

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: September 23, 2008	[X] Consent	[] Regular
	[] Workshop	[] Public Hearing

Department: County Administration
Submitted By: County Administration
Submitted For: Economic Development Office

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) An Amendment to the criteria of the Community Development Block Grant (CDBG) Economic Set-Aside Program FY 2008 / 2009.

B) Amendment No. 1 to the FY 2008 / 2009 Annual Action Plan, which will provide funding to five (5) non-profit organizations totaling \$552,000 under the revised Community Development Block Grant (CDBG) Economic Set-Aside Program FY 2008 / 2009.

Summary: The proposed amendment will allow for the funding of five (5) non-profit organizations to provide assistance and support services for the development of microenterprises (24 CFR570.201(o)) under the CDBG Set-Aside Program for Economic Development. The individual organizations include: The Business & Economic Development & Revitalization (BEDR) Corporation of Palm Beach County, Inc. (\$88,000), The Center for Technology, Enterprise and Development (TED), Inc. (\$88,000), The Enterprise Development Corporation (EDC) of South Florida, Inc. (\$88,000), The Enterprise Development for Glade Entrepreneurs (EDGE) Center, Inc. (\$88,000), and the Business Loan Fund of the Palm Beaches, Inc. (\$200,000). Program modifications will allow for County designated sub-recipients to receive non-competitive funds for eligible special economic development activities (24 CFR570.203) that meet a U.S. Department of Housing and Urban Development (HUD) objective. An amount of \$679,933, which represents the 10% set-aside from the FY 2008-2009 CDBG Program, is available for distribution under the CDBG Economic Development Set-Aside Program. The Amendment will allow for other HUD eligible activities not presently available in the local CDBG Economic Set-Aside Program for Economic Development. The BCC directed staff to shift the funding source for these agencies from the General Funds to CDBG Economic Set-Aside Program during the 08-09 Budget Process. **These are Federal Community Development Block Grant funds which do not require local matching funds.** Countywide (DW)

Background and Policy Issues: Pursuant to the Housing and Urban Development (HUD) rules and regulations located at 24 CFR Part 91.505, Palm Beach County is required to make an amendment to its approved Annual Action Plan whenever it makes one of the following decisions:
 1) to make a change in its allocation priorities or a change in the method of distribution of funds;
 2) to carry out an activity, using funds from any program covered by the Annual Action Plan or Final Statement (i.e. Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), Emergency Shelter Grant (ESG) Programs, and program income not previously described in the Plan; or 3) to change the purpose, scope, location, or beneficiaries of an activity. **Continued on Page 3**

Attachments:

1. CDBG Economic Set-Aside Program Revisions
2. Amendment No. 1 to the Annual Action Plan FY 2008 / 2009
3. Copy of Public Notice

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Recommended by: 
 Economic Development Director

9/16/08
 Date

Approved by: 
 Assistant County Administrator

9/18/08
 Date

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>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included In Current Budget?	Proposed FY 2009 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:

9/16/08 OFMB Shillwhite 9.17.08 9/11/08 9/15/08

9/17/08 Contract Development and Control

B. Legal Sufficiency:

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

C. Other Department Review:

Edward W. Loomis
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.

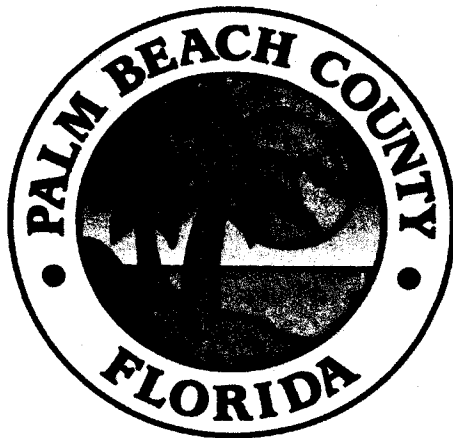
On July 22, 2008, the BCC adopted a Resolution (#R2008-1347) approving the Palm Beach County Action Plan for FY 2008 / 2009. The proposed Amendment No. 1 consists of changing the scope of the ten percent (10%) set-aside for economic development activities, which was approved as a part of the Annual Action 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, 10th Floor
West Palm Beach, Florida 33401**

Economic Development Set-Aside Program

Project Schedule: 2008-09

April 1st – 30th

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 7th & 8th

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 12th

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 7th

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 14th – 18th

Grant Packet Review and Distribution: Grant application packets will be reviewed by EDO and prepared / forwarded to the "Grant Review Team."

