

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 3, 2006

Consent

Regular

Department: Housing and Community Development

Public Hearing

Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Revisions to the Community Development Block Grant (CDBG) Program Local Entitlement Methodology and Strategy and CDBG Application Packet, starting with the funding period October 1, 2007 - September 30, 2008 (FY 2007-08).

Summary: The proposed changes will affect FY 2007-08 and subsequent, but will be incorporated to the planning process starting October 2006, as the process starts one year in advance. The proposed changes focus on improving the timeliness of expenditure of CDBG funds in compliance with regulatory provisions at 24 CFR 570.902, and on implementation of HUD's new Performance Measurement Outcome system. The proposed program revisions are summarized as follow:

- Local CDBG subrecipients (municipalities, public agencies, private non-profits, etc), which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at time of submission, shall not be considered for funding.
- Municipal subrecipients which are expending funds in a timely manner, as well as the unincorporated area, will be entitled to a prorated share of the funding that otherwise would have been available to untimely subrecipients.
- The Special Area of Hope (AOH) Program will allocate to the selected Lake Region municipality \$400,000 in addition to the municipality's local entitlement, instead of the current \$400,000 in lieu of its local entitlement. No payment of salaries is permitted using Special AOH Program funds, however, local entitlement funds may continue to be used for payment of salaries. Six months prior to the start of Palm Beach County's fiscal year, the municipality targeted to receive the Special AOH funds must meet with HCD staff to identify and prioritize potential projects.
- If not allocated to a project by the start of Palm Beach County's fiscal year, or if unexpended three (3) years following the start of Palm Beach County's fiscal year, Set Aside funds for the Economic Development Program will revert to the general CDBG program for use for community development activities.
- The maximum application amount for countywide or unincorporated area projects will be increased from \$250,000 per application to \$300,000 per application.
- Selection preference will be given to projects that evidence the ability to expend the majority of funds within twelve (12) months from the start of Palm Beach County's fiscal year.
- All municipal applicants that receive funding for design and construction of capital improvements projects must complete design of such projects in one (1) fiscal year, and must complete permitting and construction in two (2) fiscal years. A portion of the allocation sufficient to complete one functional component of the project will be automatically committed to such component. Non-profit agencies will be eligible to receive construction costs without design.
- Any activity which may cause displacement of residential and/or business tenants must provide the following with their application: a) a relocation plan meeting all requirements of 24 CFR 570.606, as amended. This plan shall be prepared by a consultant with demonstrated experience in relocation matters, and shall include all relocation costs for the proposed project; b) a document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) documentation evidencing that all required notices to tenants have been prepared and are available to be provided.
- Revisions to the format of the CDBG application packet to elicit responses necessary to fulfill classification and data requirements of HUD's new Performance Measurement Outcome system and implementing software, IDIS.

Notice of the proposed revisions were published in the Palm Beach Post on August 27 and September 17, 2006, posted on Housing and Community Development's (HCD) website, and transmitted to all participating municipalities via letter dated August 25, 2006. Countywide (TKF)

Background and Policy Issues: (SEE PAGE 3 OF 3)

Attachments:

- a) Summary of CDBG Revisions for FY 2007-08 and Justifications
- b) Revisions to the Local Entitlement Methodology and Strategy
- c) Revisions to the Special Area of Hope Allocation Program of the Local Entitlement Methodology
- d) HUD's Performance Measurement Outcome system requirements
- e) CDBG Application Packet for FY 2007-08

Recommended By: Edward W. Jones
Department Director

9/25/06
Date

Approved By: Shannon G. Jones
Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	20_____	20_____	20_____	20_____	20_____
Capital Expenditures:	_____	_____	_____	_____	_____
Operating Costs:	_____	_____	_____	_____	_____
External Revenues:	_____	_____	_____	_____	_____
Program Income (County):	_____	_____	_____	_____	_____
In-Kind Match (County):	_____	_____	_____	_____	_____
NET FISCAL IMPACT:	_____	_____	_____	_____	_____
# OF ADDITIONAL FTE POSITIONS (Cumulative):	_____	_____	_____	_____	_____

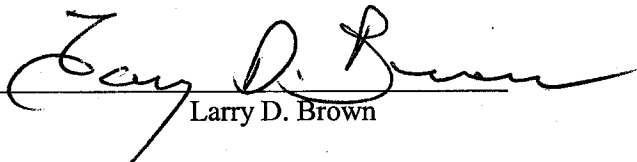
Is Item Included In Current Budget? Yes _____ No _____

Budget Account #: Fund _____ Agency _____ Org. _____ Object _____ Program Code _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

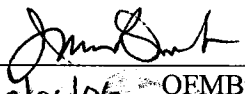
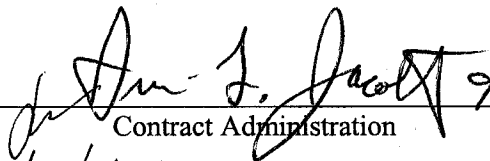
No Fiscal Impact. associated with this item.

C. Departmental Fiscal Review:


 Larry D. Brown

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

<p>  9-26-06 9/26/06 OFMB pm 9-26-06 </p>	<p>  9/27/06 Contract Administration 9/27/06 </p>
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B. Legal Sufficiency:

 9/28/06
 Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Background and Policy Issues: (Continued from page 1)

Annually Palm Beach County receives CDBG Program funds from HUD. HCD notifies all participating municipalities, interested nonprofit agencies and the public in general, of the availability of funds via letters, newspaper advertisement, HCD's website, and public meetings. To arrive at its funding suggestions for the CDBG program, HCD staff uses the Local Entitlement Methodology to ensure a fair distribution of available CDBG funds among participating jurisdictions and other agencies requesting CDBG funds. Under this methodology, funds are set aside to address HCD's ongoing Housing Programs, Countywide Public Services, 10% Economic Development Set Aside Program, Program Administration inclusive of indirect costs, and Project Implementation.

The CDBG Local Entitlement Methodology was last revised on October 22, 2002.

For Fiscal Year 2007-08, staff is making recommendations which will result in revisions to the Community Development Block Grant (CDBG) Program Local Entitlement Methodology and Strategy, CDBG Application Packet, and Activity Evaluation Process.

- Attachment "a":** Includes the Summary of CDBG Revisions for FY 2007-08, and Justifications; and Excerpts of the major revisions with added text in *underline italics* and the deleted text with ~~struck out~~.
- Attachment "b":** Includes the revisions to the Local Entitlement Methodology and Strategy entire document.
- Attachment "c":** Includes revisions to the Special Area of Hope Allocation Program of the Local Entitlement Methodology
- Attachment "d":** Includes HUD's Performance Measurement Outcome system requirements
- Attachment "e":** Includes the revisions to the CDBG Application Packet for FY 2007-08 entire document.

ATTACHMENT "a"

**SUMMARY OF CDBG REVISIONS FOR
FY 2007-08, AND JUSTIFICATIONS**

PALM BEACH COUNTY HOUSING & COMMUNITY DEVELOPMENT
Proposed Changes to the Community Development Block Grant (CDBG)
Program and Local Entitlement Methodology: FY 2007-08

In light of HUD's emphasis on its timeliness policy, use of performance measurement system, funding reductions of approximately \$1.2 million or 14.2% of the County's CDBG allocation during the past two years, and proposed funding reductions for the coming years, HCD recommends the following revisions to the CDBG program.

A. Implementation of Timeliness Policy on CDBG Subrecipients

HUD has made clear its high priority to reduce the number of entitlement grantees that fail to comply with the regulatory standard for carrying out their program in a timely manner. Under the provisions of 24 CFR 570.902 of the CDBG regulations, a grantee is considered to be timely, if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. If the standard is not met, generally HUD places the grantee on a Work Plan aimed at reducing the ratio. If, at the 60 day test the following year, a currently untimely grantee still does not meet the 1.5 standard, the next grant will be reduced by 100% of the amount in excess of 1.5 times the annual grant.

In many instances, grantees develop a funds backlog because their subrecipients, which are the organizations that receive CDBG dollars to carry out projects on behalf of the grantee, fail to draw down funds either on schedule or at all, or repeatedly request that the funds be reprogrammed to different projects. Untimely subrecipients with large backlogs of CDBG dollars can push a grantee's entire program into noncompliance with HUD's timeliness standard.

Palm Beach County, a CDBG grantee, has been meeting HUD's timeliness test, despite the fact that many of its subrecipients have failed to assist the County in meeting the 1.5 ratio. Compliance has been accomplished because HCD has put into practice one of HUD's recommendations of recapturing funds from slow-moving projects to fund projects that are ready to move forward quickly.

County subrecipients, which for purpose of this memo also include municipalities, County Departments and any other public agencies, have been made aware of the importance of expending their funds in a timely manner. Still, there are subrecipients that for various reasons are not complying with the County's request. Due to the serious implications for the County of not complying with the 1.5 standard set by HUD, other HUD-suggested strategies should be put into practice, namely, instituting and implementing sanctions for untimely subrecipients, and rewards for timely subrecipients.

The 10% Set Aside Program for Economic Development is currently administered by the Office of Economic Development. However, the non-expenditure of these funds on a timely basis will have a negative impact on the County's effort to expeditiously expend its CDBG allocation. Consequently, this program and activities funded thereunder will also be subjected to the overall strategy being proposed to improve the expenditure rate of the County's CDBG funds.

Implementation of sanctions and rewards will require revisions to the Local Entitlement Methodology and support from Administration and BCC. Under the Local Entitlement Methodology, funds are first allocated to HCD's Housing Programs, Eligible Countywide Public Services, the 10% Set Aside Economic Development Program, Project Implementation Costs, Indirect Costs and Program Administration. The remaining available funds are subjected to a formula whereby the unincorporated share and the municipal share are established. Therefore, through the Methodology, Category II municipalities (participating municipalities with Target Areas) who submit eligible applications are entitled to receive CDBG funds. Thus, sanctions and rewards need to consider the uniqueness of the method of distribution

of funds utilized by the County.

