SPECIAL MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, JANUARY 19, 2021 - 5:00PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

**Agenda**

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the five minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

## I. Call to Order

- Invocation
- Pledge of Allegiance

## II. Agenda Adoption

## III. Special Meeting

The City Commission of the City of Apalachicola will vote to approve Modifications to Documents for CDBG Grant - 19DB-ON-02-29-02-N18.

**Modifications to Approve:**
Letter from Mayor
Revised narrative
SC-44 Modification to Subgrant Agreement (do not sign, as an official version will be sent from DEO)
SC-35 Request Modification
SC-36 Sources and Uses of Funds
Revision to ADA Compliant Policies 2016-03 and 2016-04

**Revised application forms are included in the package but require no approval.**
Part 2 Profile
Part 3 Funds
Part 7 Neighborhood Revitalization
Part 8 Certification and Score

## IV. Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. The City Commission of the City of Apalachicola will not provide a verbatim record of this meeting. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting

CITY OF APALACHICOLA
Approve Modifications to CDBG Grant - 19DB-ON-02-29-02-N18

WHEREAS, the City Commission of the City of Apalachicola approved documents for the CDBG Grant - 19DB-ON-02-29-02-N18

WHEREAS, Approvals and modifications are required to complete submissions for the Closeout of the grant

BE IT ENACTED BY THE PEOPLE OF THE CITY OF APALCHICOLA, FLORIDA

1. Approve Letter from Mayor
2. Approve Modification to Revised narrative
3. Approve Modification to SC-44 Modification to Subgrant Agreement (do not sign, as an official version will be sent from DEO)
4. Approve Modification to SC-35 Request Modification
5. Approve Modification to SC-36 Sources and Uses of Funds
6. Approve Modification to Revision to ADA Compliant Policies 2016-03 and 2016-04

THESE MODIFICATIONS WILL BECOME EFECTIVE IMMEDIATELY UPON ADOPTION.

Adopted in SPECIAL session on the _____ day of _____, 2021.

Voting Aye:
Voting Nay:

FOR THE CITY COMMISSION OF THE CITY OF APALACHICOLA

_____
Kevin Begos, Mayor

_____
Deborah Guillotte, City Clerk

CITY OF APALACHICOLA, FFY 2017 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT
DEO Contract # 19DB-ON-02-29-02-N18
REVISED PROJECT NARRATIVE

The City of Apalachicola will use its $650,000 Neighborhood Revitalization CDBG grant to address failing sewer (wastewater) manholes in the west part of the city. City does not have the financial capability to replace/rehabilitate the manholes, which is why the CDBG grant is needed.

Service Area #1, Sewer Line Replacement

The primary activity of the grant is the replacement/rehabilitation of sewer manholes in the west part of the City. The manholes are deteriorating, and some are approaching the point of collapse. This deterioration can 1. leech out harmful waste into the ground, 2. allow stormwater to infiltrate the lines and contribute to surges at the wastewater treatment plant, and 3. stop the flow of sewer, 4. create safety problems for utility workers, and 5. create safety hazards for vehicles and passengers when manholes and the surrounding roadway collapse.

Seventeen manholes will be replaced or rehabilitated through the proposed project. The manholes are located along 24th and 25th Avenues, 16th/Jefferson Street, and Avenue L/Bobby Cato/12th Street. The project includes rehabilitation of the sewer manhole immediately south of the new lift station at the intersection of 24th Avenue and Bobby Cato Street, funded by the City's last CDBG grant, #16DB-OK-02-29-02-N12. That manhole handles all of the flow leaving the lift station, which means this project will serve the entire Service Area #1 of the 16DB grant associated with the new lift station. Eleven other manholes in the prior Service Area #1 will be rehabilitated, for a total of 12 rehabilitations. This new FFY2017 grant Service Area #1 also includes 5 manhole replacements and beneficiaries along 24th and 25th Avenues, extending 2 blocks south of the prior service area boundary.

A total of 250 households will be served, with 216 of those being within the moderate income limit. A total of 645 individuals will benefit from the construction, of which 555 (86.05%) are within the moderate income limit, and 312 (48.37%) are in the very low income bracket. The project will meet the national objective of benefitting low/moderate income persons, because the proposed sewer manhole replacement/rehabilitation will serve a portion of the City (Service Area #1) that is overwhelmingly very low/low/moderate income.

The City will contribute $24,225.71 to the project cost, using local funds. The leverage funds will be used to pay a portion of the project engineering service fees.

Proposed Project Budget, Adjusted to Add $25,000 Local Funds:

| | |
|---|---|
| Sewer Replacement | $582,869.24 |
| Administration | $51,956.47 |
| Engineer | $39,400 ($24,225.71 City, $15,174.29 CDBG) |
| Grand Total | $674,225.71 |

Construction will begin approximately 8 months after the grant effective date, and will continue for approximately 6 months to final certification of completion. A portion of the project area is in the 100-year floodplain, and the City does participate in the National Flood Insurance Program (which does not apply to this proposed infrastructure).

# Modification Number 1 to Subgrant Agreement Between the Department of Economic Opportunity and City of Apalachicola

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, (DEO), and City of Apalachicola, ("the Recipient"), to modify **DEO Contract Number** 19DB-ON-02-29-02-N18, **FLAIR Contract Number** H2345, ("the Agreement") awarded on December 10, 2018.

**WHEREAS,** DEO and the Recipient entered into the Agreement, pursuant to which DEO provided a subgrant in the amount of $650,000 to the Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement;

**WHEREAS,** DEO and the Recipient desire to modify the Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☒ **Revise the Activity Work Plan**

1. Attachment C Activity Work Plan, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment C, which is attached hereto and incorporated herein by reference.

☒ **Revise the Project Budget**

2. Attachment A, Project Detail Budget and Deliverables, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment A, which is attached hereto and incorporated herein by reference.

☒ **Revise the Project Narrative**

3. Attachment B, Project Narrative, of the Subgrant Agreement is hereby deleted and is replaced by the revised Attachment B, which is attached hereto and incorporated herein by reference.

☒ **Change the Number of Accomplishments and/or Beneficiaries**

4. Attachments A, B and C of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments A, B and C, which are attached hereto and incorporated herein by reference.

**Recipient:** City of Apalachicola

**Modification Number:** 1

**DEO Contract Number:** 19DB-ON-02-29-02-N18

**FLAIR Contract Number:** H2345

☐ **Include an Unaddressed Need from the Application for Funding as Addressed Need**

5. Attachments _____ of the Subgrant Agreement are hereby deleted and are replaced by the revised Attachments _____, which are attached hereto and incorporated herein by reference.

☐ **Change the Participating Parties**

6. (Type in the name of firm), is removed as a Participating Party to the Subgrant Agreement.

7. (Type in the name of new firm) is added as a Participating Party to the Subgrant Agreement. A copy of the new Participating Party Agreement, containing provisions and caveats that meet or exceed the conditions agreed to in the original Participating Party Agreement, is attached.

☐ **Extend the Agreement**

8. Paragraph (3) titled Period of Agreement on page __ of the Subgrant Agreement is hereby deleted and replaced by the following Paragraph (3):

   **(3) Period of Agreement**

   (Insert language)

☐ **Other:**

9.

