section IV.

Household Income Verification Form (Continued)  
Form 27-07

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

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

INTERVIEWER: \_\_\_\_\_ DATE: \_\_\_\_\_



8. Describe how the activity to be funded by CDBG will alleviate the slum and blight and how it will eliminate conditions that are detrimental to the public's health and safety.

9. List the documentation that the local government can provide to show that the conditions being addressed fall under the slum and blight national objective (i.e., resolution of the local governing body, photographs of conditions, notice from Health Department or other agency, code enforcement documentation, etc.). Return this form along with copies of the documentation to the Department.

By signing below, I certify that the activities funded under the Slum & Blight on a Spot Basis national objective meet the criteria stated above:

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Elected Official

\_\_\_\_\_  
Title

**ATTACHMENT D**

**SLUM & BLIGHT for AREA BASIS  
NATIONAL OBJECTIVE FORM  
SUPPLEMENT to DRI APPLICATION for FUNDING**

**Grant Number:** \_\_\_\_\_ **Recipient:** \_\_\_\_\_

**Service Area # & Project Name:** \_\_\_\_\_

To qualify under the national objective of slum/blight on an **area basis**, an activity must meet **all** of the following criteria:

1. The area must be officially designated by the recipient and must meet a definition of a slum, blighted, deteriorated, or deteriorating area under state or local law. It is not necessary to formally designate/declare the area to be blighted, but the area must meet the definition for designation.
2. The area must exhibit at least one of the following physical signs of blight or decay:
  - A. There must be a substantial number of deteriorated or deteriorating buildings throughout the area. As a "safe harbor," HUD will consider this test to have been met if either: (1) the proportion of buildings in the area that are in such conditions is at least equal to that specified in the applicable state law for this purpose; or (2) in the case where the applicable state law does not specify the percentage of deteriorated or deteriorating buildings required to qualify the area, then at least one quarter of all of the buildings in the area must be deteriorated or deteriorating.
  - B. The public improvements throughout the area must be in a general state of deterioration. For this purpose, it would be insufficient for only one type of public improvement, such as a sewer system, to be in a state of deterioration; rather the public improvements taken as a whole must clearly exhibit signs of deterioration.
3. Documentation must be maintained by the recipient on the boundaries of the area, on the conditions that qualify the area at the time of its designation.
4. Activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions that contributed to the deterioration of the area. Note that this does not limit the activities to those that address the blight or decay itself, but it allows an activity to qualify if it can be shown to address a condition that is deemed to contribute to the decline of the area.

Where the assisted activity is rehabilitation of residential structures, two additional criteria must be met:

- Each building must be considered substandard under local definition.
- Grant recipients must have developed minimum building quality standards for this purpose.
- All deficiencies making the building substandard must be corrected before less critical work on the building may be undertaken.

**See the HUD Guide to National Objectives and Eligible Activities for State CDBG Program for further information.**

10. Typical activities designed to address **slum or blight on an area basis** include: (Check One)

- \_\_\_\_\_ Acquisition and clearance of blighted properties;
- \_\_\_\_\_ Renovation and reuse of abandoned, historic buildings;
- \_\_\_\_\_ Commercial revitalization through façade improvements;
- \_\_\_\_\_ Removal of environmental contamination on a property to enable it to be redeveloped for a specific use; or
- \_\_\_\_\_ Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

11. Records that must be maintained by the recipient, copies of which must be submitted to the Department, include:

- The boundaries of the service area;
- A description of the conditions that qualified the area at the time of its designation in sufficient detail to demonstrate how the area met the criteria for designation;



<ul style="list-style-type: none"> <li>• A description of the activity showing how it addresses a condition that led to the decline of the area. Each residential rehabilitation activity must also be supported by documentation that shows:             <ul style="list-style-type: none"> <li>✓ How the building qualifies under the grant recipient's definition of "substandard," and</li> <li>✓ As applicable, information showing that any deficiencies making the building substandard were eliminated prior to less critical work being done.</li> </ul> </li> </ul>	
12. Check yes if the specific conditions being address are located within a slum or blighted area: ____ Yes ____ No (If No is checked, the conditions being addressed are not located in a designated slum or blighted area.)	
13. Enter the date that the need was identified:	
14. Enter the name and title of the individual who made the determination that the conditions met the slum and blight national objective:	
15. Describe the location where the slum and blighted conditions existed (i.e., city, county, streets, service area, etc.):	
16. Describe the specific condition of blight or physical decay to be addressed:	
17. Describe the timing or the development of the conditions:	
18. Describe how the condition(s) poses a threat to the public's health and safety.	



**ATTACHMENT E**

**URGENT NEED  
NATIONAL OBJECTIVE FORM  
SUPPLEMENT to DRI APPLICATION for FUNDING**

**Grant Number:** \_\_\_\_\_

**Recipient:** \_\_\_\_\_

**Service Area # & Project Name:** \_\_\_\_\_

To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions which the local government certifies and state determines (1) pose a serious and immediate threat to the health or welfare of the community, (2) of recent origin or recently became urgent, (3) the grant recipient is unable to finance the activity on its own, and (4) other sources of funding are not available to carry out the activity. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the grant recipient's certification (refer to 24 CFR 570.483(d)). **See the HUD Guide to National Objectives and Eligible Activities for State CDBG Program for further information.**

21. The local government must certify and provide documentation that the activity to be conducted under the urgent need national objective meets all of the following:

- Poses a serious and immediate threat to the health or welfare of the community.
- Is of recent origin or recently became urgent (i.e., local government must have identified it as an urgent need during or immediately following the disaster).
- The local government is unable to finance the activity on its own.
- No other sources of funding are available to carry out the activity.

