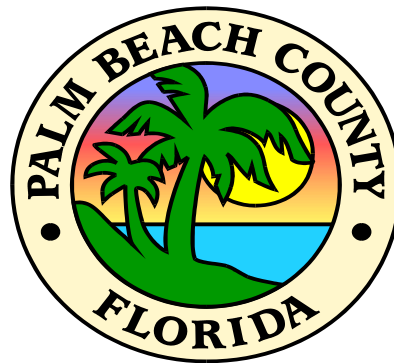


COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FUNDING APPLICATION FY 2018-2019



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West Palm Beach, Florida 33406

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT. PLEASE CONTACT HOUSING AND ECONOMIC SUSTAINABILITY AT (561) 233-3623 or msklar@pbcgov.org.

**DEPARTMENT OF HOUSING AND ECONOMIC SUSTAINABILITY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FUNDING APPLICATION FY 2018-2019**

Palm Beach County's Department of Housing and Economic Sustainability (HES) is accepting applications from eligible government entities seeking funding for infrastructure, public facilities, and code enforcement activities as detailed herein.

APPLICATION INFORMATION

The CDBG Application Packet is available in paper hard copy and electronic format. Hard copy of the application is available for pick-up at HES, which is located at 100 Australian Avenue, Suite 500, West Palm Beach, Monday through Friday, from 8:00am to 5:00pm. To obtain the electronic version of the application, please visit the HES website at discover.pbcgov.org/hes, call (561) 233-3623, or email mkslar@pbcgov.org.

SUBMITTAL FORMAT

The applicant must be submitted through one of the following methods: a) Hard copy - one original and three copies of the completed application to HES, Strategic Planning Section, 100 Australian Avenue, Suite 500, West Palm Beach, FL 33406; or b) Electronically in pdf file format via email to hes-submit@pbcgov.org. Unsigned applications will not be considered. Submission is final and all documentation must be provided at the time of submission.

DEADLINE DATE

Completed applications must be received by HES Strategic Planning Section no later than 4:30pm, March 14, 2018.

ELIGIBLE APPLICANTS

Eligible Applicants are limited to: Municipalities with a CDBG Target Area (see below); Community Redevelopment Agencies (CRAs) located in eligible municipalities; County Departments; and CRAs located in unincorporated Palm Beach County.

Eligible Municipalities

- Belle Glade, City of
- Greenacres, City of
- Lake Park, Town of
- Lake Worth, City of
- Lantana, Town of
- Mangonia Park, Town of
- Pahokee, City of
- Palm Springs, Village of
- Riviera Beach, City of
- Royal Palm Beach, Village of
- South Bay, City of

Application Approval: Applications from municipalities and municipal CRAs must be approved and prioritized by the municipality. The submittal of applications from CRAs located in unincorporated Palm Beach County must be approved by County Administration.

MAXIMUM AMOUNT OF FUNDS / NUMBER OF APPLICATIONS

The U.S. Department of Housing and Urban Development (HUD) has not yet announced CDBG allocations for FY 2018-2019. Therefore, **municipal applicants should make one (1) funding application in the same amount as the local municipal entitlement amount actually allocated in the current FY 2017-2018.** After HUD announces the CDBG allocation to Palm Beach County, the local municipal allocations will be adjusted accordingly.

PROGRAM REQUIREMENTS

Eligible Projects are limited to CDBG-eligible infrastructure and public facility improvements, including but not limited to: roadway and drainage improvements; potable water and sanitary sewer improvements; sidewalks; parks and recreational facilities; ADA improvements; community centers; and publically owned facilities serving populations with special needs. Municipal code enforcement activities serving an existing CDBG target area are also eligible for funding.

Eligible Costs are limited to eligible project design and construction costs, including costs of architectural & engineering work, payments through construction contract, and costs of permits and construction-related fees. Eligible code enforcement costs are limited to costs directly associated with the conduct of code enforcement including staff salaries/FICA/benefits and related code enforcement program operating costs.

Ineligible Projects include, but are not limited to: public service projects; economic development activities; demolition (unless part of an eligible infrastructure or public facility project); and all projects impacting HUD's twenty percent (20%) Planning and Administrative cap. Buildings used for the general conduct of government are ineligible for funding (government offices, police/fire stations, etc.)

HES has the sole and absolute authority to determine project and cost eligibility.

CDBG National Objective: Eligible projects must serve the CDBG National Objective of benefitting low and moderate income persons per 24 CFR 570.208(a).

Shovel Ready Projects: Projects seeking CDBG funding **must be shovel-ready**, that is, at time of funding application submittal:

1. Applicant has site control;
2. Necessary zoning and development approvals are in place (at the time of funding request); and
3. All other funds necessary to complete the project are in place no later than the October 1st start of the fiscal year.

