



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>552,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>(552,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (PBC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (PBC)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
# ADDITIONAL FTE	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
POSITIONS (Cumulative)	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>
Is Item Included In Current Budget?	<i>Proposed for 2009</i>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Budget Account No: Fund 1101 Agency 143 Org 1431 Object 8201

Program Code/Grant Year: BG70 / GY08

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

**C. Departmental Fiscal Review:** \_\_\_\_\_

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

<p><i>[Signature]</i> 9/16/08 OFMB</p> <p><i>[Signature]</i> 9/17/08 CN (9/11/08) (9/15/08) allied</p>	<p><i>[Signature]</i> 9/17/08 Contract Development and Control</p>
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**B. Legal Sufficiency:**

*Anne Delgent for Dawn Nynn*  
Sr. Assistant County Attorney 9/18/08

**C. Other Department Review:**

*[Signature]*  
Department Director

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

**Background and Policy Issues:**

The proposed amendment consists of changing the scope of an activity previously identified under general description in the Annual Action Plan for Fiscal Year 2008 / 2009. Under the Department of Housing and Community Development's (HCD) Guidelines for Amendments and Revisions to the Annual Action Plan, this constitutes a regular amendment. Prior to amending the Annual Action Plan, Palm Beach County is required to provide citizens with reasonable notice and opportunity to comment on the proposed changes. Regular amendments do not require a comment period. The advertisement notifying the public of a regular amendment was published in the Palm Beach Post on August 24, 2008.

On July 22, 2008, the BCC adopted a Resolution (#R2008-1347) approving the Palm Beach County Action Plan for FY 2008 / 2009. The proposed Amendment No. 1 consists of changing the scope of the ten percent (10%) set-aside for economic development activities, which was approved as a part of the Annual Action Plan. The change of scope involves the identification of the funded activities. On April 1, 2008, EDO published a Notice of Funding Availability (NOFA) in the Palm Beach Post notifying the public of funding under the program and outlining the program's criteria. No applications were received by EDO by the deadline of July 7, 2008, 12 noon.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**ECONOMIC DEVELOPMENT OFFICE**

**APPLICATION FOR FUNDING ASSISTANCE**

**FISCAL YEAR 2008-09**



The Economic Development Office (EDO), which administers the County's CDBG Program, will make available up to \$679,933 for the funding of economic development activities in FY 2008-09. This sum represents 10% of the County's FY 2008 / 2009 total CDBG entitlement. The purpose of this set-aside is to provide funding to eligible applicants to create and/or retain jobs for low- and moderate-income persons.

Both a non-competitive and/or competitive process may be utilized to fund certain economic development activities (24CFR 570.203) that meet a national objective under HUD. The non-competitive process may be utilized to address current changes in the economic environment and to assist with economic development projects and programs established by Palm Beach County. The competitive process will be used with remaining funds available for the implementation of immediate economic development activities and/or rolled over into the normal community development program, if unused. These eligible activities, the portion of the project that CDBG funds will be used, may include one or more of the following listed below.

#### Eligible Activities

The CDBG program recognizes several key ways to undertake certain economic development activities:

#### I. Special Economic Development Activities

- a) Acquisition/Improvements/Purchase of Equipment: This involves land acquisition, acquisition of real property, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. These activities may be carried out by the County or public or nonprofit subrecipients.
- b) Provision of Assistance to a Private For-Profit Business. This includes, but is not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project, excluding those described as ineligible in 570.207(a). In selecting businesses to assist under this authority, the County shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods.
- c) Economic Development Services. This is in connection with activities eligible under this section. It includes, but is not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

#### II. Economic Development undertaken by Community Based Development Organizations (CBDOs). Funds may be provided as grants or loans to qualified CBDO to carry out neighborhood

revitalization, community economic development or energy conservation projects that qualifies under 24CFR 570.204.

III. **Technical Assistance to Businesses.** This activity involves providing technical assistance and training directly to businesses on topics such as business planning or accounting. This activity may be undertaken under several different eligibility categories, assuming that the activity will meet a national objective:

- As a part of a special economic development project;
- To the owner of a microenterprise;
- As a public service; and
- By a CBDO as a part of an eligible project.