1. Revision to the Local Entitlement Methodology and Strategy

- a. A new subsection entitled "Ensuring Subrecipient Timeliness" is proposed to be added to the Methodology, to institute the following:
 - i. Category II municipalities (participating municipalities with target areas), which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, shall not receive an annual allocation, or participate in the Area of Hope Program.
 - ii. Category II municipalities in the Glades area, which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, shall not receive an annual allocation, or participate in the Special Area of Hope Allocation Program.
 - iii. Category II municipalities expending funds in a timely manner, as well as the unincorporated area, will be entitled to the prorated share of those municipalities sanctioned in item (i).
 - iv. Non-countywide agencies, located in Category II municipalities that are being sanctioned under items (i) or (ii), will be considered for funding.
 - v. Non-profit agencies, public agencies, and Category I municipalities (participating municipalities w/o Target Areas), which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, will not be considered for funding.
- b. The following changes (deletions are ~~strikethrough~~ and additions/revisions are underlined italics) are needed, as well, to hasten expenditure of funds. These items will be moved to the new subsection Ensuring Subrecipient Timeliness:
 - i. Preference will be given to activities/projects that are ready to move forward quickly. Evidence of the project's ability to expend the majority of funds within 12 months from the contract date start of Palm Beach County's fiscal year will be required.
 - ii. ~~Recaptured and unexpended Set Aside funds for the Economic Development Program will revert to the general CDBG program for use for community development activities, unless a clear need is demonstrated for the funds to remain with the Economic Development Program.~~
 - iii. Set Aside funds for the Economic Development Program will revert to the general CDBG program for use for community development activities if not allocated to the project by start of Palm Beach County's fiscal year or if unexpended within 3 years of the start of Palm Beach County's fiscal year.
 - iv. Only municipal and county applicants will be permitted to apply for design and construction. Other applicants are not permitted to apply for design, but are permitted to apply for construction.
 - v. All municipal applicants receiving funding for the design and construction of capital improvements projects are required to begin ~~implementation~~ complete design of such projects within two fiscal years in one (1) fiscal year after the year in which they received funding for such design, and to complete ~~implementation~~ permitting and construction of the designed capital improvement project within five in two (2) fiscal years after the year in which they received funding for the design. A portion of the allocation sufficient to complete one functional component of the project will be committed automatically to such component.

- vi. Non-profit agencies will be eligible to receive funding for construction (hard costs only) of capital improvement projects, but not for design. County and other public agencies are eligible to receive funding for design/construction of capital improvement projects provided that all funding is in place to complete the entire project.

Agenda Item attachment "b" contains the entire methodology depicting the proposed revisions.

B. Revisions to the Special Area of Hope Allocation Program of the Local Entitlement Methodology

The Special Area of Hope Allocation Program is a temporary program created to assist the Lake Region in its community development efforts. This Program was created in addition to the regular Area of Hope Strategy. The Special Area of Hope Program was first implemented during FY 2001-02, with South Bay being the first municipality to receive funding under this Program. Two cycles of funding will be completed during FY 2006-07 when Pahokee receives its second allocation.

The following changes are recommended:

1. Rather than allocate \$400,000 in lieu of the yearly local entitlement, allocate \$400,000 in addition to the yearly local entitlement.
2. The County Department of Housing and Community Development reserves the right to discontinue or amend this program at any time.
3. Change the Program guidelines as follows: (deletions are ~~strikethrough~~ and additions/revisions are underlined italics)
 - a. The selected municipality will be advised of the proposed allocation. Six months prior to the start of Palm Beach County's fiscal year, Six months prior to the start of Palm Beach County's fiscal year, the municipality targeted to receive the Special AOH funds must meet with HCD staff to identify and prioritize potential projects.
 - b. The selected municipality must submit applications with eligible, viable, feasible activities that are ready for implementation.
 - c. The selected municipality must begin expending funds within ~~two years~~ one year from the date of the contract beginning of Palm Beach County's fiscal year.
 - d. ~~Payment of CDBG-related salaries is allowed under the Special AOH Allocation Program during the fiscal year in which the municipality receives the Special Allocation, as follows: up to 25% of the total allocation for the City of Belle Glade; up to 15% of the total allocation for the City of South Bay, and up to 10% of the total allocation for the City of Pahokee.~~
 - e. No payment of salaries is allowed utilizing the Special Area of Hope Allocation Program funds. However, Local Entitlement Funds may continue to be used for payment of salaries.

Agenda Item attachment "c" contains the entire description of the Special Area of Hope Allocation Program depicting the proposed revisions.

C. Revision to the CDBG Application Packet

This revision proposes the following:

1. Revision to Cap on Amount of Funds Requested per Application

This change proposes to increase the amount of funds requested to \$300,000 per application for projects located in the unincorporated area, or having a countywide impact. All applicants are presently allowed to request up to \$250,000 per application. The cap for municipalities is usually dictated by their entitlement level (excluding any AOH assistance) received during the last funding year.

This change is needed because cost of living, construction costs, energy costs and insurance costs have increased since the last revisions were made during 2002.

2. Prohibit non-profit applicants from applying for the design portion of a capital improvement project. Hard costs are allowed.

This change seeks to allow only municipal, county, public agency applicants to apply for design costs when such design costs are an integral component of the project. County Departments and public agencies must document that all funding is in place to complete the entire project. Non-profit applicants will not be permitted to apply for design, but will be permitted to apply for construction costs.

3. Update the Activity Description Section to Make it Compatible with IDIS

All subsections of the Application dealing with unit of measurements need to be updated to reflect HUD's Integrated Disbursement and Information System (IDIS) matrix code. IDIS is a real-time, mainframe-based computer application. It lets the user enter, maintain, and report on projects and activities that support the four CPD formula grant programs: CDBG, HOME, ESG, and HOPWA. IDIS provides program participants and HUD staff members with financial management, information reporting, and performance monitoring capabilities.

The IDIS matrix code provides a list of activities with their corresponding accomplishments type. Updating of the CDBG application, to reflect this code, will result in applicants providing the information in a fashion compatible with what is needed for the preparation of the Action Plan, which is in turn uploaded into IDIS.

4. Update the Activity Type and Activity Description Sections to Make them Compatible with the Performance Measurement System Requirements

These revisions are needed so as to elicit responses that are compatible or transferable to HUD's Performance Measurement System requirements as explained in **Agenda Item attachment "d"**, which provides more detailed information on the Performance Measurement System.

5. Revisions to the Activity Implementation Section dealing with potential displacement

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

required notices to tenants have been prepared and available to be provided.

Agenda Item attachment "e" includes the entire CDBG application depicting the proposed changes.

The Planning Process for FY 2007-08 will start on October 1, 2006, one year in advance of the receipt of funds from HUD. Publication of the Notice of Funding Availability (NOFA) for the CDBG Program generally takes place during mid to late October.

ATTACHMENT "b"

**REVISIONS TO THE LOCAL
ENTITLEMENT METHODOLOGY
AND STRATEGY**

PALM BEACH COUNTY HOUSING & COMMUNITY DEVELOPMENT

Proposed changes are depicted as follows: deletions with ~~strikethrough~~ and additions/revisions with underlined italics

CDBG Local Entitlement Methodology and Strategy

Palm Beach County must submit yearly to the U.S. Department of Housing and Urban Development (HUD) the Action Plan (AP), which includes, among other things, the County's Community Development Block Grant Program (CDBG) application. This application lists and describes the proposed activities with their suggested level of funding.

To arrive at its funding suggestions for the CDBG program, HCD staff uses a Local Entitlement Methodology to ensure a fair distribution of available CDBG funds among participating jurisdictions and other agencies requesting CDBG funds. Under this methodology, funds are set aside to address HCD's On-going Housing Programs, Countywide Public Services, Indirect Costs, Project Implementation Costs, Program Administration Costs, the Economic Development Set Aside Program, and Contingency. The remaining funds are then distributed among the qualifying municipalities and the Unincorporated Area. Implementation of the methodology considers the following:

- CDBG allocations may vary annually. In February 200_, HUD made public the estimated allocation for FY200_-0_. The estimated CDBG allocation for the Palm Beach County jurisdiction is \$X,XXX,XXX.
- Proportionate share (contribution percentage) is subject to periodic adjustment by HUD. The methodology is adjusted annually, as necessary, to reflect new information from HUD.
- The level of funding for HCD's On-Going Housing Programs is based on targeted goals and objectives of the Department of Housing and Community Development.
- Set-aside funds for HCD's On-Going Housing Programs are targeted to benefit participating municipalities as well as the unincorporated areas of Palm Beach County.
- ~~Recaptured and unexpended Set Aside funds for the Economic Development Program will revert to the general CDBG program for use for community development activities, unless a clear need is demonstrated for the funds to remain with the Economic Development Program.~~
- Set Aside funds for the Economic Development Program will revert to the general CDBG program for use for community development activities if not allocated to the project by start of Palm Beach County's fiscal year or if unexpended within 3 years of the start of the fiscal year.
- The activities/projects must be eligible per CDBG Program regulations and must serve a National Objective of the CDBG Program.
- ~~Preference will be given to activities/projects that are ready to move forward quickly. Evidence of the project's ability to expend the majority of funds within 12 months from the contract date will be required.~~
- HCD's Planning Areas are classified in three (3) categories, as follows:
 - 1) Category I: Municipalities having an Interlocal Agreement to participate in the County's Urban County Participation Program but no Target Areas.
 - 2) Category II: Municipalities having an Interlocal Agreement to participate in the County's Urban County Qualification Program, *and* having identified and/or potential Target Area.
 - 3) Category III: Unincorporated Palm Beach County Target Areas.
- An activity located within a municipality is considered Countywide if at least 51% of the direct beneficiaries reside outside the municipality and the four entitlement municipalities.