August 4th – 8th

Grant Review Team: Applications will be reviewed and recommendations for the OEDP Sub-committee will be prepared.

August 18th – 22nd

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 25th – Sept. 26th

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

Oct 21st or Nov 18th **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:

Wednesday, May 7, 2008, 8:30 am - 11:30 am Cooperative Extension Services Exhibit Hall A 559 N. Military Trail West Palm Beach, FL 33415	Thursday, May 8, 2008, 10:00 am – 12:00 pm PB Community College –Glades Campus Classroom Building CRA 203 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, 10th 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

Development (HUD) as an annual entitlement, and all activities funded with CDBG funds must comply with federal regulations.

~~The Economic Development Office (EDO), which administers the County's CDBG Program, will make available up to \$670,975.50 for the funding of economic development activities in FY 2008-09. This sum represents 10% of the County's FY 2008-09 total CDBG entitlement. The purpose of this set aside is to provide funding to eligible applicants to create or retain jobs for low and moderate income persons.~~

A competitive process will be utilized to select the activities that are to be funded. Only the highest rated applications based on completeness and clarity, readiness to proceed, likelihood of success, and the extent to which specific criteria set by HUD and the County are met, will be recommended for funding. The criteria for the CDBG Economic Development Program that were approved by the Board of County Commissioners on June 19, 2001, are listed below. Additional information pertaining to these criteria, follow.

CDBG ECONOMIC DEVELOPMENT PROGRAM PROGRAM CRITERIA

1. **Eligible Applicants:** An applicant must either be a sole proprietorship, an incorporated business, a municipality or a Community Redevelopment Agency, or any legally organized form of business registered with the Florida Department of State to do business in the State of Florida. A County Department may act as an applicant of last resort for a project located in an unincorporated area that would have otherwise been eligible if located within a municipality.
2. **Eligible Activities:** Funds requested under this program must be utilized for Special Economic Development Activities and/or job creation/retention as defined in the CDBG Regulations at 24 CFR 570. Specific activities which will be funded are: acquisition of real property and equipment (*see the ineligible activities and expenses below*); improvements to structures; infrastructure improvements; and new construction.

Any activity which may cause displacement of residents and/or businesses shall provide the following prior to the award of any contract: a) a relocation plan meeting all requirements of 24 CFR Ch. V Section 570.606, as amended. This plan shall be certified by a consultant certified by HUD, or an agency of HUD as meeting all legal requirements; b) a document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) an executed indemnification and hold harmless agreement to protect the County against any and all costs incurred for the displacement and relocation of persons or businesses affected by the activity.

3. **Ineligible Activities and Expenses:** Portable equipment, such as personal/office computers, adding machines, calculators and vehicles. Other ineligible items include office and restaurant furniture such as desks, tables, chairs, cookware and other removable items. While this list may not be all inclusive, each applicant is encouraged to contact the Economic Development Office to confirm whether or not your project costs are eligible for funding.
4. **Program Requirements:** 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 more than 51% percent of

the jobs created/retained must be occupied by residents of the unincorporated County or one of the participating municipalities in the Urban County Program.

Additionally, when a proposed activity is located in a municipality that is a CDBG Entitlement Community, the municipality must provide a dollar-for-dollar match for the amount of County CDBG dollars requested in the Set-aside application.

