

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 22, 2008 ☐ Consent ☐ Regular ☒ Public Hearing

Department: Housing and Community Development

Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends Motion to Adopt: A Resolution of the Board of County Commissioners of Palm Beach County, Florida, approving the Palm Beach County Action Plan (AP) for FY 2008-09; and authorizing the Chairperson to execute Standard Forms 424 and Certifications for submission to the U.S. Department of Housing and Urban Development (HUD) to receive FY 2008-09 formula grant funding through the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) Programs.

Summary: Federal Regulation 24 CFR Part 91 require Palm Beach County to submit an Action Plan (AP) to HUD no later than August 15, 2008 in order to receive CDBG, ESG, and HOME annual entitlement grant allocations. Failure to meet the above deadline will automatically result in the loss of CDBG funds for the upcoming fiscal year.

The Palm Beach County Action Plan outlines the recommended expenditures of FY 2008-09 entitlement grants as follows: CDBG - \$6,799,338; ESG - \$304,558; and HOME - \$2,534,202, including American Dream Downpayment Initiative (ADDI) funds of \$21,563.

The draft FY 2008-09 Action Plan was approved by the BCC, with direction for certain revisions, on June 17, 2008 (Agenda Item No. 6D-1). A summary of the draft Plan and a Notice of Public Hearing was published on June 1, 2008 to receive public input, to provide public notice of meetings, and to provide a thirty (30) day public comment period. Public comments received as a result of the advertisement and meetings will be summarized and added to the plans, as required by HUD regulations. **These are Federal Funds which do not require a local match.** Countywide (TKF)

Background and Policy Issues: The U.S. Department of Housing and Urban Development (HUD) through Federal Regulations outlined under Final Rule 24 CFR Part 91, et al, published January 5, 1995, consolidated into a single submission, the planning and application aspects of the CDBG, ESG, and HOME Programs. The regulations require that Palm Beach County administer the programs in a single consolidated program year, via the preparation of an Action Plan (AP). In compliance with HUD's regulations, HCD has prepared an AP for FY 2008-09. (continued on page 3)

Attachments:

- A. Resolution
- B. Standard Forms 424 for CDBG, HOME, and ESG Programs
- C. Certifications for CDBG, HOME, and ESG Programs
- D. CDBG Funding Recommendations for FY 2008-09
- E. ESGP Funding Recommendations for FY 2008-09
- F. HOME Program Description (inclusive of the ADDI Program) for FY 2008-09
- G. Proof of Publication and Copy of Public Notice
- H. Full copy of Palm Beach County's Action Plan for FY 2008-09

Recommended By: Edward W. Brown
Department Director

6/30/08
Date

Approved By: Sharon G. Brown
Assistant County Administrator

7/11/08
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years: | 2008 | 2009 | 2010 | 2011 | 2012 |
|---|------|-------------|------|------|------|
| Capital Expenditures: | | | | | |
| Operating Costs: | | 9,638,098 | | | |
| External Revenues: | | (9,638,098) | | | |
| Program Income (County): | | | | | |
| In-Kind Match (County): | | | | | |
| NET FISCAL IMPACT: | | | | | |
| # OF ADDITIONAL FTE POSITIONS (Cumulative): | | | | | |

Is Item Included In-^{Proposed}~~Current~~ Budget? Yes X No

Budget Account #: Fund various Agency 143 Unit various Object various Program Code/Period various

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

This Agenda Item will approve Fiscal Year 2008-09 funding recommendations for the following programs: CDBG (\$6,799,338); ESG (\$304,558); HOME (\$2,512,639); and ADDI (\$21,563).

C. Departmental Fiscal Review:

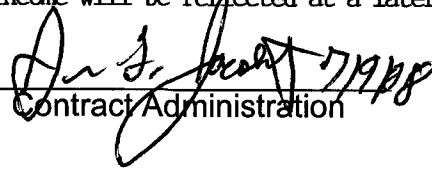

Shairette Major, Fiscal Manager I, HCD

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

The County was notified of amounts for FY 2008/2009 Planning Year by the Department of Housing & Urban Development (U.S.) in a letter dated January 17, 2008. The \$9,638,098 only reflects the Federal funding, any program income will be reflected at a later date.