All provisions of the Subgrant Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

**Recipient:** City of Apalachicola

**Modification Number:** 1

**DEO Contract Number:** 19DB-ON-02-29-02-N18

**FLAIR Contract Number:** H2345

**IN WITNESS WHEREOF**, the parties hereto have executed this document as of the dates set herein.

**State of Florida**
**Department of Economic Opportunity**

By: _____

Name: Brian McManus

Title: Chief of Staff

Date: _____

Approved as to form and legal sufficiency,
subject only to the full and proper execution
by the Parties
Office of the General Counsel
Department of Economic Opportunity

By: _____

Approved Date: _____

**Recipient: City of Apalachicola**

By: _____

Name: Ken Begos

Title: Mayor

Date: _____

# CITY OF APALACHICOLA

192 Coach Wagoner Boulevard · Apalachicola, Florida 32320 · 850-653-9319 · Fax 850-653-2205
www.cityofapalachicola.com



**Mayor**
Kevin Begos

**Commissioners**
Brenda Ash
Adriane Elliott
Despina George
Anita Grove

**City Manager**
Travis Wade

**City Clerk**
Deborah Guillotte, CMC

**City Attorney**
Kristy Branch Banks


January 20, 2021

Marvin Kalms, Government Operation Consultant II
Florida Small Cities CDBG Program
Department of Economic Opportunity
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

RE: Modification #1
#19DB-ON-02-29-02-N18

Dear Mr. Kalms:

The City of Apalachicola is requesting Modification #1 to our above-referenced CDBG subgrant agreement. This modification will not change the beneficiaries, but will reduce the accomplishments and align the CDBG budget with the actual construction, engineering and administration contracts. The accomplishments are reduced from a total of 25 to 17. This reduction is due to contract costs exceeding the estimated costs, which necessitated deletion of 8 of the planned 20 manholes to be rehabilitated. We did replace all 5 of the manholes originally planned for replacement, for a total of 17 manholes addressed.

Our engineering and administration costs were slightly less than originally budgeted. The construction contract cost is also slightly less than the original budget amount, as we were not able to rehabilitate another manhole with the small amount of funds remaining. These savings allowed us to reduce our local leverage amount from $25,000 to $24,225.71, which reduces our grant application score by 1 point.

We discussed the reduction in accomplishments with our previous DEO grant manager, Vincent Aguirre, and also with Ted Court. All agreed that we should delay requesting the modification until we could confirm the final number of manholes to be addressed. The construction progressed more quickly than we expected, with no change in the number of manholes addressed by the DEO-approved construction contract. We had intended to request this modification as early as November 2020, but the newspaper failed to publish our notice of public hearing twice, delaying the

process. We are now ready to submit the final request for funds based on the revised budget, followed by the grant administrative closeout package.

We conducted a public hearing on the grant modification 1/19/2021, due to the reduction in accomplishments. As stated in the grant application and in our request for DEO construction contract approval, the manholes that were replaced/rehabilitated serve the entire original service area, so there was no reduction in beneficiaries.

Attached are the following documents for your use:

- Revised narrative,
- SC-35 Request Modification,
- SC-36 Sources and Uses of Funds,
- SC-44 Subgrant Modification,
- Revised CDBG Application Part 2 Profile,
- Revised CDBG Application Part 3 Sources and Uses of Non-CDBG Funds,
- Revised CDBG Application Part 7 NR, and
- Revised CDBG Application Part 8 Certification and Score.

Thank you for your assistance with this modification process. If you need additional information or documentation, please contact our consultant, Deborah Belcher.

Sincerely,

Ken Begos
Mayor

Enclosures

Cc: Deborah Belcher, Roumelis Planning and Development Services, Inc.

# Request to Modify Agreement

July 12, 2019

Recipient: City of Apalachicola Modification Number: 1 Date: 1/19/2021

Contract Number: 19DB-ON-02-29-02-N18 Rule in Effect for this Agreement:

| Budget Information | | | | | Activity Accomplishments | | |
|---|---|---|---|---|---|---|---|
| Activity Code | Activity Name | Original Budget | Current Budget (before this amendment) | Proposed Budget | Original Contract | Current Contract (before this modification) | Proposed Modification |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 21A | Administration | $ 52,000 | $52,000 | $ 51,956.47 | | | |
| 03J | Engineering Inspection Services | $ 14,930 | $ 14,930 | $ 15,174.29 | | | |
| 03J | Sewer Line Replacement | $ 583,070 | $ 583,070 | $ 582,869.24 | 25 manholes | 25 manholes | 17 manholes |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | | $ | $ | $ | | | |
| | **Totals** | $ 650,000 | $ 650,000 | $ 650,000 | | | |

| | | Beneficiaries | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Total Beneficiaries | | | Very Low-Income | | Low-Income | | Moderate-Income | |
| Activity Code | Activity Name | Original # | Current # | Proposed # | Current # | Proposed # | Current # | Proposed # | Current # | Proposed # |
| 03J | Sewer Line Replacement | 645 | 645 | 645 | 312 | 312 | 91 | 91 | 152 | 152 |
| | | | | | | | | | | |
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| | | Original | Proposed |
|---|---|---|---|
| 20. | Total Number of Unduplicated Beneficiaries: | 645 | 645 |
| 21. | Total Number of Unduplicated LMI Beneficiaries: | 555 | 555 |
| 22. | Total Number of Unduplicated VLI Beneficiaries: | 312 | 312 |
| 23. | Total Number of Unduplicated LMI Households: | 216 | 216 |

24. Does this modification increase, decrease or move any funds committed to the project by the Recipient? ☒ Yes ☐ No

(If **yes**, you must complete the ***Sources and Uses of Funds*** form, SC-36.)

# Sources and Uses of Funds

May 11, 2018

**Recipient:** City of Apalachicola **Contract Number:** 19DB-ON-02-29-02-N18 **Modification Number:** 1

| Sources of Project Funds | | |
|---|---|---|
| **Type of Funds** | **Amount** | **Source** |
| 1. CDBG Subgrant | $ 650,000 | State of Florida - DEO |
| 2. Local "leverage" | $ 24,225.71 | City of Apalachicola, sewer fund |
| 3. | $ | |
| 4. | $ | |
| 5. | $ | |
| **Total of all Funds** | $ | |

| Uses of Project Funds | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Activity Number** | **Activity Name** | **Sources of Project Funds** | | | | | |
| | | **(1) CDBG** | **(2)** | **(3)** | **(4)** | **(5)** | **Totals** |
| 21A | Administration | $ 51,956.47 | $ | $ | $ | $ | $ 51,956.47 |
| 03J | Engineering | $ 15,174.29 | $ 24,225.71 | $ | $ | $ | $ 39,400.00 |
| | | $ 582,869.24 | $ | $ | $ | $ | $ 582,869.24 |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | | $ | $ | $ | $ | $ | $ |
| | **Total Project Cost** | $ 650,000 | $ 24,225.71 | $ | $ | $ | $ 674,225.71 |

# Sources and Uses of Funds



This form must be completed when a modification alters the amount, source, or use of local project funds for existing activities **or** when new activities will be funded from new funding sources.

**Sources of Project Funds:**

- **Type of Funds** – Include such grants, loans, donations and local government general revenue.
- **Amount** – Dollar amount of contribution.
- **Source** – Source of funds; i.e., Florida Department of Environmental Protection, Florida Department of Transportation, U.S. Department of Agriculture, water management district, Recipient's general fund (or a specific fund, such as utility enterprise fund), participating party.

