



**AGENDA**  
**ARCADIA CITY COUNCIL PUBLIC HEARING**  
**CITY COUNCIL CHAMBERS**  
**23 NORTH POLK AVENUE, ARCADIA FL**

**MONDAY, NOVEMBER 3, 2014**  
**6:00 PM**

**PUBLIC HEARING – (Open Public Hearing)**

**FFY2014 COMMUNITY DEVELOPMENT BLOCK GRANT**

- 1. Community Development Block Grant 2014 First Public Hearing- Action to authorize staff and Guardian to proceed with application**
- 2. 2014-15-16 Grant Services RFP – approval to advertise and staff to rank and recommend a firm for grant services**
- 3. Appointment of a Citizens Advisory Task Force (CATF) 0 at least 5 members, citizens of City, 51% low-to-moderate (LMI) income by the survey attached**
- 4. The 2 neighborhood projects discussed last time are attached. Housing is also an option. All categories are explained in the slide show attached.**
- 5. Approval of Funding of Engineering up to \$50,000 for surveys, design and permit applications (only for neighborhood)**
- 6. Leverage – grants need leverage to be funding; \$50,000 for points (for either Neighborhood or Housing; Housing could be County SHIP through interlocal)**

**PUBLIC** (Please limit presentation to five minutes)

**MAYOR AND COUNCIL REPORTS**

**CLOSE PUBLIC HEARING**

*NOTE: Any party desiring a verbatim record of the proceedings of this hearing for the purpose of appeal is advised to make private arrangements therefore.*

**PLEASE TURN OFF OR SILENCE ALL CELL PHONES**

## Penny Delaney

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**From:** Corbett [corbett.alday@guardiancrm.com]  
**Sent:** Monday, October 27, 2014 11:58 AM  
**To:** Shelley Peacock; Penny Delaney; Beth Carsten  
**Cc:** Christine Alday; Vel Burris; Bill Gearing  
**Subject:** AGENDA MATERIALS REVISED AND RESENT FOR MONDAY 3rd please share your questions - tried to address everything we discussed on phone today  
**Attachments:** Arcadia CDBG Categories 11-3-14.pptx; Arcadia CDBG FFY 2014 Prescoring 11-3-2014.docx; City of Arcadia HouseholdIncomeCertificationFormWord.doc; Bridal Path CDBG.pdf; East Maple.PDF  
**Importance:** High

1. First Public Hearing for 2014 CDBG Application(s): at last presentation it was discussed with Council and staff preparing for a new application if the current CDBG had started and appeared set to close on time this year. The project has just started and the contractor is stating they will finish by Christmas. Even though it is close to the cutoff for the time frame of the new cycle in January, we feel we need to move forward to avoid possibly missing a grant cycle. This general public hearing is to discuss the categories and gain public input into which categories the City should seek. Grant requirements include an RFP for grant services, ordering Engineering services, and appointment of a Citizen's Advisory Task Force (CATF). Cost to City are up to \$50,000 to prepare surveys, designs and permit applications for 100 points and, if funded, leverage of \$50,000 for another 25 points. The engineering and surveys will be good even if this cycle is missed due to construction delays, so all the important work will count for the next cycle as well. No investment will be lost. The Bridle Path project is under construction. The East Maple could be the focus on the next grant, but may need to be phased due to cost to stay within budget.
  - a) Authorize staff to advertise and rank RFP Grant Services, only if using CDBG funds to pay for admin
  - b) Authorize staff to solicit proposals not to exceed \$50,000 for survey, design and permit applications for sewer rehab and paving (ready to proceed points 100)
  - c) CATF (members need appointing by the Council; at least 5 citizens of the City; 51% LMI; required to meet once before the 2nd Public Hearing) (staff is seeking names from Council) (see income survey attached where 51% of the members must meet the low to moderate range in the first/highest column)
  - d) Authorize staff and Guardian to develop application for CDBG

- e) Be aware that leverage funds of \$50,000 are needed for budget purposes; action required by resolution at second public hearing (25 points)