- Funding of eligible Countywide activities, requesting funding for public services will be derived from the County's gross CDBG entitlement.
- Funding of eligible Countywide activities requesting funding for capital improvements will be derived from the County's CDBG Unincorporated Share.
- Funding of Non-Countywide Activities located within a municipality receiving a local entitlement will be derived from the municipality's final entitlement amount.
- ~~Applicants receiving funding for the design of capital improvements projects are required to begin implementation of such projects within two fiscal years after the year in which they received funding for such design, and to complete implementation of the designed capital improvement project within five fiscal years after the year in which they received funding for the design.~~
- When implementing the CDBG Program within participating municipalities, HCD absorbs administrative expenses related to the program.
- Activities impacting HUD's 20% cap on planning and administration are not allowed.

a. Ensuring Subrecipient Timeliness

In order to comply with 24 CFR 570.902 of the CDBG regulations which stipulates that a grantee is considered to be timely, if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant, the following will be implemented to hasten expenditure of CDBG funds by subrecipients:

- Category II municipalities (participating municipalities with target areas), which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, shall not receive an annual allocation, or participate in the Area of Hope Program.
- Category II municipalities in the Glades area, which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, shall not receive an annual allocation, or participate in the Special Area of Hope Allocation Program.
- Category II municipalities expending funds in a timely manner, as well as the unincorporated area, will be entitled to the prorated share of those municipalities sanctioned in item (i).
- Non-countywide agencies, located in Category II municipalities that are being sanctioned under items (i) or (ii), will be considered for funding.
- Non-profit agencies, public agencies, and Category I municipalities (participating municipalities w/o Target Areas), which at the time of the application deadline, have not expended 51% of any previous year's grant awards, excluding the fiscal year running at the time of deadline submission, will not be considered for funding.
- Preference will be given to activities/projects that are ready to move forward quickly. Evidence of the project's ability to expend the majority of funds within 12 months from the contract date start of Palm Beach County's fiscal year will be required.
- Only municipal, county applicants, and public agencies will be permitted to apply for design and construction of capital improvement projects. Non-profit applicants are not permitted to apply for design, but are permitted to apply for construction. County departments and public agencies must document that all funding is in place to complete the entire project.
- All municipal applicants receiving funding for the design and construction of capital improvements projects are required to ~~begin implementation~~ complete design of such

projects within ~~two~~ one (1) fiscal years ~~after the year in which they received funding for such design, and to complete implementation~~ permitting and construction of the ~~designed~~-capital improvement project within ~~five~~ two (2) fiscal years. ~~after the year in which they received funding for the design.~~ A portion of the allocation sufficient to complete one functional component of the project will be committed automatically to such component.

a.

b. Procedures {For purposes of an example FY 2006-07 funding is being used}

The Palm Beach County Local Entitlement Methodology will be implemented as follows:

- From the County's annual CDBG entitlement, the County will set aside funds for:
 - HCD's On-Going Housing Programs;
 - Countywide Public Services;
 - Project Implementation Costs;
 - Program Administration Costs;
 - Indirect Costs;
 - 10% Economic Development Program; and,
 - Contingency.
- The remaining amount will represent the Total Available Funds to fund Municipalities' activities and the Unincorporated Area activities, including Countywide C/I activities (see Table APP-1).
- From the Total Available CDBG Funds, an initial entitlement is calculated for Category I Municipalities, Category II Municipalities, and the Unincorporated Areas, based on the proportionate share of the entitlement for which they are responsible (see Table APP-2). The proportionate share of the municipality that will receive the Special Area of Hope Program allocation is added to the Unincorporated Share.
- The total initial proportionate share of Category I Municipalities is redistributed to Category II Municipalities and the Unincorporated Areas by dividing each individual proportionate share of Category II Municipalities and the Unincorporated Areas by the total proportionate share of Category II Municipalities and the Unincorporated Areas, and then multiplying each individual result by the Category I total (see Table APP-3).
- A Final Entitlement Table is prepared showing the final entitlements for the Category II Municipalities and the Category I Municipalities requesting funding, and for the Unincorporated Areas (see Table APP-4).
- Program Income will be allocated to HCD's On-Going Housing Programs.
- The Special Area of Hope Program allocation is deducted from the Unincorporated Share.

b. Implementation

The Palm Beach County entitlement for FY 2006-07 is estimated to be \$7,100,250. As mentioned, HCD deducts set-aside funds from the total entitlement. What remains is the amount of funds available for CDBG activities/ projects in participating Municipalities and the Unincorporated Area.

Total CDBG Entitlement for FY 2006-07.....	\$7,100,250
HCD's On-Going Housing Programs.....	\$400,000
(Funds to Carry Out Demolitions.....)	\$100,000)
(Funds to Provide Rehabilitation Loans/Grants.....)*	\$100,000)*
(Funds for Relocation/Replacement Housing.....)	\$200,000)
Public Services Having Countywide Impact.....	\$861,000
Project Implementation Costs (includes indirect costs).....	\$989,981
Program Administration Costs (includes indirect costs).....	\$1,420,050
Economic Development.....	\$710,025
Contingency.....	\$639,923

Total Available CDBG Funds.....\$2,079,271
**Program will receive additional estimated program income of \$300,000.*

TABLE APP-1 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM Fiscal Year 2006-07 (32nd Year) Administration, Implementation, Economic Development, and Countywide Activity Costs		
A. HCD On-going Housing Programs		
1) Funds to Carry out Demolitions.....	\$	100,000
2) Funds to Provide Rehabilitation Loans/Grants*.....	\$	100,000
3) Funds to Provide Relocation Grants (Replacement Housing).....	\$	200,000
	SUBTOTAL.....	\$ 400,000
B. Countywide Public Service Activities		
1) Adopt-A-Family of the Palm Beaches.....	\$	40,000
2) Aid to Victims of Domestic Abuse.....	\$	50,000
3) (The) Arc of Palm Beach County.....	\$	50,000
4) Café Joshua (The Lord's Place).....	\$	20,000
5) Center for Family Services.....	\$	20,000
6) Coalition for Independent Living Options.....	\$	40,000
7) Children's Case Management Organization.....	\$	20,000
8) Children's Coalition.....	\$	35,000
9) Children's Home Society.....	\$	75,000
10) (The) Children's Place.....	\$	50,000
11) Consumer Credit Counseling Services.....	\$	20,000
12) Florida Housing Corporation.....	\$	43,000
13) Florida Resource Center for Women and Children.....	\$	60,000
14) Healthy Mothers, Healthy Babies.....	\$	40,000
15) Juvenile Transitions Center.....	\$	35,000
16) Legal Aid Society.....	\$	90,000
17) Sickle Cell Foundation.....	\$	33,000
18) Urban League of Palm Beach County.....	\$	140,000
	SUBTOTAL.....	\$ 861,000
C. Project Implementation Costs		
1) Including Housing Related Activities and Capital Improvements.....	\$	989,981
	SUBTOTAL.....	\$ 989,981
D. Program Administration Costs		
1) Including General Administration, Fiscal, and Planning Section Administration.....	\$	1,420,050
	SUBTOTAL.....	\$ 1,420,050
E. Economic Development		
1) Set-Aside Program (10% of Entitlement).....	\$	710,025
	SUBTOTAL.....	\$ 710,025
F. Contingency		
1) 9% of Entitlement.....	\$	639,923
	SUBTOTAL.....	\$ 639,923
	GRAND TOTAL.....	\$ 5,020,979
	TOTAL FUNDS.....	\$ 7,100,250
	ON-GOING/IMPLEMENTATION.....	\$ 5,020,979
	TOTAL AVAILABLE FUNDS.....	\$ 2,079,271

**Program will receive additional estimated program income of \$300,000.*

**TABLE APP-3
PALM BEACH COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
Fiscal Year 2006-07 (32nd Year)**

Proportionate Share of Total Entitlement Funds Available to Category II and the Unincorporated Area

Category II Municipalities and the Unincorporated Area	Proportionate Percentage	Initial Entitlement	Proportionate Share of Cat. I Among Cat. II and Unincorp.	Additional Entitlement	Final Entitlement
Belle Glade, City of	8.14297%	\$ 169,314	9.09206%	\$ 19,734	\$ 189,049
Greenacres, City of	2.90200%	\$ 60,340	3.24024%	\$ 7,033	\$ 67,373
Jupiter, Town of	3.05159%	\$ 63,451	3.40726%	\$ 7,395	\$ 70,846
Lake Park, City of	1.95349%	\$ 40,618	2.18118%	\$ 4,734	\$ 45,353
Lake Worth, City of	8.10765%	\$ 168,580	9.05262%	\$ 19,649	\$ 188,229
Pahokee, City of	2.87497%	\$ 59,778	3.21006%	\$ 6,967	\$ 66,746
Riviera Beach, City of	9.76808%	\$ 203,105	10.90658%	\$ 23,673	\$ 226,777
South Bay, City of	1.82497%	\$ 37,946	2.03768%	\$ 4,423	\$ 42,369
Category II Total	38.62573%	\$ 803,133	43.12768%	\$ 93,608	\$ 896,741
Unincorporated PBC*	50.93560%	\$ 1,059,089	56.87232%	\$ 123,440	\$ 1,182,530
Category I Total	10.43867%	\$ 217,048	N/A	N/A	N/A
GRAND TOTAL	100.00000%	\$ 2,079,271	100.00000%	\$ 217,048	\$ 2,079,271

* Includes the proportionate share for the City of Pahokee (2.87497%), because the City's FY 2006-07 Special Area of Hope

After deducting HCD's Set-aside funds from the Total Gross Entitlement, CDBG funds in the amount of \$2,079,271 are redistributed among the eligible Municipalities and the Unincorporated Area, including Countywide C/I Activities. The Special Area of Hope Program allocation is deducted from the Unincorporated Share.

The CDBG Local Entitlement Methodology ensures a fair and equitable distribution of funds between the incorporated and unincorporated areas of the County, and assists in reaching as many low and moderate-income areas as possible. Given the declining funding levels and the number of applications received yearly, using this methodology has resulted in a fairly balanced distribution of funds between the incorporated and unincorporated areas of the County.

c. Area of Hope (AOH) Strategy

The Local Entitlement Methodology also provides for an additional funding strategy known as the Area of Hope Strategy. Areas of Hope (AOH) are defined as specific geographic areas consisting of one or more census block groups in which seventy percent (70%) or more of the residents are of low and moderate incomes. A HUD-provided "special run" of low- and moderate-income data extracted from the 2000 Census is used to identify those areas meeting the AOH definition within Palm Beach County, in addition to those areas where fifty-one percent (51%) or more of the residents are low- and moderate-income persons.