**Uses of Project Funds:**

- **Activity Number** – Activity number reflected on Attachment A of the Subgrant Agreement.
- **Activity Name** – Activity name reflected on Attachment A of the Subgrant Agreement.
- **CDBG** – Current CDBG budget from Attachment A of the Subgrant Agreement.
- **Columns 2-5:** Use of funds by activity for each of the numbered sources reflected on the top of the form.

# Part 2 – Application Profile and General Scoring Criteria

**Application Profile**
**Table G-1**

**Local Government Contact Information:**

| | | |
|---|---|---|
| Local Government Name: City of Apalachicola | | |
| Street Address: 1 Avenue E | | |
| Mailing Address (if different): | | |
| City: Apalachiciola | Zip Code: 32320 | County: Franklin |
| Main Telephone: 850-653-8715 | Main Facsimile: 850-653-2205 | Federal ID Number: 59-6000264 |
| DUNS Number: 024717369 | Local Government's Name in DUNS: City of Apalachicola | |

| | |
|---|---|
| Chief Elected Official: Van Johnson | Title: Mayor |
| Telephone: 850-653-8714 | Facsimile: 850-653-2205 |
| E-mail Address: van@mayorvanjohnson.com | |

| | |
|---|---|
| Local Government Financial Officer: Lee Mathes | Title: City Administrator |
| Telephone: 850-653-9319 | Facsimile: 850-653-1529 |
| E-mail Address: leemathes@cityofapalachicola.com | |

| | |
|---|---|
| Local Government Project Contact: Lee Mathes | Title: City Administrator |
| Street Address: 1 Avenue E | |
| City: Apalachicola | Zip Code: 32320 |
| Direct Telephone: 850-653-9319 | Facsimile: 850-653-1529 |
| E-mail Address: leemathes@cityofapalachicola.com | |

# Application Profile – Table G-1 (Continued)

| **Application Preparer Information** | | |
|---|---|---|
| Preparer's Name: Roumelis Planning and Development Services, Inc. | Organization Preparing Application:<br>☐ Local Government ☒ Private Company ☐ RPC | |
| Street Address: 5378 Carisbrooke Lane | | |
| City: Tallahassee | State: FL | Zip Code: 32309-6807 |
| Telephone: 850-893-0694 | Facsimile: -- | |
| E-mail Address: debroumelis@hotmail.com | | |

| **Consultant Information** | | |
|---|---|---|
| Consultant's Name: Deborah Belcher | | ☒ Private Company ☐ RPC |
| Street Address: 5378 Carisbrooke Lane | | |
| City: Tallahassee | State: FL | Zip Code: 32309-6807 |
| Telephone: 850-893-0694 | E-mail Address: debroumelis@hotmail.com | |

| **Demographics** | | |
|---|---|---|
| U.S. Congressional District Number: 2 | Florida Senate District Number: 3 | Florida House District Number: 7 |
| Service Area Census Tract(s) and Block Group(s): 9703.02 | | |

| **Application Type:** Indicate the application category. A completed application must include the appropriate section as listed below. | |
|---|---|
| ☐ Commercial Revitalization (Part 4) | ☐ Economic Development (Part 5) |
| ☐ Housing Rehabilitation (Part 6) | ☒ Neighborhood Revitalization (Part 7) |

# Application Profile – Table G-1 (Continued)

| **Citizen Participation – Public Hearings**<br>Documentation of the citizen participation activities must be included in Appendix D of Part 9. | |
|---|---|
| List the date that the public notice<br>for the first public hearing was published: 5/10/2018 | List the date when<br>the first public hearing was held: 5/22/2018 |
| List the date that the public notice<br>for the second public hearing was published: 8/2/2018 | List the date when<br>the second public hearing was held: 8/7/2018 |

**Subgrant Funding Request:**
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction's LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is $1,500,000, and the cost per job created must be less than $35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.

| **LMI Population** | **Maximum Subgrant Request** |
|---|---|
| 1 – 499 | $600,000.00 |
| 500 – 1,249 | $650,000.00 |
| 1,250 – 3,999 | $700,000.00 |
| 4,000 – and above | $750,000.00 |
| Local Government's LMI Population: 1230 | Subgrant Funds Being Requested: $ 650,000 |

# Application Profile
# Table G-1 (Continued)

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

# Project Narrative — G-2

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

The City of Apalachicola will use its $650,000 Neighborhood Revitalization CDBG grant to address failing sewer (wastewater) manholes in the west part of the city. City does not have the financial capability to replace/rehabilitate the manholes, which is why the CDBG grant is needed.

Service Area #1, Sewer Line Replacement

The primary activity of the grant is the replacement/rehabilitation of sewer manholes in the west part of the City. The manholes are deteriorating, and some are approaching the point of collapse. This deterioration can 1. leech out harmful waste into the ground, 2. allow stormwater to infiltrate the lines and contribute to surges at the wastewater treatment plant, and 3. stop the flow of sewer, 4. create safety problems for utility workers, and 5. create safety hazards for vehicles and passengers when manholes and the surrounding roadway collapse.

Seventeen manholes will be replaced or rehabilitated through the proposed project. The manholes are located along 24th and 25th Avenues, 16th/Jefferson Street, and Avenue L/Bobby Cato/12th Street. The project includes rehabilitation of the sewer manhole immediately south of the new lift station at the intersection of 24th Avenue and Bobby Cato Street, funded by the City's last CDBG grant, #16DB-OK-02-29-02-N12. That manhole handles all of the flow leaving the lift station, which means this project will serve the entire Service Area #1 of the 16DB grant associated with the new lift station. Eleven other manholes in the prior Service Area #1 will be rehabilitated, for a total of 12 rehabilitations. This new FFY2017 grant Service Area #1 also includes 5 manhole replacements and beneficiaries along 24th and 25th Avenues, extending 2 blocks south of the prior service area boundary.

A total of 250 households will be served, with 216 of those being within the moderate income limit. A total of 645 individuals will benefit from the construction, of which 555 (86.05%) are within the moderate income limit, and 312 (48.37%) are in the very low income bracket. The project will meet the national objective of benefitting low/moderate income persons, because the proposed sewer manhole replacement/rehabilitation will serve a portion of the City (Service Area #1) that is overwhelmingly very low/low/moderate income.

The City will contribute $24,225.71 to the project cost, using local funds. The leverage funds will be used to pay a portion of the project engineering service fees.

Proposed Project Budget, Adjusted to Add $25,000 Local Funds:

| | |
|---|---|
| Sewer Replacement | $582,869.24 |
| Administration | $51,956.47 |
| Engineer | $39,400 ($24,225.71 City, $15,174.29 CDBG) |
| Grand Total | $674,225.71 |

Construction will begin approximately 8 months after the grant effective date, and will continue for approximately 6 months to final certification of completion. A portion of the project area is in the 100-year floodplain, and the City does participate in the National Flood Insurance Program (which does not apply to this proposed infrastructure).

Service Area #2, Unmet Need Water Line Replacement (Valve, Fire Hydrants)

There is a need for water line replacement on 24th Avenue, between Brownsville Road and Fred Meyer Street. A valve should be installed to control flow of water on 24th Avenue, and 2 fire hydrant replacements are needed due to the poor condition of existing hydrants. The estimated cost of these improvements is $18,000.