Thank you for your business,

J. Corbett Alday, VP, COO  
Guardian CRM Inc.  
813-943-2627

*"Let us, then, be up and doing, With a heart for any fate; Still achieving, still pursuing, Learn to labor and to wait" -H. W. Longfellow*

*"The Road goes ever on and on down from the door where it began. Now far ahead the Road has gone, and I must follow, if I can, pursuing it with eager feet, until it joins some larger way where many paths and errands meet. And whither then? I cannot say." – J. R. R. Tolkien*

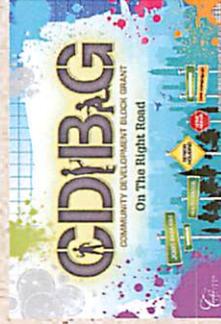
*"Family means too much, Friends are too valuable, And life is too short, To put-off sharing with people, How much they really mean to you, And pursuing whatever it is that makes you happy." - Anonymous*

# Community Development Block Grant

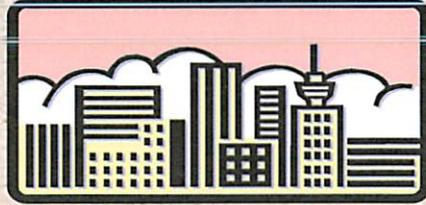
The City of Arcadia  
and  
Guardian Community Resource Management, Inc.



November 3, 2014



# Community Development Block Grants



1. Federal Funding to the State
2. State Develops Rule and Application
3. Competitive Process
4. Benefit to Low and Moderate Income (LMI)
5. Eligible Applicants:
  - a) Cities of less than 50,000 population
  - b) Counties of less than 200,000 population

# Community Development Block Grants



1. Very, very competitive (common to take 2-3 tries)
2. Community Wide Need Scores (CWNS) are at their lowest (base score calculated by FDEO/HUD)
3. 2010 Census is still being compiled to calculate new CWNS – may change for 2014/15 (from 100 to 170)
4. Income documentation required – census can be used but survey is usually required to achieve score (51% LMI min, 70% LMI and higher is better for score)

# 2014 CDBG Income Limits

FY 2014 Income Limit Area	Median Income	FY 2014 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Desoto County	\$43,900	Very Low (50%) Income Limits (\$)	16,300	18,600	20,950	23,250	25,150	27,000	28,850	30,700
		Extremely Low (30%) Income Limits (\$)	11,670	15,730	19,790	23,250	25,150	27,000	28,850	30,700
		Low (80%) Income Limits (\$)	26,050	29,800	33,500	37,200	40,200	43,200	46,150	49,150

# Funding Categories



## Regular Category (\$700,000)

1. Housing Rehabilitation (rehabilitation/repair)
  - LMI owner occupied repairs: code, safety, hardening
  - Leverage (can be County SHIP) is important to score
  - Green improvements in Housing Assistance Plan is important to score
2. Neighborhood Revitalization (infrastructure)
  - LMI neighborhoods at least 51%
  - Activities: water, sewer, roads, storm, neighborhood centers, parks, sidewalks
  - Leverage: local cash invested \$50,000 for 25 points
  - Ready to proceed (plans, specs, permit apps) scoring

# Funding Categories



## Regular Category Continued (\$700,000)

### 3. Commercial Revitalization (CRA improvements)

- Commercial Redevelopment Area
- LMI city wide at least 51%; sidewalks parking, lighting, building code, facades
- Leverage is important to score (can be Tax Increment Financing/TIF)
- Ready to proceed is important to score
- Optional points for other community development such as architectural standards, Main Street membership

# Economic Development



**Economic Development (can be more than \$700,000)**

***OPEN WHILE STATE FUNDS ARE STILL AVAILABLE***

- Infrastructure needed for business expansion or new business: water, sewer, rail, traffic, roads, gas, fiber
- Local government-owned buildings; market rent
- Loans to businesses (via eligible local governments)
- Job Creation required: grant per job under \$35,000
- At least 51% of the jobs created going to persons of LMI households; diploma or equivalent and on job training