No Supplanting of Funds: By signature of this application, the applicant certifies that the CDBG funds, if awarded, will not supplant expenditures from other Federal, State, or local sources or funds independently generated by the applicant.

No Displacement: Projects which will cause the displacement of persons or businesses are not eligible for CDBG funding through this process.

Miscellaneous

- CDBG funds are provided on a reimbursement basis. Funds cannot be used to reimburse for costs incurred prior to the October 1st start of the program year or prior to the execution of a grant agreement/MOU with the County.
- CDBG-funded goods and services must be obtained in accordance with Federal procurement requirements.
- All CDBG-funded activities are subject to an environmental review which will be undertaken by HES. CDBG funds cannot be expended prior to addressing all environmental concerns.
- All funded projects are required to comply with federal, state, and local statutes, regulations, and other applicable requirements, including but not limited to: Section 3 of the Housing and Community Development Act, concerning employment and contracting opportunities; the Davis-Bacon Act, concerning payment of prevailing wage rates in construction projects; Asbestos and Lead-Based Paint requirements; and General Liability, automobile, and Worker's Compensation Insurance requirements.
- Federally-assisted projects involving real property acquisition must comply with the Uniform Relocation Act (URA).
- Special assessments to recover the cost of capital improvements assisted with CDBG funds may not be levied against low- and moderate-income property owners.
- Fees charged for the use of facilities assisted with CDBG funds may not prohibit participation by low- and moderate income persons.

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FUNDING APPLICATION FY 2018-2019**

To request technical assistance call (561) 233-3623 or email msklar@pbcgov.org.

I. APPLICANT INFORMATION

Municipality / County Department:	
Contact:	
Title:	
Address:	
City; State; Zip Code:	
Phone Number:	
E-mail Address:	
Name of Person Signing:	
Title of Person Signing:	

**Municipal applications must be signed by the City Manager or designee.
Applications from County departments must be signed by the Department Director.**

Signature: _____ **Date:** _____

II. PROJECT INFORMATION

a. Project Description

1. Name of Project:

2. Project Description:

- a) Provide a detailed description of the work to be undertaken, including the current status of planning and design:

- b) For projects serving all persons in a geographic area, identify the general bounds of the project service area:

- c) For projects serving a certain group(s) of users or a specific limited population(s), identify the user group(s)/population(s) and the unduplicated number of persons to be served:

3. Project Location

- a) Project Address:

- b) Property Control Number(s):

Attach street map and plat map

4. Project Specific Information (N/A for code enforcement)

- a) Identify owner of property and **attach evidence of site control** (deed, purchase contract, option, etc.). If applicant is not owner, explain:

- b) Identify zoning and land use designations and **attach evidence of correct zoning for the proposed project.**

- c) Describe status of project design and **attach preliminary design.**

III. PROJECT JUSTIFICATION

Describe the need for proposed project, the existing conditions, and how the project will address the identified need(s):

IV. PROJECT IMPLEMENTATION

a. Project Implementation

1. Explain in detail how the agency (and who specifically) will implement the project:

2. **Attach an implementation schedule** that lists tasks to be undertaken and dates for initiation and completion of each task. Include any pertinent comments/information to support feasibility of the proposed schedule.

V. PROJECT BUDGET

CDBG funds shall not supplant expenditures from other Federal, State, or local sources or funds independently generated by the applicant.

a. Budget

1. Total Project Cost:

2. CDBG Funds Requested:

3. **Attach an itemized project budget** that includes all sources and uses of funds and discreetly identifies proposed uses of CDBG funds.

4. Provide details as to non-CDBG source funding timing and availability and **attach supporting documentation**, if available:

5. **Attach a construction cost estimate** for the project from an engineer, registered architect, licensed contractor, or other qualified party. (N/A for code enforcement)

6. Will fees be charged for the use of the facility? (N/A for code enforcement) If yes, provide details on the nature and amount of the fees:

7. Is the facility leased, or anticipated to be leased, by users other than the applicant? (N/A for code enforcement) If yes, identify users and lease arrangements:

8. Will assessments be levied on real property to recover project capital costs? (N/A for code enforcement) If yes, explain:

VII. REQUIRED ATTACHMENTS

<u>Document</u>	<u>Attached</u>
1. Street map showing location of project	
2. Plat Map of project site	
3. Evidence of site control, e.g., sales contract, deed, etc	
4. Evidence of correct zoning	
5. Project preliminary design	
6. Project Schedule	
7. Project Budget	
8. Documentation of availability of non-CDBG funds	
9. Construction cost estimate	

THE STRATEGIC PLANNING SECTION WILL PROVIDE TECHNICAL ASSISTANCE, IF NEEDED. IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION, PLEASE CONTACT THE SECTION AT (561) 233-3623 OR EMAIL msklar@pbcgov.org.