A total of 18 households will be served, with 12 of those being within the moderate income limit. A total of 33 individuals will benefit from the construction, of which 21 (63.6%) are within the moderate income limit, and 10 (30.3%) are in the very low income bracket. The project will meet the national objective of benefitting low/moderate income persons, because the proposed valve installation and/or fire hydrant replacement will serve a portion of the City (Service Area #2) that is more than 51% very low/low/moderate income.

A portion of the project area is in the 100-year floodplain, and the City does participate in the National Flood Insurance Program (which does not apply to this proposed infrastructure). Construction will begin at or near the end of the sewer replacement construction, and will be complete in approximately 6 weeks, allowing time to order the equipment.

Service Area #3, Unmet Need Water Line Replacement

Approximately 400+ linear feet of old galvanized iron water pipe in the alley between 13th and 14th Streets, between Dr. Martin Luther King Avenue/Boulevard and Avenue I, will be replaced with PVC pipe. The existing water line serves 3 houses, all of which are occupied by low/moderate income tenants. The beneficiaries include 6 total individuals, 100% low/moderate income, of which 4 are very low income. The approximate cost of the water line replacement would be $6,300.

A portion of the project area is in the 100-year floodplain, and the City does participate in the National Flood Insurance Program (which does not apply to this proposed infrastructure). Construction will begin at or near the end of the sewer replacement construction, and will be complete in approximately 6 weeks, allowing time to order the equipment.

Service Area 4: UNMET NEED for Water Line/Component Replacement

The Apalachicola Housing Authority public housing complex on Bluff Road/12th and 11th Streets, between Avenue M and South Street, will have 28 water meter replacements. If additional problems with the lines/valves are discovered during the replacement, those problems will be addressed. This service area has a total of 28 households, 27 LMI households, 67 total beneficiaries, 64 LMI (95.52%), 58 VLI (86.57%). The estimated cost of replacing 28 meters is $18,200.

A portion of the project area is in the 100-year floodplain, and the City does participate in the National Flood Insurance Program (which does not apply to this proposed infrastructure). Construction will begin at or near the end of the sewer replacement construction, and will be complete in approximately 6 weeks, allowing time to order the equipment.

Service Area 5: UNMET NEED for Water Line/Component Replacement

The Apalachicola Housing Authority public housing complex on 14th, 15th and 16th Streets west of Avenue I, will have 26 water meter replacement. If additional problems with the lines/valves are discovered during the replacement, those problems will be addressed. This service area has a total of 26 households, 25 LMI households, 64 total beneficiaries, 62 LMI (96.88%), 50 VLI (78.13%). The estimated cost of replacing 26 meters is $16,900.

This project area is not in the 100-year floodplain. Construction will begin at or near the end of the sewer replacement construction, and will be complete in approximately 6 weeks, allowing time to order the equipment.

# General Scoring Criteria — Table G-3

| | |
|---|---|
| **1. Community-Wide Needs Score (CWNS)**<br>The CWNS for each non-entitlement local government is posted on the Department's website at: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants<br>**(Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)** | **Score:** 169.61 |
| **2. Special Designation Score**<br>Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) **(Transfer this score to line 3a. of the Application Scoring Summary page.)** | **Score:** 20 |

| | |
|---|---|
| ☒ Rural Area of Opportunity (RAO) | ☐ Rural Community as defined by §288.0656, F.S. |
| ☒ Area of Critical State Concern pursuant to §380.05, F.S. | ☐ Florida Enterprise Zone pursuant to §290.0065, F.S. |

| | |
|---|---|
| **3. Grant History Score:** If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. **(Transfer this score to line 3b. of the Application Scoring Summary page.)** | **Score:** 0 |

**4. CATF Score:** The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)

| | |
|---|---|
| **4a.** If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, **score 10 points, or**<br>**4b.** If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, **score 5 points.**<br>**(Transfer this score to line 3c. of the Application Scoring Summary page.)** | **Score: 10** |

| | |
|---|---|
| If applicable, list the date that the public notice for the CATF meeting was published: 5/10/2018 | If applicable, list the date when the CATF meeting was held: 5/22/2018 before pub. hear. |

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

**5. Outstanding Performance in Equal Employment Opportunity (EEO)**

**M/WBE Contracting:** The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to DEO for that subgrant and enter a score based on the achievement reported.

| **Most Recent Administratively Closed Small Cities CDBG Contract Number:** | 16DB-OK-02-29-02-N12 |
|---|---|

| $52,000<br>Amount Awarded to M/WBE firms | ÷ | $650,000<br>Total Prime Contracts Amount | X 100 = | 8 M/WBE % |
|---|---|---|---|---|

| **M/WBE %** | **Points** |
|---|---|
| 0.0 – 4.99% | 0 |
| 5.0 – 14.99% | 5 |
| 15.0 – 19.99% | 10 |
| 20.0 – 24.99% | 15 |
| 25.00%+ | 20 |
| If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points. | |

**5a. M/WBE Contracting Score:**

5

(Maximum 20 points)

**Local Government Minority Employment:** The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.

| Number of Permanent Full-time Equivalent Minority Applicant Employees | ÷ | Number of Permanent Full-time Equivalent Applicant Employees | = | Applicant's Percentage of Minority Employees |
|---|---|---|---|---|
| 6 | | 31 | | 19.35% |

Enter percentage of minorities in the applicant's county: 17.1%

If the "Prorated 60 Points Score" is claimed, complete the following equation:

| Applicant's Percentage of Minority Employees | ÷ | Percentage of Minorities in Applicant's County | = | Applicant's Percentage of Minority Employees | X 60 = | Points Claimed |
|---|---|---|---|---|---|---|
| | | | | | | |

| | |
|---|---|
| If the applicant has three or less employees, 40 points may be claimed. | |
| **5b. Local Government Minority Employment Score (60 Points Maximum):** | 60 |

**6. Outstanding Performance in Fair Housing**

The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline**.** See instructions for guidelines and documentation requirements.

| | **Date** | **Score** |
|---|---|---|
| 6a. Date Fair Housing Ordinance Adopted: | 2/20/1997 | 5 |
| 6b. Date of Fair Housing Workshop: | 5/22/2018 | 5 |
| **6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):** | 10 | |

**Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score: 75**

**(Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)**
**(90 points maximum)**

# Part 2 – Application Profile and General Scoring Criteria

# Instructions

**Application Profile (Table G-1)**
The application profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box on page 2.

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

(a) The task force shall be comprised of at least five residents of the Applicant's jurisdiction, and at least 51% of the members must be from low- to moderate-income households.

(b) No more than one employee of the Applicant can serve on the CATF, and no elected officials of the Applicant can serve as members of the task force.

(c) The CATF shall conduct at least one meeting prior to an Application for Funding being drafted and prior to the notice for the second public hearing being published to discuss community needs and to provide recommendations to the local governing body. The meeting shall be advertised in accordance with subsection 73C-23.0031(27), F.A.C. A minimum of 51% of the members must participate in the meeting.

(d) If the Applicant is claiming points for having an active CATF, copies of the public notice, affidavit of publication, meeting minutes and sign-in sheet shall be included in Part 9, Appendix D, of the Application for Funding, Form SC-60, which is further described in paragraph (6)(a) below. If the affidavit is not available by the application deadline, it must be provided by the end of the "completeness period" to retain the points.