# Economic Development, cont.

**NOW HIRING**

Apply Today

## Economic Development - Eligible Activities

- e) Public Benefit Standards = cost per job under \$35,000 (e.g. – For a \$1,500,000 grant:  
 $\$1,500,000 \text{ divided by } \$34,999 = 42.85 =$   
round up = 43 Jobs Minimum)
- f) National Objective = Job Creation with at least 51% of the jobs created going to LMI Persons.  
(e.g. Above 43 Jobs times .51 = 21.85 = round up = 22 LMI Jobs)

# Process and Action Needed

1. RFP Grant Services (needed)
2. RFP Engineering Services (not needed; for time use current)
3. CATF (need appointing; at least 5 citizens; 51% LMI; required to meet once before the 2<sup>nd</sup> Public Hearing)
4. First Public Hearing before Council (cover categories)
5. Income Surveys (Neighborhood Grants like East Maple area)
6. Application Draft January 2015
7. Second Public Hearing (resolution to submit; leverage funds of \$50,000) January 2015
8. Application Finalized and Submitted February 2015
9. Cycle opens in January and Closes February (TENTATIVE)
10. Economic Development can Apply Until Funds Expended

**City of Arcadia**  
**CDBG Program Review**  
**Questions**



**Thank You**



## **PRE SCORING OF POTENTIAL CDBG PROGRAMS FOR THE CITY OF ARCADIA**

**The City is eligible to compete for one (1) Regular Category CDBG 2014 application for \$700,000 AND one (1) Economic Development CDBG 2014 for \$700,000 or more depending on jobs:**

**Possible Options: Neighborhood Revitalization (NR) or Housing Rehabilitation (HR) or Commercial Revitalization (CR)**

**(CDBG must benefit LMI households)**

**Neighborhood Revitalization (NR) Summary: (looking at sewer rehabilitation as a current NR City need as an example)**

### **POINTS**

- 107\* Community Wide Needs Score (CWNS) determined by HUD/FDEO (this is due to reset based on 2010 census which could go up to 170; timeline is uncertain)
- 20 Special Designation (only if project is within Enterprise Zone, REDI, RACEC or similar)
- 0 Grant History Score (City has had a grant in 5 years; not eligible)
- 25 MBE contracting on last CDBG (would need to double check on the NR closeout)
- 60 EEO Score estimated from last grant (will need updated minority breakdown for City employees not including elected officials in January 2015; note that HUD no longer counts Hispanics; part time only counts if they have benefits and 2 PT equals 1 FTE)
- 10 Fair Housing (City would need to conduct a Fair Housing Workshop with the CATF meeting)
- 10 CATF meeting before the 1<sup>st</sup> public hearing to consider and recommend projects (CATF may need update; new rule requires 5 members and 51% of those LMI by HH income survey)
- 25 \$50,000 (local funds or other leverage based on City size LMI population)
- 65 Activity score is the max for sewer rehab (other activities possible like road resurfacing, but score may be less e.g. resurfacing is a 45, new sewer is a 75, removal of ADA barriers is a 50, etc.)
- 100 Readiness-to-proceed (plans, specs submitted with application & permits applied for by February 15, 2014 tentative)

**NR continued:**



- 270 Beneficiary score: this assumes there are about 100 units in the project to benefit and that 70% of those are LMI HH; Income Surveys are required to complete the application.
- 0 Health and safety impact (new sewer or FEMA hazard survey or consent order)
- 10 Reduced Admin Costs
- 25 PENALY POINTS FOR LATE AUDIT

In summary, a CDBG-NR Grant Application for 2014 would require sealed plans and specs and permit applications submitted to the agencies (100 points). An income survey of the project area population (beneficiaries) is required. All hook-up beneficiaries receive hook-up notice by certified mail regarding the estimated utility fees. Current information from Human Resources on minority employees of the City would be needed. Engineer's certification of the scope and estimate of cost is needed. Maps with aerial, 911 map and streets overlay are needed to code and identify LMI units versus over income units and VLI. **We anticipate a projected score summary about 677 points depending on leverage, SOW, etc. This is close to the cutoff last cycle of about 667.** This is based upon leverage, plans and new sewer/water. This year will be very competitive. The new rule and application could change the specifics of scoring since they are not yet final. This will be even higher at 747 if the CWN scores reset.