5. At least one (1) full-time equivalent (FTE) job must be created or retained for every \$15,000 of CDBG funding applied for (*one full-time or equivalent job equals one job totaling 2,080 hours annually or two or more positions that together total at least 2,080 hours per year*). The applicant must be directly responsible for generating the jobs to be produced. If funds from other County sources also require that jobs be created, these jobs must be counted separately. All jobs must be advertised with the Workforce Alliance, Inc.
6. All projects must be located in or adjacent to the identified Development Regions. Preference will be given to projects which are located in the "core and acute areas" of these Development Regions.
7. At least fifty-one percent (51%) of all jobs created must be filled by persons of low- and moderate- income as from time to time defined by the U.S. Department of HUD. In reviewing applications, this item will be scored to give preference to those with a higher percentage of jobs available to low/moderate-income persons.
8. All applicants must supplement requested CDBG funds with cash, equity or real property, subject to review by the OEDP Committee. In reviewing applications, this item will be scored to give preference to those with a higher percentage of supplementary funding. In order for a project to be considered for funding, verification of sufficient funds to complete the project **must** be submitted at the time the application is submitted to the Economic Development Office. Confirmation of funding must be in the form of a bank statement, loan commitment statement, etc.
9. When funding infrastructure, land acquisition or physical plant construction, these activities must begin within 12 months of BCC approval of the activity and be completed within the succeeding 24 months after project commencement. The CDBG Regulations require that jobs be created within twelve (12) months from date of completion of the facility or improvement. Also, when counting jobs, the County will include all jobs created/retained from the time the contract is approved by the BCC. The total number of jobs required by the County must be created within one (1) year of the completion of the activity. The jobs should be maintained for a period of at least three years. Acquisition, construction and rehabilitation activities which utilize CDBG funds are subject to monitoring for ten (10) years under EDO policy and will be subject to a "Declaration of Restriction on Use" for the entire monitoring period.
10. Applicants must submit a financial pro forma, which allows for an assessment of critical elements outlined by HUD under 24 CFR 570.209(a). These elements will be outlined in the application package.
11. The minimum funding award shall be \$50,000, but preference will be given to requests of at least \$100,000.
12. Funding preference will be given to first-time applicants. Applicants that have been awarded funds from this program in the past are not eligible to apply for a period of three (3) years from the point that all funding has been expended.

13. Successful applications must meet all other applicable requirements of the CDBG program to include, but not be limited to, meeting a National Objective, Environmental Reviews, Davis-Bacon Wage Determination, Section 3, Procurement and Insurance Requirements.

Additional information and clarification of the above criteria, are as follows:

1. All awards will be in either the form of grants, no-interest loans, low-interest loans, or a combination of each.
2. If an activity is located in a CDBG Entitlement Community, the required dollar-for-dollar cash match may be provided by the Entitlement Community or its CRA. Documentation must be provided.
3. An application from a partnership must be submitted and signed by the majority partner. In addition, where there are layers of partnerships, partnership documents for all partnerships must be submitted.
4. Each applicant is required to thoroughly complete Section II.C (Project/Activity Cost, Summary of Funding) of the application. The total sources of funds should be equal to the total uses of funds. Sufficient documentation must be provided to show matching contribution.
5. The financial contribution to an activity will generally be provided at the back-end of the activity's implementation, unless directed otherwise by the EDO Director.
6. Regarding job creation and retention:
 - **Job creation** means the creation of new, permanent positions. Construction jobs to complete an activity do not count. **Job retention** means that permanent jobs *would actually be lost* if CDBG funds were not awarded. The applicant must document compliance.
 - A full-time equivalent (FTE) job is calculated based on a 40-hour work week (2,080 hours per year).
 - All jobs created or retained are required to be maintained for a period of at least three (3) years.
7. Regarding improvements to structures, if the structure to be improved is leased, a lease commitment of ten years is required.
8. For purchase of equipment, the equipment is subject to monitoring for the life of the equipment under County policy and disposition is subject to EDO's prior written approval.

- The purchase of any and all pieces of equipment may be subject to Palm Beach County's procurement process.

9. Other Federal and County Requirements

- *Environmental Review*: Performed by EDO for all funded activities with the assistance of the Facilities Development & Operations Department, if necessary. Activities that severely impact or are impacted by environmental conditions may be disqualified or have to be altered. Such conditions may include the presence of hazardous materials, proximity to above-ground storage tanks or noise sources (e.g. railroads, major highways), and the presence of protected lands or species.
- *Davis-Bacon Act*: Ensures payment of prevailing wages on construction activities.
- *Section 3*: Encourages employment opportunities for low- and very low-income persons on construction activities.
- *Asbestos Survey*: Obtained by EDO staff for reconstruction, rehabilitation, extension or demolition of existing buildings.
- *Procurement*: All purchases of goods and services, including capital equipment, must be made by purchase order or by a written Agreement. Each business will be required to secure up to three (3) qualified quotes for goods and services (*if goods and services include equipment, each piece of equipment will require 3 separate quotes*). The business must inform EDO in writing (*and include the purchase order or written agreement*) of the vendor selected. The purchase order or written agreement must include the name / type of goods or services purchased and all costs associated with the purchase.
- *Uniform Relocation Act*: Required for all activities that cause displacement of businesses and/or residents. An activity will cause displacement if the property is occupied by owners or tenants at the time this application is submitted. Since federal relocation requirements are complex and can be expensive to implement, please contact EDO for technical assistance.