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

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

**Historic Preservation**
Answer "Yes" if any project activity will result in one of the following:
- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

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

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

**Interlocal Agreements**

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

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

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

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

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

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

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

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

Include the following in Appendix F of Part 9:

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

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

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

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

**Project Narrative (G-2)**
The information below must be included in the project narrative:

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

- Activity description, including the need being met
- Explanation of the need for CDBG funding
- Proposed construction start and completion dates
- Quantity and location of activity within the service area
- Cost of the activity
- How the activity meets a national objective
- Purpose of the activity (if not readily apparent)
- Beneficiaries (Total, VLI and LMI) of the activities.

4. Describe all activities to be undertaken and the projected cost, without regard to the funding source or whether such funding will be counted for leverage.
5. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction.
6. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity.
7. Specify whether any portion of the project area is located in a flood-prone area and whether the local government participates in the National Flood Insurance Program.
8. If complementary activities are being undertaken, explain how they relate to the project.
9. If funds from other sources are being "leveraged," describe how the funds will be used (what they will pay for, etc.).
10. If the removal of public building architectural barriers to handicapped persons is being paid for with CDBG funds, identify:
    - The location and function of each building
    - The barriers to be removed in each building
    - How the expenditure of CDBG funds will resolve the problem
11. If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.
12. The narrative for Economic Development applications must also include a statement regarding, or description of, the following:
    - The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success
    - The number and types of jobs to be created and/or retained
    - Additional development, spin-off jobs, and the need for additional goods and services which are likely to be stimulated by the proposed project
    - Any increases to the tax base that will occur, including property, sales, and other taxes
    - Anticipated training needs of LMI persons who may apply for the created jobs; and how and who will provide the training
    - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG assisted activity is $34,999 or less in CDBG funds.

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

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

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

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

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

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

**Outstanding Performance in Equal Employment Opportunity**

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

   When determining the local government minority employment score:

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

time minority employees.

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

**Outstanding Performance in Fair Housing**

The applicant may claim:

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

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

**EEO/Fair Housing Summary**

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

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

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

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

| Activity # | Source | Amount Claimed for Scoring | Amount Not Claimed for Scoring | Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage) |
|---|---|---|---|---|
| 03J | City of Apalachicola | $24,225.71 | $0 | Local sewer funds for engineering bidding, inspection |
| | | $ | $ | |
| | | $ | $ | |
| | | $ | $ | |
| | | $ | $ | |
| | | $ | $ | |
| Totals | | $ 24,225.71 | $0 | |
| Total Funds Claimed for Leverage Scoring | | $ 24,225.71 | | |

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

# Leverage Score Summary

**Leverage Points Calculation for NR, CR, and HR**

**Communities with a LMI Population of 1,249 or Less**

$ 24,225.71 ÷ $1,000 = 24 Points

(25 Points Maximum)

**Leverage Points Calculation for NR, CR, and HR**

**Communities with a LMI Population of 1,250 or More**

$ _____ ÷ $2,000 = _____ Points

(25 Points Maximum)

**Leverage Points Calculation for ED**

$ _____ ÷ $10,000 = _____ Points

(125 Points Maximum)

**Leverage Score: 2**

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

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

# Instructions

**Leverage**

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

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

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

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

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

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

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

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

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

g. Grant or loan funds, which the local government will expend as leverage, must be under contract or awarded to the local government when the application is submitted. All documents necessary to complete the award, loan or grant must be fully executed by all parties before the application deadline date.

h. Funds not yet awarded by EDA may be claimed for leverage if the local government can document that it received a written formal notification that their EDA application has been received, reviewed and found to warrant further consideration within the 12 months before the application deadline.

i. Grants or loans from the Florida Communities Trust, pursuant to Chapter 380.501-.515, F.S., may be counted if the parcel is included in a grant awarded prior to application deadline and the parcel will be part of a CDBG activity.

j. State Housing Initiatives Partnership (SHIP) funds can only be used for leverage on Housing Rehabilitation projects.

k. For grants and loans in NR, for each $5 of construction leverage expended on an activity, there must be at least $1 of CDBG funds expended on the same activity.

   To meet this requirement, the following activities listed separately in the application shall be considered one activity:
   - Water plant, new or replacement water lines and water hook-ups
   - Sewer plant, new or replacement sewer lines and sewer hook-ups
   - New roads and resurfacing existing road

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

**Donated Land**

m. To be counted for leverage, land must already be owned by the local government, be the subject of a purchase agreement or purchase option, or be the subject of a donation agreement (contingent on only the local government obtaining the grant and completing the project).

n. Donation of land qualifies as leverage only if the property is not already being used for the CDBG activity requiring the land and the donation allows the local government to avoid a purchase of land for the project. If the land is already in use and the CDBG activity allows continuation of the existing use, leverage cannot be claimed (i.e., land being used as a park will not qualify as leverage for a new park; land not used as a park, but donated for that use will qualify as leverage; a golf course which will also be used as a wastewater spray field will not qualify as leverage.)

o. The value of donated land shall be based on one of the following:
   - The most recent value established by the County property appraiser.
   - An appraisal based on proposed use by a state licensed appraiser.
   - The most recent sale price if sale was within 12 months of application deadline; or, for property valued at less than $10,000, a statement of value from someone knowledgeable about property values.
   - For easements, a proportional value, based on the size of the easement to the value of the total property's size, is acceptable.

**Economic Development/Participating Party Leverage**

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

To qualify for points, funds must be:

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

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

**Public Leverage from Local Funding Sources**
Leverage contributions provided by the local government must be reflected on Table L-1 and in the local government's letter of commitment.

To be claimed for points, funds:

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

**Public Leverage from Non-Local Government Sources**
Leverage funds provided by non-local government sources must be reflected on Table L-1 and in the Participating Party's letter of commitment.

To claim points, funds must be:

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

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

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

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

# Part 7 – Neighborhood Revitalization

# CDBG Funds and Activity Goals — Table N-1

| A | | B | C | D | E | F |
|---|---|---|---|---|---|---|
| **1.** Activity Number and Name (*Same points in the activity supported.) | | Appropriate RUS Engineering Table | Enter CDBG Activity Funds | % 0f CDBG Project Cost (Col. C ÷ Total of Col. C) | Goal Points | Activity Goal Score (D x E) |
| 01 | Acquisition (in support of )* | NA | $ | | * | |
| 03J | Fire Hydrants [16**] | Table II | $ | | 75 | |
| 03J | Fire Protection [1] | Table II | $ | | 75 | |
| 03I | Flood and Drainage [2] | Table II | $ | | 90 | |
| 03I | Hazard Mitigation Activities [3] | Table II | $ | | 50 | |
| 14A | Housing Rehabilitation – Plumbing [4] | NA | $ | | 60 | |
| 03F | Parks, Playgrounds [5] | Table II | $ | | 65 | |
| 03L | Pedestrian Malls/Sidewalks [6] | Table II | $ | | 80 | |
| 03E | Recreation/Neighborhood Center | Table II | $ | | 70 | |
| 08 | Relocation | NA | $ | | 35 | |
| 10 | Removal of Architectural Barriers [7] | Table II | $ | | 50 | |
| 03A | Senior Center | Table II | $ | | 70 | |
| 03C | Temporary Shelters[11] | Table II | $ | | 70 | |
| 03J | New Sewage Treatment Plant | Table I | $ | | 110 | |
| 03J | Sewage Treatment Plant Upgrades | Table I | $ | | 85 | |
| 03J | New Sewer Lines & Components [8] | Table I | $ | | 110 | |
| 03J | Sewer Line Replacement [9] | Table I | $582,869.24 | 100 | 85 | 85 |
| 03J | Sewer Hookups [10] | Table I | $ | | 110 | |
| 03J | Solid Waste Disposal | Table II | $ | | 25 | |
| 03K | Street Improvements – New Paving [12] | Table II | $ | | 85 | |
| 03K | Street Improvements – Repaving [13] | Table II | $ | | 70 | |

*Same points as the activity it supports. **The numbered activity footnotes are located on page 22 of the Neighborhood Revitalization Instructions.