**Housing Rehabilitation (HR) Summary:** (housing rehabilitation for code, safety, wind load with priority to veterans, VLI, elderly, disability, etc.)

### **POINTS**

- 107\* CWNS (same as above)
- 20 Special Designation (REDI City, RACEC County)
- 0 Grant History Score (City has had a grant in past 5 years, so not eligible)
- 25 MBE Contracting on last CDBG closed (same as above)
- 60 EEO Score estimated (same as above)
- 10 Fair Housing (same as above)
- 10 CATF meeting held before the 1<sup>st</sup> Public Hearing (same as above)
- 0? County might have SHIP funding to match?
- 75 Activity score is the max for rehabilitation or demo/replace
- 75 Green building added to Housing Assistance Plan (HAP)

**HR continued:**



- 235 Beneficiary score assumes the max for at least 2 Very Low Income (VLI) HH and 4 Low Income (LI) HH rest can be LMI
- 120 Cost per unit (max for 10 units)
- 10 Reduced Admin costs
- 25 PENALTY POINTS FOR LATE AUDIT

In summary, a CDBG-HR Grant Application for 2014, does not require income surveys. It does not require plans and specs. We will provide a new Housing Assistance Plan to include green building requirements. The City may consider if the County has a waiting list of unfunded SHIP applicants for partnering and if there are SHIP funds available for leverage. **Projected score summary scores 722 depending upon leverage, minority employees, etc. This is below last year's cutoff of 727.** This all depends on the new rule and application, which may change some details of scoring when final. Recommend focusing on veterans, veteran families, elderly and disabled and on code, safety and wind mitigation. Again if the CWN scores reset then this goes up to 792.

#### **Commercial Revitalization (CR) Summary:**

This category provides funds to address improvements to *Commercial Redevelopment Areas* (CRA), including sidewalks, parking, building facades, etc. A CRA must be in place and a Tax Increment Financing District established. *It is required that no less than 51% of the beneficiaries of these activities be low-to-moderate income by Census.* To get the maximum points for benefit, the area must be 65% LMI in the draft application under review. Optionally, removal of slum and blight can be an objective instead of LMI benefit, but this is not yet clearly defined in the draft application or rule. We will research this issue. It requires plans and specs sealed by an engineer and submitted for permits and leverage will also be needed to score. A market study and A/E standards are also needed for scoring.

#### **Economic Development (ED) Summary (separate category):**

**The Economic Development category does not compete with the Regular CDBG categories** and is more about the project, job creation and investment of the business. 21 FT jobs are required for a grant of \$700,000. The maximum private investment for points is \$1,250,000. The Application is usually due in February, but applications can be submitted until state funds are exhausted. Little has changed in the program requirements for an ED Application. The job requirement still requires fifty-one percent (51%) of the jobs pledged must be for LMI persons. Pre-employment income surveys are taken at the time of job application and before and after project certified payrolls are required. The cap per job created is \$35,000 CDBG/ FTE job. The State is considering doing away with waiver process for larger ED requests and using a flat cap of \$1,500,000. A commitment letter and business plan is required at application, and a participating party agreement between the applicant and the job creator is required at the time of award.