The intent of the AOH Strategy is twofold:

- 1) To provide the unincorporated area with a ranking tool for activities/projects with similar qualifying merits; and,
- 2) To provide municipalities receiving a local entitlement with additional funding for eligible activities/projects addressing an AOH need.

Applications stemming from participating municipalities are limited by the municipality's entitlement amount. To assist AOHs located within these municipalities, the strategy provides additional funding to these municipalities. This strategy is implemented only if the surplus funds from the Unincorporated Area are available.

Implementation: The Strategy will be implemented as follows:

1. Municipalities: Assistance to AOH areas within municipalities will vary depending on the local entitlement amount and geographical location. Two (2) distinct categories are recognized for municipalities by identifying those receiving a local entitlement of greater or less than \$100,000.
 - a. *Municipalities with a local entitlement of less than \$100,000:* Participating municipalities are considered for assistance by taking into consideration geographical location, as follows:
 1. *Lake Region:* Municipalities with a local entitlement of less than \$100,000 will be eligible to receive AOH funding in an amount to bring total funding up to, but not to exceed, \$150,000.
 2. *Eastern Palm Beach County:* Municipalities with a local entitlement of less than \$100,000 will be eligible to receive AOH funding in an amount to bring total funding up to, but not to exceed, \$100,000.
 - b. *Municipalities with a local entitlement of more than \$100,000* will be eligible to receive AOH funding in an amount equal to not more than ten percent (10%) of their entitlement for municipalities located in the eastern portion of the county, and in an amount equal to no more than twenty-five percent (25%) of their entitlement for municipalities located in the Lake Region.
2. Unincorporated Area: If all unincorporated area activities/projects have been determined to be eligible and highly feasible/viable, the identification of AOHs

will assist in the ranking of activities/projects for funding purposes. Eligible and highly feasible/viable activities and projects within AOH areas within the unincorporated area will take preference over activities and projects assisting AOH areas within local entitlement jurisdictions.

Guidelines: the following guidelines will be used to implement the AOH Strategy:

- ▶ *Activity/Project Type:* Priorities will be assigned based on the type of activity/project, as follows:
 - Priority #1: Infrastructure
 - Priority #2: Housing
 - Priority #3: Community Facilities
 - Priority #4: Public Services

No payment of salaries is allowed under the AOH Strategy.

Economic Development projects are not listed because they are funded from the Economic Development Program Set Aside, which is deducted from the total gross entitlement. The funds would be treated similarly to Countywide Public Service Activities, as explained in the methodology. To be determined as “economic development,” a project must satisfy HUD’s definition of economic development, and must meet County criteria.

- ▶ *Activity/Project Nature:* the activity/project must directly address an AOH need.
- ▶ *Activity/Project Benefit:* The activity/project must directly benefit residents of an AOH.

ATTACHMENT "c"

**REVISIONS TO THE SPECIAL
AREA OF HOPE ALLOCATION
PROGRAM OF THE LOCAL
ENTITLEMENT
METHODOLOGY**

PALM BEACH COUNTY HOUSING & COMMUNITY DEVELOPMENT

Proposed changes are depicted as follows: deletions with ~~strikethrough~~ and additions with underlined italics

Special Area of Hope Allocation Program

To assist the Lake Region, a temporary Special AOH Allocation Program has been implemented since FY 2001-02. Every year, one municipality in the Lake Region is selected to receive \$400,000 in CDBG funds. This allocation will ~~not be~~ in addition to that municipality's yearly local entitlement, ~~but in lieu of the entitlement~~. The selection process will permit the same municipality to be selected only once out of every three (3) years. During the second and third year, the municipality selected during the first year will be eligible to receive regular AOH funding as described above. The order of selection was based on the comparative ratio of children living in poverty and area unemployment at the start of this special program. The County Department of Housing and Community Development reserves the right to discontinue or amend this program at any time.

Special AOH Allocation Program Guidelines

- The selected municipality will be advised of the proposed allocation. Six months prior to the start of Palm Beach County's fiscal year, the municipality targeted to receive the Special AAOH funds must meet with HCD staff to identify and prioritize potential projects.
- The selected municipality must submit applications with eligible, viable, feasible activities that are ready for implementation.
- The selected municipality must begin expending funds within ~~two (2) years~~ one year from the ~~date of contract~~ beginning of Palm Beach County's fiscal year.
- ~~Payment of CDBG related salaries is allowed under the Special AOH Allocation Program during the fiscal year in which the municipality receives the Special Allocation, as follows: up to 25% of the total allocation for the City of Belle Glade; up to 15% of the total allocation for the City of South Bay; and up to 10% of the total allocation for the City of Pahokee.~~
- No payment of salaries is allowed utilizing the Special Area of Hope Allocation Program funds. However, Local Entitlement Funds may continue be used for payment of salaries.

ATTACHMENT "d"

**HUD'S PERFORMANCE
MEASUREMENT OUTCOME
SYSTEM REQUIREMENTS**

PALM BEACH COUNTY HOUSING & COMMUNITY DEVELOPMENT

PERFORMANCE MEASUREMENT SYSTEM

On June 10, 2005, HUD published a notice in the Federal Register concerning a Proposed Outcome Performance Measurement System for grantees that receive funding from the Community Development Block Grant program (CDBG), HOME Investment Partnerships program (HOME), Emergency Shelter Grants program (ESG), and the Housing Opportunities for Persons with AIDS program (HOPWA). Grantees shall incorporate performance measurements into their consolidated plans or annual action plans, which will include the determination of an objective and selection of an outcome for each activity, based on the type of activity and its purpose. Information from the performance measurement system will be incorporated into HUD's IDIS. The objectives and outcomes will appear on IDIS screens and grantees will select the objective and outcome that applies to each activity that the grantee undertakes. The indicators will be generated according to the matrix code, and for CDBG grantees, by the national objective. The possible indicators for each activity will also appear on an IDIS screen and the grantee will indicate which indicator(s) apply to that activity, as carried out by the grantee.

In summary, the performance measurement system includes objectives, outcome measures, and indicators that describe outputs.

The objectives are:

- *Creating Suitable Living Environments:* In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- *Providing Decent Affordable Housing:* The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- *Creating Economic Opportunities:* This objective applies to the type s of activities related to economic development, commercial revitalization, or job creation.

The outcome categories are:

- *Availability/Accessibility:* This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.
- *Affordability:* This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- *Sustainability: Promoting Livable or Viable Communities-* This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Each outcome category can be connected to each of the overarching objectives, resulting in a total of nine groups of outcome/objective statements under which grantees would report the activity or project data to

document the results of their activities or projects. Each activity will provide one of the following statements, although sometimes an adjective such as new, improved, or corrective may be appropriate to refine the outcome statement:

Accessibility for the purpose of creating suitable living environments
Accessibility for the purpose of providing decent affordable housing
Accessibility for the purpose of creating economic opportunities
Affordability for purpose of creating suitable living environments
Affordability for the purpose of providing decent affordable housing
Affordability for the purpose of creating economic opportunities
Sustainability for the purpose of creating suitable living environments
Sustainability for the purpose of providing decent affordable housing
Sustainability for the purpose of creating economic opportunity

Based on the objectives and outcomes selected, and, in the case of CDBG activities the national objective selected, IDIS will identify the specific indicators for each activity. Only the specific indicators appropriate for that activity will be available for grantees to report. Thus, the process of identifying and selecting indicators will be minimized.

Some of the specific indicators are described below:

1) Public facility or infrastructure activities

Number of persons assisted:

with new access to a facility or infrastructure benefit

with improved access to a facility or infrastructure benefit

where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to a substandard facility or infrastructure

2) Public service activities

Number of persons assisted:

with new access to a service

with improved access to a service

where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service

3) New rental units constructed per project or activity

Total number of units:

Of total:

Number affordable

Number section 504 accessible

Number qualified as Energy Star

Of the affordable units:

Number occupied by elderly

Number subsidized with project-based rental assistance (federal, state, or local program)

Number of years of affordability

Number of units of permanent housing designated for homeless persons and families, including those units receiving assistance for operations

Of those, number of units for the chronically homeless

4) Homelessness Prevention

Number of households that received emergency financial assistance to prevent homelessness

Number of households that received emergency legal assistance to prevent homelessness

ATTACHMENT "d"

**HUD'S PERFORMANCE
MEASUREMENT OUTCOME
SYSTEM REQUIREMENTS**

PALM BEACH COUNTY HOUSING & COMMUNITY DEVELOPMENT

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The outcome categories are:

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Affordability for the purpose of providing decent affordable housing
Affordability for the purpose of creating economic opportunities
Sustainability for the purpose of creating suitable living environments
Sustainability for the purpose of providing decent affordable housing
Sustainability for the purpose of creating economic opportunity

Based on the objectives and outcomes selected, and, in the case of CDBG activities the national objective selected, IDIS will identify the specific indicators for each activity. Only the specific indicators appropriate for that activity will be available for grantees to report. Thus, the process of identifying and selecting indicators will be minimized.