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

| A | | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1. Activity Number and Name (*Same points in the activity supported.) | | Appropriate RUS Engineering Table | Enter CDBG Activity Funds | % of CDBG Project Cost (Col. C ÷ Total CDBG Project Cost) | Goal Points | Activity Goal Score (D x E) |
| 03J | Water Hookups [14] | Table II | $ | | 110 | |
| 03J | Water Lines, New – Potable [15] | Table II | $ | | 110 | |
| 03J | Water Line Replacement [9] | Table II | $ | | 85 | |
| 03J | New Water Tank/Well/Treatment Plant [6] | Table I | $ | | 110 | |
| 03J | Water Tank/Well/Treatment Plant Improvements [6] | Table I | $ | | 85 | |
| 03M | Child Care Center | Table II | $ | | 70 | |
| 03P | Health Facility | Table II | $ | | 70 | |
| | | | $ | | 25 | |
| | | | $ | | 25 | |
| 2. Add Column C (from both pages) to get the Total CDBG Project Cost: | | | $582,869.24 | | | |

3. Add the Activity Goal Scores in Column F (from both pages) to get the Total Activity Goal Score: 85

(110 Point Maximum)

| 4. Indicate the Appropriate RUS Used and Enter Engineering Funds: | | RUS Table Used: ☒ I ☐ II ☐ Both Prorated | |
|---|---|---|---|
| 4a. Basic Fee | $ | | |
| 4b. Resident Inspection Fee | $15,174.29 | | |
| 4c. Preliminary Engineering Fee | $ | | |
| 4d. Additional Engineering Services: | $ | | |
| 5. Total the CDBG Engineering Fees (4a+4b+4c+4d): | | $15,174.29 | |
| 6. Enter CDBG Administrative Cost: | | $51,956.47 | |
| 7. Total the CDBG Funds Requested (2+5+6): | | $ 650,000 | |

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

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

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

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

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

| A | | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Activity Number and Name | | Enter # of Addressed CDBG Units | Enter # of VLI Beneficiaries ≤ 30% AMI | Enter # of LI Beneficiaries 30.01-50% AMI | Enter # of MI Beneficiaries 50.01-80% AMI | Enter # of Total CDBG Beneficiaries |
| 03J | Sewer Line Replacement | 17 manholes | 312 | 91 | 152 | 645 |
| 03J | Sewer Hookups [10] (Beneficiaries calculated by Households) | | | | | |
| 03J | Solid Waste Disposal | | | | | |
| 03K | Street Improvements – New Paving [12] | | | | | |
| 03K | Street Improvements – Repaving [13] | | | | | |
| 03 | Utility Hookups – Other (Beneficiaries calculated by Households) | | | | | |
| 03J | Water Hookups [14] (Beneficiaries calculated by Households) | | | | | |
| 03J | Water Lines, New – Potable [15] | | | | | |
| 03J | Water Line Replacement [9] | | | | | |
| 03J | New Water Tank/Well/Treatment Plant [6] | | | | | |
| 03J | Water Tank/Well/Treatment Plant Improvements [6] | | | | | |
| 03M | Child Care Center | | | | | |
| 03P | Health Facility | | | | | |
| | | | | | | |
| | | | | | | |

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

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

| A | | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Activity Number and Name | | Enter # of Unaddressed CDBG Units | Enter # of VLI Beneficiaries ≤ 30% AMI | Enter # of LI Beneficiaries 30.01-50% AMI | Enter # of MI Beneficiaries 50.01-80% AMI | Enter # of Total CDBG Beneficiaries |
| 01 | Acquisition (in support of ) | | | | | |
| 03J | Fire Hydrants | 2 | 10 | 2 | 9 | 33 |
| 03J | Fire Protection | | | | | |
| 03I | Flood and Drainage | | | | | |
| 03I | Hazard Mitigation Activities | | | | | |
| 14A | Housing Rehabilitation – Plumbing | | | | | |
| 03F | Parks, Playgrounds | | | | | |
| 03L | Pedestrian Malls/Sidewalks | | | | | |
| 03E | Recreation/Neighborhood Center | | | | | |
| 08 | Relocation | | | | | |
| 14E | Removal of Architectural Barriers | | | | | |
| 03A | Senior Center | | | | | |
| 03C | Temporary Shelters[11] | | | | | |
| 03J | Sewage Treatment Plant | | | | | |
| 03J | Sewer Lines & Components | | | | | |

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

# Table N-2b (Continued)

| A | | B | C | D | E | F |
|---|---|---|---|---|---|---|
| Activity Number and Name | | Enter # of Unaddressed CDBG Units | Enter # of VLI Beneficiaries ≤ 30% AMI | Enter # of LI Beneficiaries 30.01-50% AMI | Enter # of MI Beneficiaries 50.01-80% AMI | Enter # of Total CDBG Beneficiaries |
| 03J | Sewer Line Replacement | | | | | |
| 03J | Sewer Hookups [10] (Beneficiaries calculated by Households) | | | | | |
| 03J | Solid Waste Disposal | | | | | |
| 03K | Street Improvements [12] | | | | | |
| 03K | Street Improvements – Repaving [13] | | | | | |
| 03 | Utility Hookups – Other (Beneficiaries calculated by Households) | | | | | |
| 03J | Water Hookups [14] (Beneficiaries calculated by Households) | | | | | |
| 03J | Water Lines, New – Potable [15] | | | | | |
| 03J | Water Line Replacement [9] | 1 valve SA#2<br>400 LF SA#3<br>28 meters SA#4<br>26 meters SA#5 | A#2: 10<br>SA#3: 4<br>SA#4: 58<br>SA#5: 50 | SA#2: 2<br>SA#3: 0<br>SA#4: 5<br>SA#5: 3 | SA#2: 9<br>SA#3: 2<br>SA#4: 1<br>SA#5: 9 | SA#2: 33<br>SA#3: 6<br>SA#4: 67<br>SA#5: 64 |
| 03J | New Water Tank/Well Treatment Plant [6] | | | | | |
| 03J | Water Tank/Well/Treatment Plant Improvements [6] | | | | | |
| 03M | Child Care Center | | | | | |
| 03P | Health Facility | | | | | |
| | | | | | | |
| | | | | | | |

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

| A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|
| Enter Service Area # / Benefit Survey Method* | Enter Activities to be Completed in Each Service Area (Use More than One Line for Multiple Activities) | Enter Total # of Households (HH in the Service Area (Universe-Col. H) | Enter Total # of Responses Required | Enter Total # of Households Responding to the Survey | Enter Total # of VLI Beneficiaries | Enter Total # of LMI Beneficiaries | Enter Total # of All Beneficiaries | Calculate Percent of VLI Benefit (F ÷ H) | Calculate Percent of LMI Benefit (G ÷ H) |
| 1/A+B | 03J Sewer Line Replace | 250 | 170 | 170 | 312 | 555 | 645 | 48.37% | 86.05% |
| 2/B | 03J Water Line Replace | 18 | 18 | 18 | 10 | 21 | 33 | 30.3% | 63.6% |
| 3/B | 03J Water Line Replace | 3 | 3 | 3 | 4 | 6 | 6 | 66.67% | 100% |
| 4/B | 03J Water Line Replace | 28 | 28 | 28 | 58 | 64 | 67 | 86.57% | 95.52% |
| 5/B | 03J Water Line Replace | 26 | 26 | 26 | 50 | 62 | 64 | 78.13% | 96.88% |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |
| | | | | | | | | % | % |

* A= Random Sample, B=Small Service Area, C=Census, D= Survey from previous application, not more than five years old, where the service area is identical to the one in the previously submitted application. If a random survey was conducted, include as an appendix a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in the appendix.