### Household Income Certification Form

10/18/2013

#### Section I

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

#### Section II

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

Number of Persons in Household	2 Income Range (Moderate)	Is Total Household Income within this Range?	4 Income Range (Low)	Is Total Household Income within this Range?	6 Income Range (Very Low)	Is Total Household Income within this Range?
1	0 - \$26,050	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$16,300	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$11,670	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	0 - \$29,800	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$18,600	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$15,730	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	0 - \$33,500	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$20,950	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$19,790	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	0 - \$37,200	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$23,250	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$23,250	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	0 - \$40,200	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$25,150	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$25,150	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	0 - \$43,200	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$27,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$27,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	0 - \$46,150	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$28,850	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$28,850	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	0 - \$49,150	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$30,700	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$30,700	<input type="checkbox"/> Yes <input type="checkbox"/> No
	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	0 - \$	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

**Household Income Certification Form**

10/18/2013

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

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

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

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



**MEMORANDUM**

**To:** Judy Jankosky

**From:** Julie Karleskint, P.E.

**Date:** July 17, 2012

**Re:** Bridal Path Neighborhood Revitalization Project  
2012 CDBG Application

**CC:** Corbett Alday

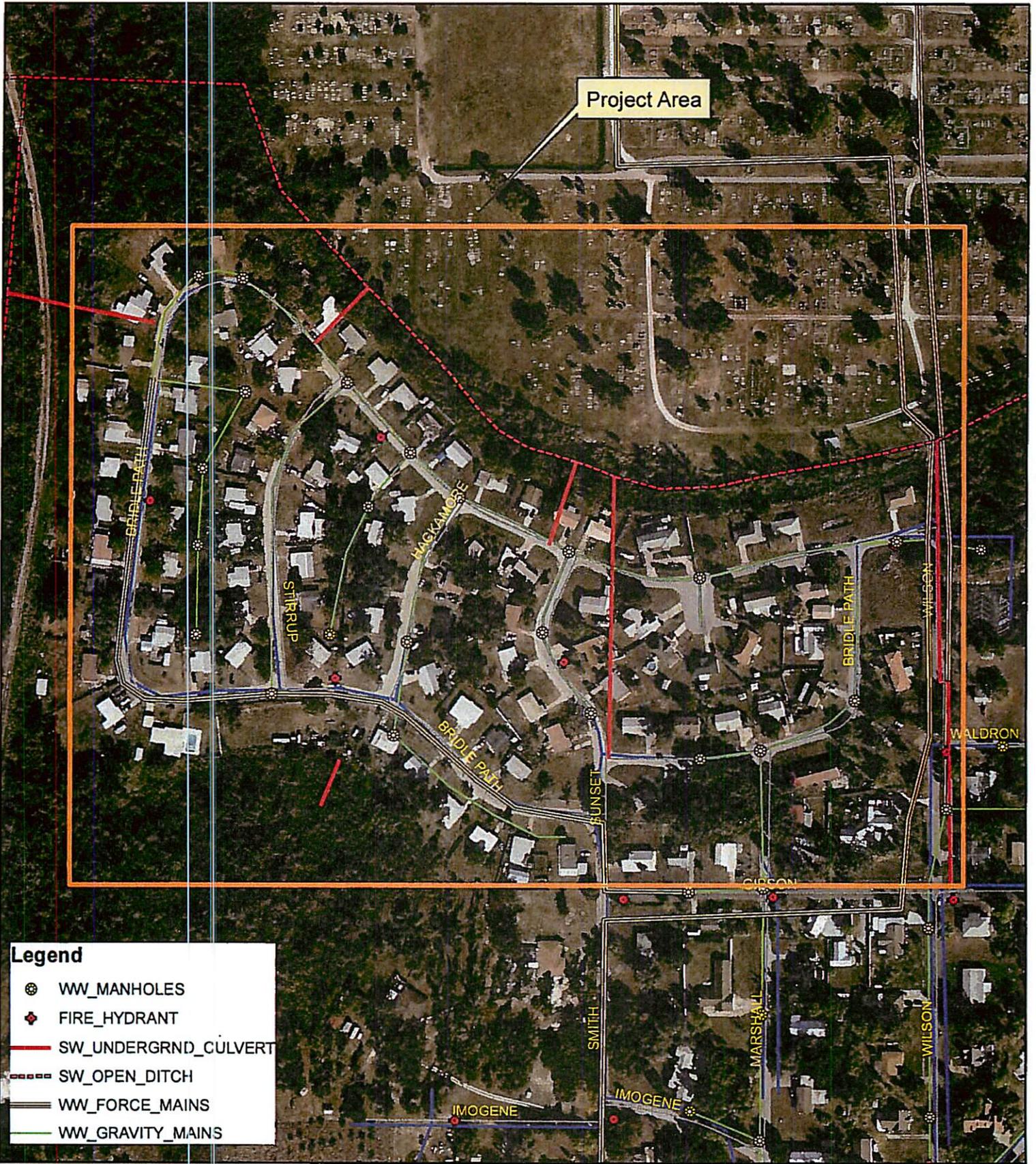
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In follow up discussion with Corbett Alday of Guardian Community Resource Management, I prepared a preliminary cost estimate for replacement of water, sewer and stormwater with roadway restoration for the Bridal Path Subdivision. In looking at the site plans and aerial photographs (see attached) and discussions with City staff, I estimate that it will take approximately 1 Million to rehabilitate the utilities in this area.