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2) Public service activities

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with new access to a service

with improved access to a service

where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service

3) New rental units constructed per project or activity

Total number of units:

Of total:

Number affordable

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Number qualified as Energy Star

Of the affordable units:

Number occupied by elderly

Number subsidized with project-based rental assistance (federal, state, or local program)

Number of years of affordability

Number of units of permanent housing designated for homeless persons and families, including those units receiving assistance for operations

Of those, number of units for the chronically homeless

4) Homelessness Prevention

Number of households that received emergency financial assistance to prevent homelessness

Number of households that received emergency legal assistance to prevent homelessness

ATTACHMENT "E"

**REVISIONS TO THE CDBG
APPLICATION PACKET
FOR FY 2007-08**

Proposed changes are depicted as follows: deletions with ~~strikethrough~~ and additions/revisions with *underlined italics*

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
APPLICATION FOR FUNDING ASSISTANCE
FUNDING PERIOD: OCTOBER 1, 2007- SEPTEMBER 30, 2008**



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

XXXXXXXXXXXXX, Director

**3323 Belvedere Road, Building 501
West Palm Beach, Florida 33406**

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

PALM BEACH COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CDBG PROGRAM

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SUMMARY OF THE COMMUNITY DEVELOPMENT BLOCK GRANT

Introduction

The Community Development Block Grant Program (CDBG) was created by Congress with the passage of the Housing and Community Development Act of 1974, as amended. Section 101(c) of the Act [42 U.S.C. 5301(c)] outlines the following: "The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, and of the Community Development Program of each grantee under the Title is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally to persons of low- and moderate-income. Consistent with this primary objective, not less than 70.0 percent of CDBG funds received by a grantee shall be used in accordance with the applicable requirement for activities that benefit persons of low- and moderate-income."

The United States Department of Housing and Urban Development (HUD) places administrative responsibility for the CDBG Program in Palm Beach County on the Board of Commissioners (BCC). The Palm Beach County Department of Housing and Community Development (HCD) administers the CDBG Program on behalf of the BCC.

General Information

When applying for CDBG funding, applications must comply with the following major factors:

- ▶ The activity falls under a category of eligible activities, as defined by HUD.
- ▶ The activity meets one of the three CDBG National Objectives as follow: to benefit low- and moderate-income persons; to aid in the prevention or elimination of slum and blight; or to meet a community development need of particular urgency.
- ▶ The County's application process has been followed.

More detailed information is provided in the application.

INSTRUCTIONS

PLEASE NOTE: READ THESE INSTRUCTIONS CAREFULLY AS CHANGES HAVE BEEN MADE TO THE APPLICATION PACKAGE. CALL (561) 233-3616 IF YOU NEED ASSISTANCE IN COMPLETING THE APPLICATION.

DEADLINE DATE: The completed applications - one original and two copies, must be received at HCD by 5:00 p.m., Friday, January 4, 2007. **No applications will be accepted after 5:00 p.m. Applications may not be sent electronically (facsimile or e-mail).**

APPLICATION SUBMISSION: Previous versions of the application will not be considered. In addition to paper copy, the application is also available in electronic word processing format. **Applicants must submit applications in paper copy in triplicate (one original and two copies with applicable attachments).**

Submission is final and all documentation must be attached at the time of submission. Information and/or documentation submitted after the deadline will not be considered unless specifically requested, in writing, by HCD.

MAXIMUM NUMBER OF APPLICATIONS PER APPLICANT: The maximum number of applications per applicant is as follows: one (1) application per applicant for activities having a countywide impact, and three (3) applications per applicant for all other applicants.

MAXIMUM AMOUNT OF FUNDS REQUESTED PER APPLICATION: The maximum amount of funds requested is ~~\$250,000~~ \$300,000 per application for projects located in the unincorporated area, or having a countywide impact, ~~or located/sponsored by non-entitlement municipalities.~~ The cap for municipalities is to be estimated by the entitlement level received during the last funding year.

PLANNING ACTIVITIES: All applicants are prohibited from submitting applications that impact HUD's 20% planning and administrative cap, such as planning activities and studies, capacity building, and design as an independent component.

CITIZEN PARTICIPATION: PUBLIC MEETINGS: All municipal applicants must coordinate with HCD in carrying out their public meetings concerning the Consolidated Plan and more specifically, the CDBG Program. Municipalities must contact HCD and provide advance notice of the public meeting to allow the opportunity for a HCD staff member to attend such meeting(s).

PRELIMINARY EVALUATION CRITERIA AND REVIEW THRESHOLD: Section XII in the Application Packet includes the preliminary criteria to be used to evaluate applications. Applications for activities located in the unincorporated area, having a countywide impact, or located/sponsored by non-entitlement municipalities will be subject to a review threshold of 55 points (50% of maximum possible score). **Applications with less than 55 points will be eliminated from the process and no further information will be requested from these applicants.**

Municipalities and agencies impacting the municipality's entitlement will not be directly affected by the Review Threshold. However, as part of the application process, municipalities must certify that

their endorsed activities will meet a national objective and that the endorsed agency(s) has the capacity and resources in place to undertake the proposed activity. Municipalities are advised that should an endorsed activity fail to meet a national objective and/or an endorsed agency fails to comply or displays difficulty in complying with the contract requirements (e.g., receives monitoring findings), sanctions such as deductions to the municipality's future entitlements may be applied.

SECTION I - APPLICANT INFORMATION

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

SECTION II - ACTIVITY AND PROJECT INFORMATION

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

- A. **ACTIVITY TYPE AND TITLE AND DESCRIPTION:** ~~Check appropriate category for which funds are requested per activity. Refer to Section X of the Application for Glossary of Terms and Section XI of the Application for the Summary of Eligible Activities and National Objective Matrix.~~

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

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

- Fair Housing Education and Outreach: This component is mandatory and should include informing the general public and the under served populations of their rights under Federal and Local substantially equivalent fair housing laws and of procedure for filing claims.
- Fair Housing Enforcement: This component is mandatory and should include, among other things: conducting audits, tests, etc., to determine compliance with accessibility requirements; identify and remedy discrimination in the real estate market; and detect and reduce incidences of steering.

2. Activity Description: Use the unit measurements listed below to indicate your objectives. If the unit of measurement is not provided, please indicate what unit of measurement is being used. Please use the information provided in Section XI of the Application.

<u>Type of Unit</u>	<u>Unit of Measurement</u>
Acquisition.....	Number of parcels or buildings; acres or square feet of site.
Fire Hydrants.....	Number of fire hydrants.
Fire Protection.....	Number of building units or number of pieces of equipment.
Flood and Drain	Linear feet of drain line or square feet of site.
Handicapped Facilities.....	Number of handicapped facilities.
Other Utility Facilities	Linear feet of line or pipe.
Other Utility Hook Ups.....	Number of housing units.
Parking Facility.....	Square feet of site; number of parking spaces.
Parks, Playgrounds, and Neighborhood Centers.....	Number of building units and/or list of improvements.
Pedestrian Malls/Walkways.....	Square feet of mall or walkway.
Public Service Activities.....	Number of pieces of equipment; or number of persons or households per day, unduplicated total to be served.
Removal/Architectural Barriers.....	Number of barriers.
Salaries.....	Number of employees.
Senior Centers.....	Number of building units and square feet.
Sewer Facilities.....	Linear feet of sewer line.
Sewer Hook Up.....	Number of housing units.
Site Development.....	Square feet of site or number of housing units.
Solid Waste Disposal.....	Square feet of site or number of pieces of equipment.
Street Improvement.....	Linear feet of street.
Utility Hook up.....	Number of housing units.
Water Facilities.....	Linear feet of water line or water tank.
Water Hook Up.....	Number of housing units.
Demolition.....	Number of structures.
Clearance.....	Square feet of site.
Code Enforcement.....	Number of housing units.
Historic Preservation.....	Number of structures.
Housing Rehabilitation.....	Number of housing units.
Payment for Loss of Rents.....	Number of rental units.
Permanent Relocation	Number of persons or businesses.
Temporary Relocation.....	Number of persons or businesses.
Fair Housing.....	Number of workshops, clients, and tests to be performed.

3. Units of Measurements and Proposed Accomplishments:

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

4. Activity Location: self-explanatory

5. Activity Specific Information: Self-explanatory.

- B. INTERRELATED ACTIVITIES:** An application must be submitted per activity. If the activities are interrelated (for example, request for land acquisition funding and request for direct homeownership assistance funding), both applications should contain information on the interrelated activity.

SECTION III - ACTIVITY/PROJECT MANAGEMENT AND IMPLEMENTATION

- A. QUALIFICATIONS:** All applicants are required to provide information relevant to their expertise.
- B. ACTIVITY IMPLEMENTATION:** Under this subsection, identify the position of the person(s) that will implement the activity. Identify whether this position(s) is permanent, temporary, full-time, or part-time. Describe the salaries and/or programs that are already in place to implement the activity. If the policies and/or programs need to be developed or additional personnel is needed, please provide a time frame and explain how the agency plans to cover the costs. Evidence of availability of funds must be attached. A work plan indicating tasks to be undertaken must be included.
- C. MAINTENANCE/OPERATION COMMITMENT:** Self-explanatory

SECTION IV - PROJECT AND ACTIVITY BUDGET

- A. BUDGET:** Include a detailed activity and project budget; for example, if you are proposing to acquire land to develop a park, include a budget for the park development (project) and a budget for the acquisition of land (activity). In addition, include a detailed proposed use of CDBG funds.
- B. ADDITIONAL INFORMATION ON THE PROPOSED USE OF CDBG FUNDS:** Self-explanatory.
- C. MATCHING CONTRIBUTIONS:** Matching funds must be directly associated with the development of the activity, and must be provided during the term of the agreement.
- D. PROGRAM REVENUE SOURCES:** Provide the estimated program revenue (see Glossary of Terms for definitions) on an annual basis.

SECTION V - ACTIVITY IMPACT

- A. JUSTIFICATION FOR FUNDING ACTIVITY:** Information provided under this subsection should be directed: 1) to document the seriousness, urgency and magnitude of the problem that the application is addressing; 2) to identify the need; and 3) explain how the activity will address the problem.

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

C. ACTIVITY COST EFFECTIVENESS AND REASONABLENESS OF COST: The information provided is to assist in determining the reasonableness of cost per person served and the number of people that would be served based on cost.

SECTION VI - ADDITIONAL DOCUMENTATION Self-explanatory

SECTION VII - COMMITMENT TO ADDRESS THE COMMUNITY'S HOUSING AND NON-HOUSING NEEDS In light of the CDBG Program's main goal, each participating municipality requesting funding is required to explain all efforts undertaken or proposed in addressing the community's housing and non-housing needs.