22. Enter the date that the need was identified as urgent:

23. Enter the name and title of the individual who made the determination that the conditions were urgent:

24. Describe the location where the urgent conditions existed (i.e., city, county, streets, service area, etc.):

25. Describe the nature and degree of seriousness of the conditions requiring assistance, including persons or neighborhoods affected by the conditions:

26. Describe the timing or the development of the conditions:

27. Describe how the activity to be funded by CDBG will alleviate the urgent condition:

28. Indicate why there are no other resources available to address the need (i.e., does not qualify for FEMA assistance, not covered by insurance, etc.):

29. List the documentation that the local government can provide to show that the conditions are urgent (i.e., resolution of the local governing body, photographs of conditions, notice from Health Department or other agency, code enforcement documentation, resolution of the local governing body acknowledging the threat to the community, etc.). Return this form along with copies of the documentation to the Department.

By signing below, I certify that the activities funded under the Urgent Need national objective meet the criteria stated above:

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Elected Official

\_\_\_\_\_  
Title

## ATTACHMENT F

### GENERAL INSTRUCTIONS FOR PREPARING AN ESTIMATED PROJECT BUDGET

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

If the applicant chooses to pay for the cost of the grant application preparation from the grant, if awarded, enter the payment amount. Document the eligibility of this expense in the Appendices. To be an eligible expenditure, the following requirements apply:

- The grant writer must have been procured pursuant to 24 CFR Section 85.36, as it existed on the day of advertising for the Request for Proposal.
- If the applicant prepared the application using local government staff, or if the staff of another governmental agency was selected pursuant to Chapter 287, *Florida Statutes*, the local government may seek payment only for direct costs incurred as part of the grant application preparation.
- A contract for the grant writer must have been executed before the application deadline.
- Invoices or other documentation to justify the amount requested must also be included in the Appendices.

**Please be aware that if the applicant is awarded a grant, the Department will review this procurement or expense, and if it determines that the procurement process or contracting process was not carried out correctly, or the expense is not eligible, the Department will disallow the expense.**

**ATTACHMENT G**

**AFFORDABLE RENTAL HOUSING**

**SCOPE OF WORK**

**Grant Number:** \_\_\_\_\_

**Recipient:**

**Service Area # and Project Name:** \_\_\_\_\_

HUD has determined that affordable rental housing projects will address the greatest unmet need under this program. Using FEMA assessment data, communities will make their best efforts to search for and find affordable rental housing projects. Please describe the steps undertaken to identify all possible affordable rental housing projects in your community.

By signing below, I certify that all efforts were made to identify affordable rental housing projects.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Elected Official

\_\_\_\_\_  
Title

**ATTACHMENT H - PROGRAM BUDGET AND SCOPE OF WORK SUMMARY**

CATEGORY	ACTIVITY		ACCOMPLISHMENTS		BENEFICIARIES			BUDGET		
	NUMBER	DESCRIPTION	UNIT	NUMBER	LMI	VLI	TOTAL	CDBG AMOUNT	OTHER FUNDS	SOURCE
ADMINISTRATION (LIMITED TO 2.5% OF TOTAL ALLOCATION)	21A	ADMINISTRATION								
ENGINEERING	21B	ENGINEERING								
DOLLARS ALLOCATED FOR AFFORDABLE RENTAL HOUSING										
<b>SUBTOTAL</b>										
ALL OTHER RECOVERY ACTIVITIES										
<b>SUBTOTAL</b>										
<b>TOTALS</b>										
<b>TOTAL UNDUPLICATED BENEFICIARIES (FROM ALL SERVICE AREAS)</b>					<b>TOTAL LMI BENEFICIARIES (FROM ALL SERVICE AREAS)</b>					

**ATTACHMENT I - SCOPE OF WORK BY SERVICE AREA**

CATEGORY	ACTIVITY		ACCOMPLISHMENTS		BENEFICIARIES			BUDGET		
	NUMBER	DESCRIPTION AND NATIONAL OBJECTIVE	UNIT	NUMBER	LMI	VLI	TOTAL	CDBG AMOUNT	OTHER FUNDS	SOURCE
ENGINEERING	21B	ENGINEERING								
DOLLARS ALLOCATED FOR AFFORDABLE RENTAL HOUSING										
<b>SUBTOTAL</b>										
ALL OTHER RECOVERY ACTIVITIES										
<b>SUBTOTAL</b>										
<b>TOTALS</b>										
<b>TOTAL UNDUPLICATED BENEFICIARIES (FROM ALL SERVICE AREAS)</b>					<b>TOTAL LMI BENEFICIARIES (FROM ALL SERVICE AREAS)</b>					