 7-8-08
OFMB
7/1/08 7/8/08 7/9/08 7/10/08

 7/9/08
Contract Administration
7/9/08

B. Legal Sufficiency:

 7/10/08
Senior 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):

As part of the citizen participation process for FY 2008-09, the following were undertaken:

- ▶ On October 19, 2007, letters were mailed to all twenty-eight (28) participating municipalities, County Commissioners' Aides, County Administration, interested County Departments, and interested organizations, advising them of the availability of the CDBG Application Packet. All CDBG Application Packets contained, in addition to the instructions, information concerning the deadline, application submission requirements, matching contributions, technical assistance, citizen participation, environmental review requirements, evaluation process, and meetings to be held.
- ▶ On October 21, 2007, a Notice of Funding Availability (NOFA) and Notice of Regional Meetings was published in the Palm Beach Post for the CDBG and ESG Programs. The Notice of Regional Meetings included the purpose, place, date, and time of the meetings. Availability of funds was also announced on HCD's website.
- ▶ Two (2) Regional Meetings were held during November of 2007: one in the Eastern County (November 14th); and one in the Western County (November 15th). The purpose of the meetings was to discuss the CDBG, HOME, and ESG Programs, to provide technical assistance, to receive input from the community concerning housing and non-housing needs that should be considered in the preparation of the County's AP, and to review program performance.
- ▶ HCD's Planning Section provided CDBG technical assistance to all agencies and municipalities requesting such assistance during the application process. Staff was also available to participate in any public meetings held by the municipalities.
- ▶ On March 14, 2008, letters were sent to all FY 2008-09 CDBG applicants, advising them of the eligibility of their proposed activities, and informing them of the CDBG Selection Committee meeting of April 21st, and the various scheduled meetings to discuss the AP. Additionally, notice of the Selection Committee meeting was published in the Palm Beach Post on April 18, 2008.
- ▶ Subsequent to the April 21st Selection Committee Meeting, the Committee was reconvened by County Administration on May 12, 2008, for additional discussion of public service funding recommendations. A public notice of this second Committee meeting was published in the Palm Beach Post on May 4, 2008, and all CDBG applicants were emailed copy of the public notice during the first week of May.
- ▶ All applicants were informed, via the funding recommendation letter of May 16, 2008 of the scheduled meetings to discuss the AP: June 10th, June 17th, and July 22nd, 2008.
- ▶ A notice was published in the Palm Beach Post on June 1, 2008, inviting the public to attend the public meeting on June 10, 2008, the BCC meeting on June 17, 2008 to review the Draft AP, and the July 22, 2008 BCC Public Hearing to approve the Final AP.
- ▶ The Draft AP was made available to the public, before the June 10th meeting, via its distribution to the County's Main Library and its thirteen (13) branches; at HCD offices; and on HCD's website.
- ▶ On May 30, 2008, a memorandum was mailed to all applicants, participating municipalities, and interested agencies, advising them of Public Meetings on June 10th and June 17th, and of the July 22nd public hearing, and of the availability of the Draft AP at HCD and at the libraries.
- ▶ A public meeting to receive input on the Draft AP was held on June 10th. All comments received were given consideration, and if applicable, were incorporated into the final AP.
- ▶ The Draft AP for FY 2008-09 was approved, with directions for revisions, by the BCC at its regular meeting of June 17, 2008. Such revisions have been incorporated into the final Action Plan.

Approval of this item will culminate the consolidated planning process, resulting in the submission of the Action Plan for FY 2008-09 to HUD prior to the August 15, 2008 deadline. As part of the requirements outlined by the citizen participation process, public comments will be considered prior to submission of the Plan to HUD.