SECTION VIII - CDBG NATIONAL OBJECTIVE REQUIREMENTS This section is provided for your information, and summarizes the criteria that shall be used to determine whether the proposed activity meets a National Objective. ALL APPLICANTS shall describe in sufficient detail the proposed activity(s) to enable the evaluator to determine which CDBG National Objective will be met. This description must be provided in Section II.C.2 of the application - Activity Description. ALL ACTIVITIES are required to meet at least one CDBG National Objective.

SECTION IX – ATTACHMENTS REQUIRED ALL APPLICANTS must complete this Section and label all the attachments being submitted with the application

SECTION X – GLOSSARY OF TERMS Self-explanatory

SECTION XI – LIST OF CDBG ELIGIBLE ACTIVITIES, UNITS OF MEASUREMENTS, ACCOMPLISHMENTS AND NATIONAL OBJECTIVES ALL APPLICANTS must identify their proposed activity, units of measurement, and accomplishments by using the list contained in this Section.

SECTION XII – PRELIMINARY EVALUATION CRITERIA This Section includes the preliminary criteria to be used to evaluate the applications.

SECTION XIII – HCD TARGET AREAS

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

PALM BEACH COUNTY
HOUSING AND COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING
FUNDING PERIOD: OCTOBER 1, 2006-7 -SEPTEMBER 30, 2007 &

***TO REQUEST THE APPLICATION IN ELECTRONIC WORD PROCESSING FORMAT,
CALL (561) 233-3616***

***TO REQUEST TECHNICAL ASSISTANCE IN COMPLETING THE APPLICATION
CALL (561) 233-3616***

I. APPLICANT INFORMATION

Organization/Agency Name: _____

Contact: _____

Title: _____

Address: _____

City; State; Zip Code: _____

Area Code and Telephone

Number: _____

Fax Number: _____

E-mail Address: _____

Printed Name of Person Signing: _____

Title of Person Signing: _____

Signature: _____ Date: _____

II. ACTIVITY AND PROJECT INFORMATION

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

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

Yes: [] No: []

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

A. ACTIVITY TYPE AND TITLE AND DESCRIPTION

~~1. Type of Activity: Please check the applicable activity type. A glossary of terms is provided in Section X of the Application. Examples of eligible activities are also summarized in Section XI.~~

- | | |
|---------------------------------------|--|
| Rehabilitation: [] | Acquisition of Real Property: [] |
| Demolition/Clearance: [] | Removal of Architectural Barriers: [] |
| Public Services: [] | Public Facilities and Improvements: [] |
| Historic Preservation: [] | Special Activity by a Community Based |
| Fair Housing: [] | Development Organization: [] |
| Other, specify: [] | |

~~1. *Type of Activity: The proposed activity must be selected from the list of CDBG eligible activities in Section XI:*~~

Note: 1) Applicants proposing to request funds for economic development activities are advised that the County proposes to set aside 10% of its CDBG grant to fund these types of activities under a separate funding process later during the fiscal year.

2) Only municipal, county applicants, and public agencies are permitted to apply for CDBG funds for design and construction costs of capital improvement projects. County applicants and public agencies must document that all funding is in place to complete the entire project. Non-profit applicants are permitted to apply for construction costs, but not for design costs.

~~2. Title of Activity:~~

2. Activity Description:

Please describe your proposed activity in detail, and be very specific on how the CDBG funds

are proposed to be used (a detailed description is necessary to determine eligibility). Two (2) maps **must** be attached showing the location of your activity: one should be a street map, the other, a plat map showing block and lot numbers.

3. Units of Measurements and Proposed Accomplishments:

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

<u>Proposed Activity Components</u>	<u>Unit of Measurement</u>	<u>Accomplishments</u>
<u>Example: Installation of sidewalks</u>	<u>Example: 300 Linear Feet</u>	<u>Example: Number of people, who will benefit, residing along the street: 55</u>

4. Activity Location

Please complete the following:

- a. Activity Address: _____
- b. Please Describe Exact Location: _____
- c. Property Control Number(s): _____
- d. Owner of Property: _____
- e. Owner's Address: _____
- f. Owner's Telephone Number: _____
- g. Attach evidence of site control (e.g., copy of lease, deed, etc.).

5. Activity Specific Information

- a. ALL APPLICANTS must attach a letter from the Zoning/Planning Department of the applicable municipality or County documenting compliance with zoning and land use designations of the current or proposed activity location.

Is the activity in compliance with zoning and land use designations? Yes: [] No: []
If not, please explain:

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

1) Is the parcel of land vacant? Yes: [] No: []
If "no", indicate the existing use of the site:

2) Is the parcel of land suitable for construction? Yes: [] No: []
If "no", please explain:

3) Does the parcel of land require the purchase of fill material? Yes: [] No: []
If "yes", please explain:

4) Has an appraisal been conducted? Yes: [] No: [] N/A: []
If "yes", please insert figure and **attach the report**: \$

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

1) Is the structure vacant? Yes: [] No: []
If "yes", indicate previous use of structure:
If "no", indicate existing use of structure:

2) Year structure was built:

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

4) Has an appraisal been conducted? Yes: [] No: [] N/A: []
If "yes", please insert figure and **attach report**: \$

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

1) Has site control been obtained? Yes: [] No: [] N/A: []

If "yes", documentation [e.g., letter of intent to sell, sales contract, deed, etc.] **must be attached.**

- 2) Is there a lien on the property? Yes: [] No: [] N/A: []
- 3) Are public water/sewer available? Yes: [] No: [] N/A: []
- 4) Are taxes on the property current? Yes: [] No: [] N/A: []
- 5) Is your agency exempt from the payment of real estate taxes? Yes: [] No: [] N/A: []
- 6) Is the property mortgaged? Yes: [] No: [] N/A: []
- 7) Has an environmental review been done? Yes: [] No: [] N/A: []

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

- 1) Justify and document the need for housing construction/rehabilitation based on existing market conditions for the proposed activity:
- 2) How many units are to be provided or improved by the activity? _____
- 3) Please explain how the affordability of these units will be created and maintained. Rental projects must include the projected rental rates by unit size:
- 4) Rental projects **must attach** project cost pro forma, and an operational pro forma.

B. INTERRELATED ACTIVITIES

N/A to Countywide Activities.

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

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

Name of Applicant:

Title of Interrelated Activity:

Activity Type: _____

III. ACTIVITY/PROJECT MANAGEMENT AND IMPLEMENTATION

A. QUALIFICATIONS

- 1. Indicate the length of time in business: Years: _____ Months:

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

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

1)
2)
3)

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

B. ACTIVITY IMPLEMENTATION

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

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

i) Development of a program? Yes: [] No: []

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

ii) Hiring of additional personnel? Yes: [] No: []

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

iii) Coordination with other agencies/organizations? Yes: [] No: []

 If "yes", please list the agencies/organizations, and **attach a letter of commitment from the agencies:**

iv) Obtaining another facility? Yes: [] No: []
 Expanding the current facility Yes: [] No: []

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

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

<u>Tasks</u>	<u>Starting Date</u>	<u>Ending Date</u>

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

Yes: [] No: [] N/A: []

If "yes", specify if the displacement involves tenants, owners, or both, and explain what actions are proposed to be undertaken as a result of this displacement:

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

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

Yes: [] No: [] N/A: []

If "yes", explain what actions are proposed to be taken as a result of this displacement:

5. Are fees charged, or projected to be charged for the use of the facility or the program?

Yes: [] No: [] N/A: []

If "yes", indicate the amount per person: \$ _____

6. Is the facility leased, or anticipated to be leased, by users other than the applicant?

Yes: [] No: [] N/A: []

If "yes", complete the following information:

- a) Name of proposed users: _____
- b) Do the proposed users intend to charge fees? Yes: [] No: []

7. Are assessment fees going to be charged to residents to recover costs?

Yes: [] No: [] N/A: []

If "yes", please explain:

8. Does implementation of your activity require a license or certification to operate?

Yes: [] No: [] N/A: []

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

C. MAINTENANCE/OPERATION COMMITMENT

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

IV. PROJECT AND ACTIVITY BUDGET

A. BUDGET (Please refer to the Glossary of Terms Section)

1. Please insert the Total Project Cost: \$ _____
(An itemized Total Project Budget must be attached to this application.)

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

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

4. From a financial perspective and based on your budget, explain the reason(s) why the requested CDBG funds are needed: _____

B. ADDITIONAL INFORMATION ON THE PROPOSED USE OF CDBG FUNDS

1. Are CDBG funds being requested for travel? Yes: [] No: []
If "yes", please explain the purpose of travel and estimated mileage: _____

2. Are CDBG funds being requested for attendance to workshops, conferences, or training?
Yes: [] No: []

If "yes", please explain the purpose: _____

3. Are CDBG funds being requested to rent space? Yes: [] No: []

If "yes", **attach a copy of the lease agreement**, and describe the activities to take place in the rented area, and include square footage: _____

4. Are CDBG funds being requested for payment of salaries? Yes: [] No: []

If "yes", please list positions and explain salary increases from last year, if applicable:

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

C. MATCHING CONTRIBUTIONS

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

Types of Eligible Matching Contributions

- ▶ cash contributions;
- ▶ federal, state, or local grants (except CDBG and ESGP County funds);
- ▶ private loans;
- ▶ fund-raising monies;
- ▶ value of real property owned by the applicant;
- ▶ value of in-kind contribution(s) as follows:
 - donated material
 - donated building
 - volunteer time at \$5.00 per hour (staff time is excluded)
- ▶ value of lease on a building

1. Is your agency providing matching contributions during FY 2007-08 to implement the proposed CDBG-funded activity? Yes: [] No: []

If "yes", please provide the following information. **Proof of the matching contributions must be attached to this application.**

Type of Eligible Matching Contribution from the above list	Amount	Source of Matching Contribution	Date of Availability	Intended Use of the Matching Funds

Type of Eligible Matching Contribution from the above list	Amount	Source of Matching Contribution	Date of Availability	Intended Use of the Matching Funds

2. ALL APPLICANTS must describe all steps taken to secure other funding. **Please attach** at least one (1) letter demonstrating that you have solicited funds for your activity or project within the last twelve (12) months from agencies that are not subrecipients of the County's CDBG Program, and the agencies' response. If no other sources have been sought, please explain why: _____

D. PROGRAM REVENUES

1. Does the activity for which funds are being requested, directly or indirectly generate, or propose to generate, revenues? Yes: [] No: []

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

Program/Activity	Amount of Revenue Generated Annually
1)	\$
2)	\$
3)	\$
4)	\$
TOTAL:	\$

V. ACTIVITY IMPACT

All documentation included in this subsection must include reliable sources such as Census

information, Comprehensive Plan, Consolidated Plan, or studies performed. Please attach excerpts from the documents used.