# Beneficiaries Scores — Table N-4

| **For scoring purposes, the beneficiaries of a jurisdiction-wide activity, including a water or sewage treatment plant, on which less than 10% of total CDBG funds are budgeted shall not be used when calculating the unduplicated beneficiary scores in this table.** | | 1.(a) Enter the total funds requested (total CDBG request) | $650,000 |
|---|---|---|---|
| 1.(b) Enter the total number of grant unduplicated VLI beneficiaries: | 312 | 1.(c) Enter the total number of grant unduplicated LMI beneficiaries: | 555 |
| 1.(d) Enter the total number of grant unduplicated beneficiaries: | 645 | 1.(e) Enter the total number of unduplicated LMI households: | 216 |

| | | |
|---|---|---|
| a. **VLI Beneficiary Impact Score:** Calculate the Unduplicated VLI Beneficiary Percentage:<br>1.(b) divided by 1. (d) = 48.37%<br>Based on the result, designate with an X the score that is appropriate. | Unduplicated VLI Beneficiary Percentage | **Score** |
| | 30.00% or More | ☒ 30 |
| | 20.00% to 29.99% | ☐ 20 |
| | 10.00% to 19.99% | ☐ 10 |
| | Less than 10.00% | ☐ 0 |
| b. **LMI Beneficiary Impact Score:** Calculate the Unduplicated LMI Beneficiary Percentage:<br>1.(c) divided by 1. (d) = 86.05%<br>Based on the result, designate with an X the score that is appropriate. | Unduplicated LMI Beneficiary Percentage | **Score** |
| | 70.00% and above | ☒ 125 |
| | 66.00% to 69.99% | ☐ 110 |
| | 61.00% to 65.99% | ☐ 90 |
| | 56.00% to 60.99% | ☐ 70 |
| | 51.01% to 55.99% | ☐ 50 |
| c. **Average Cost per Unduplicated LMI Beneficiary Score:** Calculate the Average Cost per Unduplicated LMI Beneficiary:<br>1.(a) divided by 1. (c) = $1171.17<br>Based on the result, designate with an X the score that is appropriate. | Cost per Unduplicated LMI Beneficiary | **Score** |
| | $11,000 or More | ☐ 0 |
| | $10,000 to $10,999 | ☐ 10 |
| | $9,000 to $9,999 | ☐ 20 |
| | Less than $9,000 | ☒ 30 |
| d. **Average Cost per Unduplicated LMI Household Score:** Calculate the Average Cost per Unduplicated LMI Household:<br>1.(a) divided by 1. (e) = $3009.26<br>Based on the result, designate with an X the score that is appropriate. | Cost per Unduplicated LMI Household | **Score** |
| | $20,000 or More | ☐ -100 |
| | $16,000 to $19,999 | ☐ -50 |
| | $13,000 to $15,999 | ☐ 20 |
| | $11,000 to $12,999 | ☐ 40 |
| | $9,000 to $10,999 | ☐ 60 |
| | Less than $9,000 | ☒ 85 |

# Readiness to Proceed Score

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

The following documentation must be included in Appendix G of the application when it is submitted to the Department:

1)A letter from the engineer or architect who prepared the construction plans and specifications, addressed to the chief elected officer of the applicant,-certifying the following:

- that the signed, sealed and dated plans and specifications are complete,
- that the bid documentation, including the plans and specifications, provided with the application contains all of the information that a contractor would need to bid on the project, except for the Davis-Bacon wage decision(s) and the CDGB Supplemental Conditions, and
- that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)

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

3)Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)

4) Deficiencies in these submissions identified during DEO's review of the application can be cured. However, the local government must provide curing documentation no later than the end of the "completeness period" that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline or the points claimed here will be reduced to zero.

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

# Health and Safety Score — Table N-5

Enter the appropriate Health and Safety Impact score. Documentation for points claimed must be included in Part 9, Appendix I. Scoring options are as follows:

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

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

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

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

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

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

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

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

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

All CDBG-funded construction activities must meet the requirements of this option to claim the full 45 points.
This option shall be used for work required by a regulatory agency's inspection report that meets 1-3 above, but has not risen to the level of enforcement action described in Option A.

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

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

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

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

**If Option E was selected,** complete the following equation:

| Enter the cost of activities subject to A, B, C, or D | | Enter the CDBG Project Cost (not including Engineering or Admin. Costs) | | Enter the result (%) as a four-digit decimal | | Enter the Appropriate Multiplier (75, 65, 35 or 45) | | Option E Score |
|---|---|---|---|---|---|---|---|---|
| $ | ÷ | $ | = | | x | | = | |

**Check the Health and Safety Score being claimed.**

☐ Option A. (75 Points) ☐ Option B. (65 Points) ☐ Option C. (35 Points) ☐ Option D. (45 Points) ☐ Option E. (Prorated) ☐ N/A

**Enter the Health and Safety Score:** 0
(75 Points Maximum)

| Calculating the Category Summary Score | |
|---|---|
| **Scores** | Type of Score |
| 85 | Total Activity Goal Score (from page 3) |
| 30 | + Unduplicated VLI Beneficiary Percentage Score (from page 9) |
| 125 | + Unduplicated LMI Beneficiary Percentage Score (from page 9) |
| 30 | + Cost per Unduplicated LMI Beneficiary Score (from page 9) |
| 85 | + Cost per Unduplicated LMI Household Score (from page 9) |
| 50 | + Readiness to Proceed Score (from page 10) |
| 0 | + Health and Safety Score (from page 12) |
| 405 | = Category Summary Score (505 Points Maximum) |

**Category Summary Score: 405**

(505 Points Maximum)

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

# Part 7 - Neighborhood Revitalization

# Instructions

**Program Requirements for Neighborhood Revitalization**

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

(a) The primary objective of the Neighborhood Revitalization category is to preserve and revitalize declining, primarily residential, low- and moderate-income service area neighborhoods by addressing the major infrastructure problems contributing to such decline.

(b) Measurement of Program Impact. Specific criteria used to calculate the total 660 points for Program Impact are found in the Neighborhood Revitalization section of the application.

(c) Service Area Requirements.

1. An activity conducted in a primarily residential service area will be considered to benefit low-and moderate-income persons when at least 51 percent of the residents of that service area are low- and moderate-income persons. Such a service area must contain all households that will benefit from the activity. All activities shall meet the national objective of LMI benefit as specified in 24 CFR 570.483(b), as incorporated in Rule 73C-23.0030, F.A.C.