**CDBG Sewer and Water**

8" Gravity Sewer Replacement 6,000LF @ \$50/foot	\$300,000
Manhole Lining and Rehabilitation 30@\$3,000/ea	\$90,000
Pump Station Improvements 1LS @ \$20,000	\$20,000
6" Water Main Replacement 6,000 LF @ \$40/foot	\$240,000
Fire Hydrants 6@\$4,000	\$24,000
Culvert Replacement 3,000 LF @ \$50/foot	\$150,000
Street Repairs and Hook-Ups 1LS @ \$150,000	\$150,000
	<u>\$974,000</u>

Engineering (7.5% of 974,000) - \$73,000



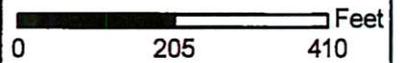
**Legend**

- WW\_MANHOLES
- ◆ FIRE\_HYDRANT
- SW\_UNDERGRND\_CULVERT
- - - SW\_OPEN\_DITCH
- WW\_FORCE\_MAINS
- WW\_GRAVITY\_MAINS

**Figure 2: City of Arcadia  
Project Area 1: Bridle Path**



**HAZEN AND SAWYER**  
Environmental Engineers & Scientists



**MEMORANDUM**

**To:** Judy Jankosky

**From:** Julie Karleskint, P.E.

**Date:** July 17, 2012

**Re:** East Maple Neighborhood Revitalization Project  
2012 CDBG Application

**CC:** Corbett Alday

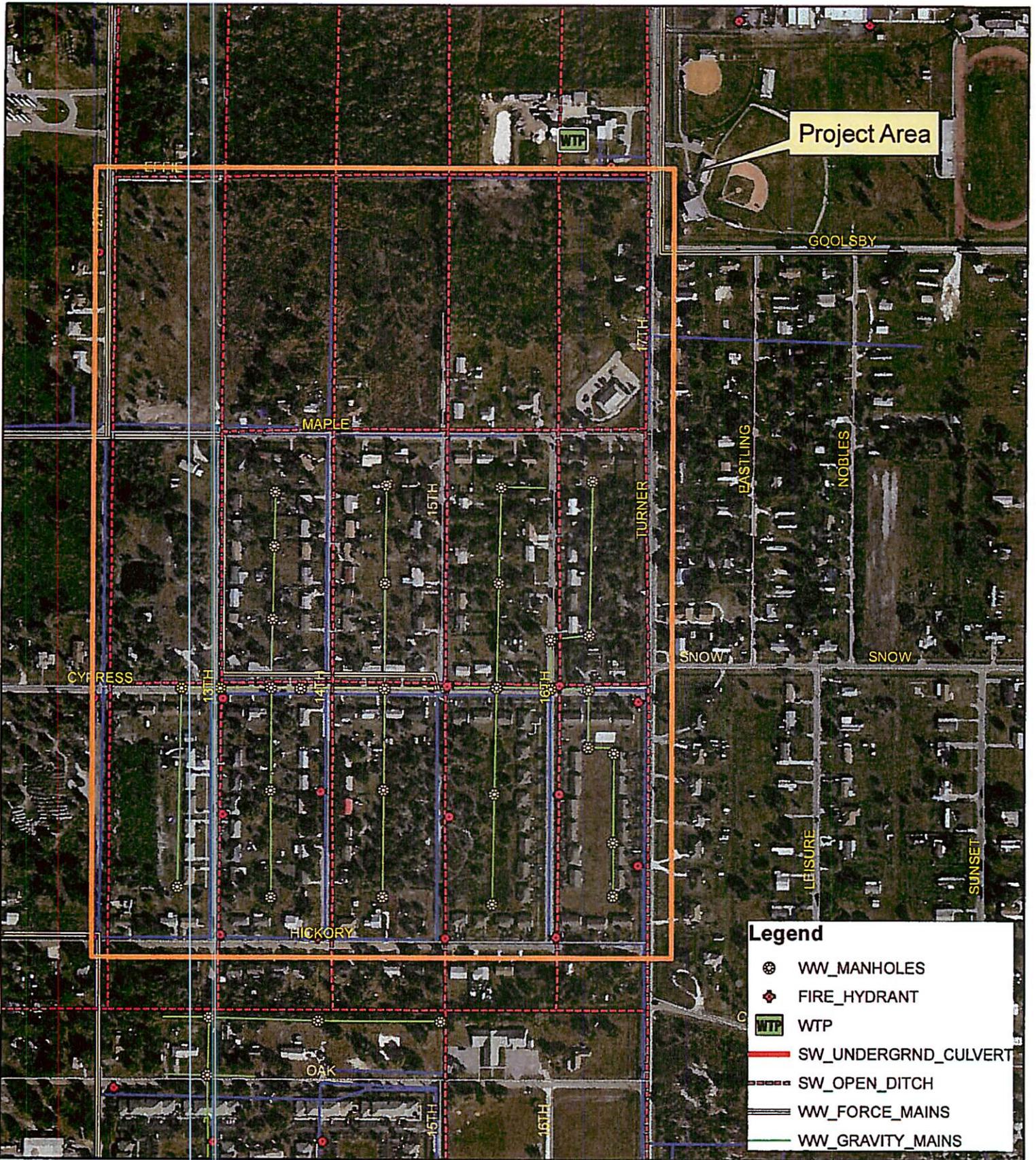