IMPORTANT FACTS FOR SUBMITTING APPLICATIONS

- In order to be considered for funding, a properly submitted application must consist of **one original and three hard copies** that are properly bound. Any submission which does not conform to the aforementioned requirements will not be accepted. Completed applications must be received in EDO by 12:00 p.m. on the deadline date.
- A Business Plan (*including three year financial forecast*) must be submitted as part of the application. The following County assisted incubators, among others, may be contacted regarding the preparation of a Business Plan:

Center for Technology, Enterprise and Development, Inc. 33 SE 1 st Avenue, Suite 102 Delray Beach, Florida 33444 (561) 265-3790	The EDGE Center, Inc. 241 West Avenue A Belle Glade Florida 33430 (561) 993-3343
Business and Economic Development and Revitalization Corp. 5725 Corporate Way, Suite 201 West Palm Beach, Florida 33407 (561) 686-0064	Enterprise Development Corporation of South Florida 3701 FAU Boulevard, Suite 210 Boca Raton, Florida 33431 (561) 620-8494
Palm Beach County Resource Center, Inc 2001 Broadway, Suite 250 Riviera Beach, Florida 33404 (561) 863-0895	

- No waivers will be granted by EDO for applications which do not meet the established deadline. **NO EXCEPTIONS. Applications that do not meet the established deadline will not be considered for funding.**
- **Submission is final.** Applications will be evaluated as submitted. No amendments will be allowed. However, additional information may be requested by EDO and the OEDP Board.
- Failure to meet any of the program criteria will render your application ineligible for funding.
- **Applications which fail to score at least 50% of the total available points during the EDO review will be disqualified from the second stage review and therefore, will not be considered for funding.**
- **Complete all questions in the application.** If not applicable, indicate N/A. A substantially incomplete application may not be considered for funding. Also, applications should be typewritten, and **all required attachments should be provided and clearly labeled.**

- For activities located in the Cities of Boca Raton, Delray Beach, Boynton Beach and West Palm Beach, the municipality or its CRA is required to provide a dollar-for-dollar cash match for the amount of CDBG funds requested. Documentation is required.
- Matching Contribution in the form of cash, equity or real property is required. The extent of the matching contribution provided will positively impact your application. Verification of sufficient funds to complete the project must be submitted at the time of application in order for a project to be considered for funding.
- Each applicant is required to thoroughly complete Section II.C (Project/Activity Cost, Summary of Funding) of the application. The total sources of funds should be equal to the total uses of funds.
- All activities must provide documentation from the municipality or County that the proposed activity is consistent with land use and zoning.
- Please ensure that all items identified on the checklist are provided.
- The application must be signed by the appropriate person, as follows:
 - Municipalitiesby Mayor or City Manager
 - Incorporated Businesses...by Chairperson, Board of Directors; CEO; or President
 - Sole Proprietorshipsby Owner
 - Partnershipsby CEO or Managing Partner
 - County Departmentsby Director of the Department
 - CRAs by President or Chairperson
- Unsigned applications will not be considered.
- EDO reserves the right to perform credit and background checks on all successful applicants to the program prior to execution of the contract with the County.

***** CALL (561) 355-3624, FOR ASSISTANCE IN COMPLETING APPLICATION *****

**PALM BEACH COUNTY
ECONOMIC DEVELOPMENT OFFICE**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
APPLICATION FOR ECONOMIC DEVELOPMENT ACTIVITIES

"APPLICATION MUST BE TYPED"

Due : 12:00 p.m. July 7, 2008

Phone: (561) 355-3624 for assistance

1	APPLICANT INFORMATION	
	Name of Business/Organization/Municipality:	
	Federal Tax I.D. Number (if applicable):	
	Type of Ownership (Businesses Only):	
	Name of Contact Person:	
	Title:	
	Address:	
	City; State; Zip Code:	
	Area Code and Telephone Number:	
	Fax Number:	
	E-mail Address:	
	Print Name and Title of Person Signing:	

Signature: _____ Date: _____

II. ACTIVITY AND PROJECT INFORMATION

In this application, the word **activity** denotes the specific action(s) for which you are requesting CDBG funds. The four (4) eligible activities are listed below. The word **project** denotes the overall business operation, inclusive of all elements regarding sources of funding.