2. Any survey of the beneficiaries of a service area must correspond to the requirements established in paragraph 73C-23.0051(9)(b)2, F.A.C.

3. Sewer and water hookups shall only be provided in a service area where new or replacement sewer or water lines are being installed. Eligibility for a hookup shall be based on LMI certification of household income and sources not more than one year before the hookup is provided. If requested, LMIs shall provide verification of the household income. Hookup beneficiaries are reported by household.

4. CDBG funded activities may not extend beyond the location of the last LMI beneficiary except where it is required for sound engineering, operation, or design as certified by a licensed engineer.

(d)Additional Completeness Review Items for Neighborhood Revitalization Applications.

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

1. An executed agreement between the developer and the Applicant that requires the developer to provide the applicant with a construction performance bond equal to the amount of the funding request prior to a subgrant being executed between the applicant and the Department;

2. Documentation of ownership or an option on the land to control the sale to or ensure use by low- and moderate-income persons; and,

3. Documentation that the proposed site is properly zoned.

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

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

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

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

**Special Assessments for LMI Households**
No special assessments may be charged to very low, low or moderate-income households.

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

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

1. "LMI household" means a household whose annual income does not exceed 80 percent of the median income for the area as most recently determined by HUD.
2. "LMI person" means a member of LMI households.
3. A VLI household is one whose annual income does not exceed 30 percent of the median income for the area as most recently determined by

HUD. This information can be found in the HUD adjusted census data in the elements titled FAMVLOW and NFAMVLOW.

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

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

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

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

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

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

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

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

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

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

**Neighborhood Revitalization Activity Notes**

| Activity | Activity Notes |
|---|---|
| Fire Hydrants [16] | Adding fire hydrants to an existing water line. |
| Fire Protection [1] | Water lines for fire protection only or other fire protection facilities, such as fire stations. May include household reconnects but no new household hookups. Includes Fire Hydrants. |
| Flood and Drainage [2] | Not part of another activity. |
| Hazard Mitigation Activities [3] | In a service area included in a federally declared disaster. |
| Housing Rehabilitation – Plumbing [4] | Plumbing work needed as part of a hookup activity to connect a home to the system. |
| Parks, Playgrounds [5] | Includes open-space recreational facilities and equipment (no enclosed buildings). |
| Pedestrian Malls/Sidewalks [6] | Includes accouterments. |
| Removal of Architectural Barriers [7] | In a public building. |
| Sewage Treatment Plant | Includes accouterments. |
| Sewer Lines & Components [8] | No prior central sewage treatment service to beneficiaries and hooking up LMI beneficiaries. |
| Sewer Line Replacement [9] | Replacement or rehabilitation of existing lines with only reconnects, including other service components. |
| Sewer Hookups [10] | Sewer hookups with abandonment of septic or other system. |
| Temporary Shelters[11] | Can be shelters for victims of domestic violence, transitional facilities for the homeless and itinerant farm workers, group homes for the developmentally disabled, and shelters for disaster victims. |
| Street Improvements [12] | Not previously hard surfaced (i.e., asphalt, concrete, brick, etc.) |
| Street Improvements – Repaving [13] | Previously hard surfaced. |
| Water Hookups [14] | Water hookups with the disconnection of the well to the housing unit |
| Water Lines, New – Potable [15] | New potable water lines, where potable water service to beneficiaries did not previously exist, with LMI beneficiary hookups. Includes fire hydrants. |
| Water Line Replacement [9] | Replacement, including enlargement, or rehabilitation of existing lines with only reconnects, including other service components. |
| Water Tank/Well Treatment Plant [6] | Includes accouterments. |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   A = HUD-adjusted Census Data

   B = Random Sample Survey

   C = Small Service Area Survey

   D = Prior Grant Survey

   Census Data Note:

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

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

   Random Sample Notes:

   For each random survey include, as an appendix, a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator (such as random.org) and a print out of those numbers included in the Appendix.

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

   General Note:

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

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

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

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

If a random survey was conducted, include a description of the methodology in Appendix H, which describes the basis of the universe, how the sample was selected, if any alternate were the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. **The initial sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in Appendix H.**

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

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

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

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

**Readiness to Proceed Score**

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

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

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

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

Include documentation for two and three above in Appendix G

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

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

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

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

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

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

# Part 8 – Certification and Score Summary

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

I also certify that the Applicant:

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

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

- The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
- The notice for the second public hearing was published following the first public hearing. The notice included a summary of the activities that would be conducted with CDBG funds, the specific locations where those activities would take place, a line item budget, and the time and place where a copy of the draft application would be available for review; and
- A second public hearing was conducted to obtain citizen comments on the CDBG application prior to submission.

2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
3. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
4. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
5. Will administer the subgrant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
6. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
7. Has adopted or will adopt a Community Development Plan or has adopted the Local Comprehensive Plan as its Community Development Plan.
8. Will adopt an Anti-Displacement and Relocation Policy and will minimize the displacement of persons.
9. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
10. Has authorized the submission of this application by vote of the local governing body.
11. Will adopt a CDBG Procurement Policy that conforms to 2 CFR 200.317 – 200.326, Sections 255.0525 and 287.055, Florida Statutes, and Rule 73C-23.0051(4), Florida Administrative Code.
12. Has implemented a financial management system that complies with Section 218.33, Florida Statutes, and 2 CFR 200.302.

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

| **Signature of Chief Elected Official or Designee** |
|---|
| Signature: _____ |
| Typed Name and Title: Van Johnson, Mayor |
| Date: 8/7/208 |
| If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B. |

| **Signature of Application Preparer if not an employee of the Local Government** |
|---|
| Signature: _____ |
| Typed Name and Title: Deborah Belcher, President |
| Name of Firm or Agency: Roumelis Planning and Development Services, Inc. |

# Application Scoring Summary

This form is the Applicant's evaluation of the application score. Use the "scores" identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. When all of the scores have been transferred to this form, add the scores and enter the total.

| **Applicant Name:** City of Apalachicola | (For DEO Use Only) Application Number: _____ |
|---|---|

**Enter Type of Application:** ☐ **Commercial Revitalization** ☐ **Economic Development** ☒ **Housing Rehabilitation** ☐ **Neighborhood Revitalization**

| Title/Score | Part | Page | CR | ED | HR | NR |
|---|---|---|---|---|---|---|
| 1. Community-Wide Needs Score (250 Points Maximum) | 2 | 9 | | | | 169.61 |
| 2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (90 points maximum) | 2 | 11 | | | | 75 |
| 3. Program Impact: | | | | | | |
| 3a. Special Designation Score (20 Points Maximum) | 2 | 9 | | | | 20 |
| 3b. Grant History Score (100 Points Maximum) | 2 | 9 | | | | 0 |
| 3c. CATF Score (10 Points Maximum) | 2 | 9 | | | | 10 |
| 3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED) | 3 | 3 | | | | 24 |
| 3e. Category Summary Score | 7 | 13 | | | | 405 |
| 3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum) | | | | | | 459 |
| 4. **Total Application Score** (1+2+3f) (1000 Points Maximum) | | | | | | 703.61 |
| Less Penalties Assessed (For DEO Use Only) | | | | | | |
| Final Score (For DEO Use Only) | | | | | | |