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In follow up discussion with Corbett Alday of Guardian Community Resource Management, I prepared a preliminary cost estimate for replacement of water, sewer and stormwater with roadway restoration for the East Maple Subdivision. In looking at the site plans and aerial photographs and discussions with City staff (see attached), I estimate that it will take approximately 1.14 Million to rehabilitate the utilities in this area.

**CDBG Sewer and Water**

8" Gravity Sewer Replacement 6,800LF @ \$50/foot	\$340,000
Manhole Lining and Rehabilitation 27@\$3,000/ea	\$ 81,000
Pump Station Improvements 1LS @ \$20,000	\$ 20,000
6" Water Main New and Replacement 12,200 LF @ \$40/foot	\$488,000
Fire Hydrants 16@\$4,000	\$ 64,000
<u>Street Repairs and Hook-Ups 1LS @ \$150,000</u>	<u>\$150,000</u>
	\$1,143,000

Engineering (7.5% of 1,143,000) - \$86,000



**Legend**

- ⊙ WW\_MANHOLES
- ◆ FIRE\_HYDRANT
- WTP WTP
- SW\_UNDERGRND\_CULVERT
- - - SW\_OPEN\_DITCH
- WW\_FORCE\_MAINS
- WW\_GRAVITY\_MAINS



**HAZEN AND SAWYER**  
Environmental Engineers & Scientists

**Figure 2: City of Arcadia  
Project Area 1: East Maple**