IV. **Microenterprise Development.** These activities are designed to foster the development, support, and expansion of microenterprise businesses. A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. Eligible microenterprise activities include, but are not limited to grants, loans, loan guarantees and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises; technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises; training and technical assistance, or other support activities to increase capacity of grantee or subrecipients to carry out microenterprise activities. Activities must qualify under 24 CFR 570.201 (o) (1).

V. **Commercial Rehabilitation.** These activities are designed to bring commercial structures up to code or improve their facades. If a commercial structure is owned by a private, for-profit entity, the following limitations apply:

- a) Rehabilitation is limited to the exterior of the building and the correction of code violations; and
- b) Any other improvements are carried out under the special economic development activities category listed above.

VI. **Public Facilities and Improvements.** These are public works that support economic development endeavors. Public works facilities and improvements include infrastructure projects such as off-site water, sewer, roads, drainage, railroad spurs and other types of public facilities or improvements.

VII. **Job Training.** This activity involves providing skill building classes to employees or potential employees and can be an important part of an economic development program. This activity can be undertaken:

- As a part of a special economic development project;
- As a public service;
- By a CBDO as a part of an eligible project; or

As part of microenterprise assistance package to the owner of a micro business for his or her employees.

**VIII. Eligible planning, urban environmental design and policy-planning-management-capacity building activities for Economic Development.**

**Guidelines for Non-Competitive Process:**

1. Applications are not required for County designated subrecipients. A subrecipient must perform goals required by the County's Economic Development Office and meet a national HUD objective.
2. Job creation or retention activities: Activities must be 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- and moderate-income persons (24 CFR 570.208 (A) (4)) Where CDBG funds are used by a Community-Based Development Organization (CBDO) including Community Development Financial Institutions (CDFIs) or business incubators for the purpose of creating or retaining jobs, the HUD requirement may be met by aggregating the jobs created or retained by all businesses for which CDBG assistance is obligated during the program year.
3. For activities which are located in an Entitlement Community (Boca Raton, Boynton Beach, Delray Beach, and West Palm Beach) other than Palm Beach County or in a municipality not participating in the Urban County Program, at least fifty-one percent (51%) of the jobs created and retained must be occupied by residents of the unincorporated County or one of the participating municipalities in the Urban County Program.
4. Funds awarded to subrecipients for the provision of assistance to a private for-profit business must be spent during the program year. Funds awarded to subrecipients for land acquisition, purchase of real property, construction, renovation and/or the purchase of equipment must follow County and HUD guidelines using the regular existing contract period for competitive projects.
5. Reporting Requirements: The Economic Development Office will require reports based on the subrecipient's approved goals and documentation supporting the job creation and retention activities.
6. Funds not designated for County, public or private non-profit subrecipients will be used for competitive project activities and/or will be rolled over into community development projects.

**PALM BEACH COUNTY  
ECONOMIC DEVELOPMENT OFFICE  
COMPETITIVE APPLICATION  
FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
ECONOMIC DEVELOPMENT SET-ASIDE PROGRAM**

**FUNDING FOR FISCAL YEAR 2008-09**

**DEADLINE FOR SUBMISSION**

**12:00 pm on JULY 7, 2008**

**IN ACCORDANCE WITH THE PROVISIONS OF ADA,  
THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT.  
PLEASE CONTACT THE ECONOMIC DEVELOPMENT OFFICE, AT (561) 355-3624.**

**Kevin Johns, Director  
Economic Development Office  
301 N. Olive Ave, 10<sup>th</sup> Floor  
West Palm Beach, Florida 33401**