A. ACTIVITY LOCATION

(The activity must be located in or adjacent to a Development Region. Maps depicting these regions may be viewed at EDO or at http://www.pbcgov.com/edo/programs/pbc/development_regions/).

1. Activity Address:
2. Property Control Number(s):
3. Owner of Property:
4. Owner's Address:
5. Owner's Telephone Number:

	Acquisition of real property		Improvements to structures
	Acquisition of equipment (excluding vehicles)		New construction

Place a check mark in the project activity box(es) that apply.

(Please attach two maps showing the location of your activity. One should be a street map and the other a plat map showing block and lot numbers.)

B. PROJECT/ACTIVITY DESCRIPTION

1. Proposed activity start date:
2. Estimated activity completion date:
3. Activity Type:

4. Please describe in detail, the activity for which you are requesting CDBG funds:
5. Please describe the overall project in detail and explain how this activity described above fits into it.
6. Please describe your existing operation as it related to this project. Include the total number of employees and the number of employees by function, e.g. management, production, sales, support staff.

C. PROJECT/ACTIVITY COST SUMMARY AND FUNDING

1. Please state the overall project cost:
(Verification of sufficient funds to complete project is required at the time the application is submitted.)
2. Please state the total activity cost:
3. Please state the amount of CDBG funds you are requesting:
4. Please indicate the municipality's/CRA's matching contribution (if applicable):

For activities located in an Entitlement Community (i.e. Boca Raton, Boynton Beach, Delray Beach and West Palm Beach) the municipality or its CRA must provide dollar-for-dollar cash match to the amount of CDBG funding awarded. Documentation is required from the municipality committing to the provision of the required match.

5. If your business has received any County grant funds in the past, please provide the grant amount, the date the business was awarded the grant and the name of the grant program.

7. Please indicate the sources and uses of funds for the project on the following table.
 The sources, other than CDBG, are your matching contribution and/or leveraging contribution.

Source and Types	Estimated Date Available	Amount
CDBG		
Other County Funds		
City/CRA funds		
Company's fluid cash		
Company's bank loan(s)		
Owner equity (specify)		
Other (specify)		
Total Sources		
Uses of Funds (Project Budget)	Sources of Funds	Amount
Acquisition of real property		
Construction of new structure		
Renovation of existing structure		
Architectural design		
Impact fees		
Other soft costs		
Machinery and equipment		
Other (specify)		
Total Uses		

NOTE: All applicants must leverage requested CDBG funds through cash, equity or real property. Proof of the availability of the leveraging resources must be provided.

D. OBJECTIVES TO BE ACHIEVED

Please list reasonable objectives to be accomplished by the activity (e.g. square feet of space, number and type of equipment, linear feet of water main, etc.).

Proposed Objectives	Unit of Measurement

E. JOB CREATION/RETENTION AND TRAINING

1. Total number of FTE jobs to be created from funding of this activity: _____
Note 1: Jobs must be permanent and created by you – the applicant. Do not count construction jobs to complete the activity.
Note 2: If activity is funded via other County or HUD programs which also require job creation/retention, the jobs created/retained for those programs must be additional to the ones required under this program.
2. Total number of FTE jobs to be retained from funding of this activity: _____
Note: Job retention means that permanent jobs would actually be lost if CDBG funds were not awarded. Documentation must be provided.
3. Number of low- and moderate-income jobs to be created/retained: _____
4. For activities located within an Entitlement Community (Boca Raton, Boynton Beach, Delray Beach and West Palm Beach), please indicate what percentage of the jobs created will be made available to persons from the Palm Beach County Entitlement Community: _____%

5. Will the activity provide jobs predominantly for low-skilled, low/moderate income persons, where the business agrees to provide clear opportunities for promotion?

Yes_____ No_____

If yes, outline the recruitment process to be utilized by the business to ensure the employment of low- and moderate-income persons.

6. Please complete the following table for jobs to be created/retained. Indicate (C) for created and (R) for retained. (Use additional sheets if necessary.)

Job Title	#	<u>Create</u> <u>Retain</u>	Brief Job Description	Estimated Annual Salary	Experience/Education/ Skills Required

Note: A funded activity must create or retain at least one job per \$15,000 of CDBG funds allocated. At least 51% of the jobs created/retained must be held by, or available to, low- and moderate-income persons.

7. If you are claiming to retain jobs, please describe your plans to ensure that jobs currently occupied by persons who are not low- and moderate-income will be available to low- and moderate-income persons upon becoming vacant.