A. JUSTIFICATION FOR FUNDING ACTIVITY

Needs Assessment

1. Please identify and document the need(s) that will be addressed by the activity for which funds are being requested (**cite sources of information**): _____

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

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

B. ACTIVITY BENEFIT

Note: Beneficiaries to be served must be counted only once during the time period specified. If your proposed activity is funded, the estimated beneficiaries as provided in this application will be used in the preparation of the funding agreement.

Please identify the following:

1. Total number of persons to benefit directly from this activity *yearly*:
 Specify: Yearly Monthly Weekly Daily Other, specify: _____
2. Estimated percentage of low- and moderate income persons to benefit: _____ %
 Explain how this percentage was derived: _____
3. Does your activity propose to directly benefit special populations? Yes: No:
 If "yes", please provide the estimated population in the table below, and specify:
 Yearly Monthly Weekly Daily Other, specify: _____

<u>Category of Special Populations</u>	<u>Estimated Population Yearly</u>
Homeless	
Elderly	

Category of Special Populations	Estimated Population Yearly
Persons with Disabilities (Physical, Mental, or Developmental) . .	
Persons with Alcohol or Other Addictions	
Persons Diagnosed with AIDS or Related Diseases	
Public Housing Residents	
Runaway and Abandoned Youth <i>Abused/Neglected Children</i>	
Victim of Domestic Abuse.....	
Migrant Farmworkers	
TOTAL	

C. ACTIVITY COST-EFFECTIVENESS AND REASONABLENESS OF COST

1. Please determine the amount of funds used, per person, by dividing the total funds requested by the number of persons directly benefitting: _____

2. How did you determine the funding amount needed for the activity? (e.g. contractor estimate)

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

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

VI. ADDITIONAL DOCUMENTATION

ALL APPLICANTS must complete this entire section.

A. DOCUMENTATION BY TYPE OF AGENCY

1. Is the applicant a municipality?

Yes: [] No: []

If "yes", you must include the following:

- Copy of resolution or minutes of the municipality governing body's meeting authorizing submittal of its application(s) and prioritizing the activities. The resolution or minutes must also include the prioritization of activities to be submitted by applicants providing non-countywide services.
- Please note: Applicants providing non-countywide services and located within municipalities receiving a local entitlement will impact the municipality's annual entitlement amount. Therefore, the municipality is required to provide to this category of applicant a letter endorsing the proposed activity(s), and certifying that the endorsed activity(s) will meet a National Objective and that the applicant has the capacity and resources in place to undertake the proposed activity.

2. Is the applicant a public agency (excluding County Departments)? Yes: [] No: []

If "yes", you must include the following:

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

3. Is the applicant a County Department? Yes: [] No: []

If "yes", you must include the following:

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

4. Is the applicant a:

Non-profit Organization? Yes: [] No: []

Community-Based Development Organization (see glossary of terms)? Yes: [] No: []

Local Development Corporation (see glossary of terms)? Yes: [] No: []

Other? Yes, please specify: _____ No: []

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

- a. Copy of IRS letter showing 501(c) Tax Exempt status for non-profit agencies
- b. Articles of Incorporation

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

B. DOCUMENTATION FOR COUNTYWIDE AND LOCAL APPLICANTS

1. Countywide Activities

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

- a. Is your agency applying under the Countywide category? Yes: [] No: []
If "yes", you must include the following:

i A letter certifying that at least 51% of the direct beneficiaries reside outside the municipality where the agency is located or will be located *and outside the four entitlement cities of West Palm Beach, Boynton Beach, Delray Beach and Boca Raton.*

ii Existing documentation for the above certification. If the agency plans to become Countywide, please describe the proposed services and data to be collected to substantiate the proposed Countywide status.

iii Letter of support for the agency's proposed activity from the municipality.

2. Local Applicants Located within Participating Municipalities

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

Please insert the priority assigned by the Council/Commission.

Priority Number: _____

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

3. Applicants Located within Non-Participating Municipalities

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

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

(Local Governmental Units Only)

- A. Local governmental units must describe steps taken to expand the supply of affordable housing to very-low, low-and moderate-income persons. Please include the name of housing programs (local, federal) the jurisdiction has participated in within the last year, and an estimated number of affordable units produced, planned to be produced, or in progress, on behalf of lower income families:
- B. Local governments must explain how CDBG funds will assist the municipality in addressing their most important housing and non-housing needs:

VIII. CDBG NATIONAL OBJECTIVE REQUIREMENTS

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

II.A.2 of this application - Activity Description.

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

1. Activities Benefitting Low- and Moderate-Income Persons:

- a. Area Benefit Activities: An activity, the benefits of which are available to all the residents in a particular area, where at least fifty-one percent (51%) of the residents are low- and moderate-income persons.
- b. Limited Clientele Activities: An activity which benefits a limited clientele, at least 51% of whom are low- and moderate-income persons. Abused children, elderly persons, battered spouses, handicapped persons, homeless persons, illiterate persons, and migrant farm workers, are presumed to be low/moderate-income persons per HUD regulations. For all other groups, the low/mod classification needs to be established.
- c. Housing Activities: An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. If the structure contains two (2) dwelling units, at least one (1) must be so occupied; and if the structure contains more than two dwelling units, at least 51% of the units must be so occupied.
- d. Job Creation or Retention Activities: An activity designed to create or retain permanent jobs where at least 51% of the jobs computed on a full-time equivalent basis, involve the employment of low/moderate-income persons.

2. Activities Which Aid in the Prevention or Elimination of Slum or Blight:

- a. Activities to Address Slum or Blight on an Area Basis: Activities carried out in a designated slum, blighted, or deteriorated area. Area must have been designated as such by the County or the State.
- b. Activities to Address Slum or Blight on a Spot Basis: Activities designed to eliminate specific conditions of blight or physical decay on a spot basis not located in a designated slum or blighted area.

3. Activities Designed to Meet Community Development Needs Having a Particular Urgency:

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

IX. ATTACHMENTS REQUIRED

Please check which documents have been included with the application. If not applicable to your request, write N/A.

<u>Attached</u>	<u>Document</u>	<u>Attachment #</u>
1.	Street map showing location of activity	
2.	Plat map (with block and lot numbers) showing location of activity	
3.	Letter of compliance with zoning and land use designations	
4.	Appraisal report, if available	
5.	Evidence of site control (e.g., sales contract deed)	
6.	Project Cost Pro Forma and Operational Pro Forma (rental projects)	
7.	Organizational chart, with a list of current positions and salaries (all private agencies requesting funds)	
8.	Letter of commitment from agencies coordinating with applicant	
9.	Copy of licenses needed to operate	
10.	Letter certifying commitment to maintenance and operation of the proposed activity	
11.	Itemized Total Project Budget	
12.	Itemized Total Activity Budget	
13.	Itemized Proposed Use of CDBG funds	
14.	Job description(s); (applicants requesting funds to pay salaries)	
15.	Evidence of matching contribution	
16.	Letter demonstrating that other sources of funding have been sought within the last twelve (12) months (non-municipal applicants only)	
17.	Response to funding requests mentioned above	
18.	Excerpts of documents used to identify needs	
19.	Municipal applicants: Copy of resolution or minutes of meeting of governing body authorizing submittal of application(s) and prioritizing activities	
20.	Public notification and public comments (municipalities only)	

<u>Attached</u>	<u>Document</u>	<u>Attachment #</u>
21.	Signed copy of resolution or minutes of meeting of governing body authorizing submittal of application(s)	
22.	Documentation showing past performance on any local, state, or federal funding programs	
23.	IRS letter showing 501(c) Tax Exempt status (non-profits only)	
24.	Articles of Incorporation under state or local law	
25.	By-laws	
26.	Occupational License	
27.	Fictitious name registration	
28.	Audit report/audited financial statement from last year of operation	
29.	Countywide applicants: letter certifying that at least 51% of the direct beneficiaries reside outside the municipality where the agency is/will be located	
30.	Countywide applicants: letter of support from the municipality	
31.	Non-countywide applicants located in participating municipality with HCD Target Area: copy of resolution from the municipality's governing body and letter endorsing and certifying that the endorsed activity(s) will meet a National Objective, and that the applicant has the capacity and resources in place to undertake the activity	
32.	Non-countywide applicants located in a participating municipality without an HCD Target Area: letter of support from municipality	
33.	Copy of latest Federal Tax Return	
Other:		
Other:		
Other:		

X. GLOSSARY OF TERMS

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

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

Activity: An action for which funds are being requested.

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

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

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

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

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

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

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

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

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

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

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

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

HCD's Six Year Study to Identify HCD Planning Areas: A six (6) year study prepared under the CDBG Program to identify HCD's planning areas and assess their needs. The Study serves as a guide to allocate CDBG funds.

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

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

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

Local Development Corporation: A local development corporation is: (i) an entity organized pursuant to Title VII of the Headstart, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 et

seq.); (ii) an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696); (iii) other entities incorporated under state or local law whose membership is representative of the area of operation of the entity (including nonresident owners of businesses in the area) and which are similar in purpose, function, and scope to those specified in paragraph (3)(i) or (ii) of this section; or (iv) a state development entity eligible for assistance under Section 501 of the Small Business Investment Act of 1958 (15 U.S.C. 695).