## Economic Development Set-Aside Program

### Project Schedule: 2008-09

- April 1<sup>st</sup> – 30<sup>th</sup>**      **Advertising:** The Program will be advertised in the Belle Glade Sun and the Palm Beach Post. Flyers will also be sent to the eligible Municipalities/CRA's and economic/community development organizations notifying them of the availability of funding for their business community.
- May 7<sup>th</sup> & 8<sup>th</sup>**      **Mandatory Workshops:** The Economic Development Office (EDO) will hold two mandatory workshops. One workshop will occur in eastern Palm Beach County and the other workshop will take place in western Palm Beach County.
- Application forms are available through EDO or our website,  
<http://www.pbcgov.com/edo/set Aside 2008.com>
- May 12<sup>th</sup>**      **Opening:** Applications will be accepted for the Economic Development Set Aside Program beginning on Monday, May 12, 2008.
- Please note that some of the required documentation (*i.e. verification of matching dollars for businesses in Entitlement Cities, documentation from your local municipality or Palm Beach County that confirms land use and zoning, etc.*) can take weeks to attain. In order for an applicant to be considered for funding these items must be submitted at the time of application.
- July 7<sup>th</sup>**      **Submittal Deadline:** EDO will date and time stamp all applications. In order for the application to be accepted and considered for funding, it must be stamped in by **12:00pm (noon) on Monday, July 7, 2008 (no exceptions)**. Applications received after deadline date and/or time will not be considered for funding.
- July 14<sup>th</sup> – 18<sup>th</sup>**      **Grant Packet Review and Distribution:** Grant application packets will be reviewed by EDO and prepared / forwarded to the "Grant Review Team."
- August 4<sup>th</sup> – 8<sup>th</sup>**      **Grant Review Team:** Applications will be reviewed and recommendations for the OEDP Sub-committee will be prepared.
- August 18<sup>th</sup> – 22<sup>nd</sup>**      **OEDP Sub-Committee:** The recommendations from the "grant review team" will be brought before the Overall Economic Development Program (OEDP) Sub-committee for final recommendation. The OEDP Sub-Committee's recommendation will be presented to the Board of County Commissioners for final approval.
- Aug 25<sup>th</sup> – Sept. 26<sup>th</sup>**      **30 Day Notice of Funding Announcement to the Public:** Required Notice to the Public advertisement will be published in the Palm Beach Post until September 26, 2008.

Oct 2<sup>nd</sup> **OEDP Committee (*full committee*):** Final recommendations on all projects will be distributed at the OEDP meeting.

Oct 21<sup>st</sup> or Nov 18<sup>th</sup> **Board of County Commissioners:** Projects will be presented to the Board for consideration and final approval.

**(Any changes to the above schedule will be posted on the County website.)**

## COMPETITIVE APPLICATION INFORMATION

The Economic Development Office (EDO) welcomes your application. There will be two mandatory pre-application workshops to discuss the application and program requirements. **All applicants are required to attend one of these pre-application workshops. Failure to do so will disqualify any application submitted.** The date and venue of the pre-application workshops are as follows:

<b>Wednesday, May 7, 2008, 8:30 am - 11:30 am</b> Cooperative Extension Services <b>Exhibit Hall A</b> 559 N. Military Trail West Palm Beach, FL 33415	<b>Thursday, May 8, 2008, 10:00 am – 12:00 pm</b> PB Community College –Glades Campus Classroom Building <b>CRA 203</b> 1977 College Drive Belle Glade, FL 33430
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EDO's planning staff will also provide technical assistance, if needed. If you have any questions regarding this application, prior to the deadline for its submittal, please contact EDO at (561) 355-3624. Inquiries occurring after the deadline for submitting completed applications are subject to a "cone of silence" and should be forwarded to EDO in writing.

**The deadline for submitting completed applications, one original and three copies is 12:00 p.m. Monday, July 7, 2008.** Applications received after this time and date will not be reviewed. Please submit applications to:

Attn: Pamela L. Nolan  
Economic Development Office  
301 N. Olive Ave, 10<sup>th</sup> Floor  
West Palm Beach, Florida 33401  
Office Hours: 7:00 a.m. to 4:00 p.m., Monday through Friday

- Applications may not be sent electronically (e-mail or fax).
- Each applicant is allowed to submit only one activity/project for funding.

### Overview and Criteria

The Community Development Block Grant (CDBG) Program was created by Congress with the passage of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally to persons of low- and moderate-income. Palm Beach County receives CDBG funds from the U.S. Department of Housing and Urban