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

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

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

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

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

Public Services: Provision of public services (including labor, supplies and materials) which are directed toward improving the community's public services and facilities, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements carried out by Palm Beach County or other public or private non-profit entities. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in Section 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for runaway children, drug offenders, or parolees; group homes for mentally retarded persons; and temporary housing for disaster victims.

Rehabilitation: The process undertaken by which repairs are effectuated on a property in order to upgrade such property to applicable building and housing codes to the extent that such repairs are practical and feasible. CDBG funds may be used to finance the rehabilitation of: 1) privately-

owned buildings and improvements for residential purposes; 2) low-income public housing and other publicly-owned residential buildings and improvements; 3) publicly- or privately-owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private-for-profit business is limited to improvements to the exterior of the building and the correction of code violations (further improvements to such buildings may be undertaken pursuant to Section 570.203(b)); and 4) manufactured housing when such housing constitutes part of the community's permanent housing stock.

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

Special Activities by Community Based Development Organizations (CBDOs): A CBDO is an organization which has the following characteristics: 1) is an association or corporation organized under state or local law to engage in community development activities; 2) has as its primary purpose, the improvement of its geographic area of operation, with particular attention to the needs of low- and moderate-income persons; 3) may be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; 4) maintains at least fifty-one percent (51%) of its governing body's membership for low/moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low/moderate-income neighborhood organizations located in its geographic area of operation; 5) is not an agency or instrumentality of the County and does not permit more than 1/3 of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity; 6) requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; 7) is not subject to requirements under which its assets revert to the recipient upon dissolution; and 8) is free to contract for goods and services from vendors of its own choosing. The definition also includes entities organized pursuant to Section 302(d) of the Small Business Act of 1958; Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 local Development Company, or a SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended. It also includes Community Housing Development Organizations (CHDOs) certified under the HOME Program, provided certain conditions are met.

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

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

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

XI. List of CDBG Eligible Activities, Units of Measurement, Accomplishments and National Objectives

Eligible Activities	Units of Measurement	Accomplishments	National Objective
Acquisition of Real Property for a Public Purpose	# of Parcels and size; # of buildings and square footage	# of buildings, square footage	LMA, LMC, LMH, SBA, SBS
Public Facilities and Improvements (General)	# of buildings, square footage, acres	# of buildings, square footage	LMA, LMC, SBA, SBS
Senior Centers	# of buildings, square footage	# of facilities	LMC, SBA, SBS
Centers for the Disabled	# of buildings, square footage	# of facilities	LMC, SBA, SBS
Homeless Facilities	# of buildings, square footage	# of facilities	LMC, SBA, SBS
Youth Centers	# of buildings, square footage	# of facilities	LMC, SBA, SBS
Neighborhood Facilities	# of buildings, square footage	# of facilities	LMA, LMC, SBA, SBS
Parks	Acres	# of facilities	LMA, LMC, SBA, SBS
Recreational Facilities	# of buildings, square footage	# of facilities	LMA, LMC, S/B, S/B
Parking Facilities	Square footage (floors), # of parking spaces	# of facilities	LMA, LMC, SBA, SBS
Solid Waste Disposal Improvements	Square footage, # of pieces of equipment	# of facilities	LMA, LMC, SBA, SBS
Flood Drainage Improvements	Linear feet, or square footage	# of facilities	LMA, LMC, SBA, SBS
Water/Sewer Improvements	Linear feet	# of facilities	LMA, LMC, SBA, SBS
Street Improvements	Linear feet	# of Persons	LMA, LMC, SBA, SBS
Sidewalks	Linear feet	# of Persons	LMA, LMC, SBA, SBS
Child Care Centers	# of buildings, square footage	# of facilities	LMC, SBA, SBS
Tree Planting	Units, linear feet	# of facilities	LMA, LMC, SBA, SBS
Health Facilities	# of buildings, square footage	# of facilities	LMA, LMC, SBA, SBS
Abused/Neglected Children Facilities	# of buildings, square footage	# of facilities	LMA, LMC, SBA, SBS
Facilities for AIDS Patients	# of buildings, square footage	# of facilities	LMA, LMC, SBA, SBS
Removal of Architectural Barriers	# of barriers, units	# of facilities # of persons	LMA, LMC, SBA, SBS

Eligible Activities	Units of Measurement	Accomplishments	National Objective
Clearance and Demolition	# of buildings, site square footage, # of housing units	# of buildings, # of housing units	LMA, LMC, SBA, SBS
Public Services (General)	# and type of activities; e.g. # of meals, # of classes, # of sessions	# of persons	LMA, LMC, SBA, SBS
Senior Services	# and type of activities	# of persons	LMC, SBA, SBS
Services for the Disabled	# and type of activities	# of persons	LMC, SBA, SBS
Homeless Services	# and type of activities	# of persons	LMC, SBA, SBS
Youth Services	# and type of activities	# of persons	LMC, SBA, SBS
Substance Abuse Services	# and type of activities	# of persons	LMA, LMC, SBA, SBS
Battered and Abused Spouses	# and type of activities	# of persons	LMC, SBA, SBS
Employment Training	# and type of activities	# of persons	LMA, LMC, SBA, SBS
Crime Awareness	# and type of activities	# of persons	LMA, LMC, SBA, SBS
Fair Housing Activities (if subject to 15% cap)	# and type of activities	# of persons	LMA, LMC, SBA, SBS
Tenant and Landlord Counseling	# and type of activities	# of persons	LMC, SBA, SBS
Child Care Services	# and type of activities	# of persons	LMC, SBA, SBS
Health Services	# and type of activities	# of persons	LMA, LMC, SBA, SBS
Abused and Neglected Children	# and type of activities	# of persons	LMC, SBA, SBS
AIDS Patients	# and type of activities	# of persons	LMC, SBA, SBS
Privately-Owned Utilities	Linear feet, units, # of structures	# of utilities assisted	LMA, LMH, LMC, SBA, SBS
New Construction of Housing: Must be carried out by CBDOs.	Number of housing units by bedroom size, type of housing (M/F, S/F), Tenure	# of housing units	LMH, SBA,
Rehabilitation			
Single-Unit Residential	# of units, tenure	# of housing units	LMH, SBA, SBS
Multi-Unit Residential	# of units, tenure	# of housing units	LMH, SBA, SBS

Eligible Activities	Units of Measurement	Accomplishments	National Objective
Acquisition for Rehabilitation	# of structures, type, square footage	# of housing units, # of organizations	LMH, LMA, SBA, SBS
Residential Historic Preservation	# of structures, type, square footage	# of housing units	LMH, SBA, SBS
Non-Residential Historic Preservation	# of structures, type, square footage	# of organizations, # of persons	LMA, LMC, SBA, SBS

Source: HUD IDIS Matrix Code

L/M = Low/Moderate

LMA = L/M Area

S/B = Slum/blight

URG = Urgent Need (extremely rare to use)

LMC = L/M Limited Clientele

SBA = S/B Area

LMH = L/M Housing

SBS = S/B Spot

Please note that only municipal, county applicants, and public agencies are permitted to apply for CDBG funds for design and construction costs of capital improvement projects. County applicants and public agencies must document that all funding is in place to complete the entire project. Non-profit applicants are permitted to apply for construction costs, but not for design costs.

XII. PRELIMINARY EVALUATION CRITERIA

THIS SECTION HAS BEEN INCLUDED IN THE APPLICATION PACKAGE FOR YOUR INFORMATION, ONLY.

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

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

A. SUMMARY OF CATEGORIES

<u>Categories</u>	<u>Points</u>
1. Benefit to Low/Mod-Income Persons (National Objective Preference)	+ 5
2. Benefit to Target Areas	+10
3. Activity Need/Justification	+20
a) Need	+15
b) Consolidated Plan Priority	+ 5
4. Cost Reasonableness and Effectiveness	+10
5. Activity Management and Implementation	+30
6. Experience and Past Performance	+10
7. Matching Contributions	+20
a) Efforts to Secure Other Funding	+5
b) Matching	+15
8. Adverse Environmental Impact	- 5
9. Application Completeness	<u>+ 5</u>
Maximum Possible Points	110

B. DESCRIPTION OF CATEGORIES

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

Five ("5") points will be given to activities that benefit at least 51% low- and moderate-income persons.

Zero ("0") points will be given to activities that meet either of the other two National Objectives.

2. Benefit to Target Areas: (Maximum Points: "10")

Activities located within a Target Area containing Areas of Hope, will receive the maximum "10" points. Activities located in Target Areas with no Areas of Hope will receive "8" points. Activities adjacent to a Target Area will receive "5" points. All other activities will be awarded "3" points.

3. Activity Need and Justification: (Maximum Combined Points: "20")

a. Need: (Maximum Points: "15")

The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of "15" points: good "10" points; average "5" points; and poor "0" points.

b. Consolidated Plan Priority: (Maximum Additional Points: "5")

Activities addressing high priorities, as identified in the Consolidated Plan will be awarded "5" points.

4. Cost Reasonableness and Effectiveness: (Maximum Points: "10")

Up to a maximum of "10" points will be awarded to applicants. The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to the financial and human resources. Evaluation will include the cost incurred per person or per unit and the justification for a particular level of funding.

5. Activity Management and Implementation: (Maximum Points: "30")

a. Management (Maximum Points: "15")

Up to a maximum of "15" points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated.

b. Implementation (Maximum Points: "15")

Up to a maximum of "15" points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc. needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. This criteria takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.

6. Experience and Past Performance: (Maximum Points: "10")

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested, will be evaluated. In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

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

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

a. Efforts to Secure Other Funding: (Maximum Points: "5")

A maximum of five ("5") points will be awarded based on the applicant's efforts to secure other funding for the activity.

b. Matching: (Maximum Points: "15")

Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested:

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

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

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

9. Application Completeness: (Maximum Points: "5")

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

XIII. HCD TARGET AREAS

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

The Palm Beach County CDBG entitlement jurisdiction is comprised of all areas in unincorporated Palm Beach County, as well as twenty-eight (28) municipalities who have signed interlocal agreements with the County for Fiscal Years 2006, 2007 and 2008.

These municipalities are listed as follows:

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

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

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

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

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