8. Please describe specific policies of your company which are designed to provide training opportunities to employee to improve their on-the-job performance and equip them to be eligible for promotion. Also, please describe specific training which will be available and indicate the positions to be filled by persons undergoing such training.

F. LAND ACQUISITION, NEW CONSTRUCTION, REHABILITATION

1. Will the activity cause temporary or permanent displacement of persons or existing businesses? Please place an X in the appropriate box.

Yes		No		N/A	
-----	--	----	--	-----	--

Note 1: An activity will cause displacement if the property is occupied by owners or tenants at the time this application is submitted.

Note 2: Any activity which may cause displacement of residents and/or businesses shall provide the following prior to the award of any contract:

- a. A relocation plan meeting all requirements of 24 CFR 570.606, as amended.
This plan shall be certified by a consultant certified by HUD, or an agency of HUD as meeting all legal requirements;
- b. A document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan;
- c. An executed indemnification and hold harmless agreement to protect the County against any and all costs incurred for the displacement and relocation of persons or businesses affected by the activity.

If "yes" to the above, please specify the nature of the displacement and describe plans for relocation, if any:

2. Applicants whose activities include land, acquisition (with or without demolition) and/or new construction, must complete this section:

- a. Is the parcel of land vacant?

Yes		No		N/A	
-----	--	----	--	-----	--

If "no", indicate existing use of the site:

- b. Does the parcel of land require purchase of fill material?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please explain:

- c. Are engineering/architectural drawings and development permits (other than building permits) in place?

Yes		No		N/A	
-----	--	----	--	-----	--

- d. Has an appraisal been conducted?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please insert figure and attach the report:

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

- a. Is the structure vacant:

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", indicate previous use of structure:

If "no", indicate existing use of structure:

- b. Year structure was built:

- c. Describe the condition of the building (structure, materials, appliances, air conditioning, well/septic tanks, and other relevant information):

d. Has an appraisal been conducted:

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please insert figure and attach the report:

e. Are engineering/architectural drawings and development permits (other than building permits) in place?

Yes		No		N/A	
-----	--	----	--	-----	--

4. Activities defined in "2" and "3" above, please complete:

a. Has site control been obtained?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", documentation (e.g., sales contract, deed, etc.) showing site control must be attached.

b. Is there a lien on the property?

Yes		No		N/A	
-----	--	----	--	-----	--

c. Are public water and sewer available?

Yes		No		N/A	
-----	--	----	--	-----	--

d. Are taxes on the property current?

Yes		No		N/A	
-----	--	----	--	-----	--

e. Is your agency exempt from paying real estate taxes?

Yes		No		N/A	
-----	--	----	--	-----	--

f. Is the property currently mortgaged?

Yes		No		N/A	
-----	--	----	--	-----	--

- g. Does the activity comply with zoning/land use designations?

Yes		No		N/A	
-----	--	----	--	-----	--

- h. Has an environmental review been done?

Yes		No		N/A	
-----	--	----	--	-----	--

All applicants must attach a letter from the Planning/Zoning Department of the municipality or county, documenting that the proposed activity is in compliance with zoning and land use designations.

G. LICENSES AND MAINTENANCE

1. Is a license (other than an occupational license) required to operate your business?

Yes		No	
-----	--	----	--

If yes, existing businesses should attach a copy of the current license; new businesses should indicate the timetable to acquire a license.

2. Please explain the steps to be taken to ensure the maintenance of the plant property, building and/or equipment funded with CDBG funds. (A letter certifying the organization's commitment to maintenance must be attached).

III. LEGAL STATUS

The following documentation must be submitted with the application, as it applies to your agency. Please identify the type of agency requesting funding.

A. Municipalities:

B. County Departments:

Explain how the activity(s) will assist in meeting the Palm Beach County Comprehensive Plan and local economic development plans:

C. Other Agencies or Organizations

	Sole Proprietorship
	Partnership
	Incorporated Business
	Community Redevelopment Agency (CRA)

The above-listed entities must submit the following, where applicable:

- a. By-Laws and Articles of Incorporation.
- b. Copy of license(s) needed to operate.
- c. Fictitious name registration.
- d. Business tax returns for two latest years (if a new business, personal tax returns for three years).
- e. Copy of resolution or minutes of the meeting from the governing body authorizing submission of application and showing compliance with local plans (CRAs and non-profits only).

IV. CHECKLIST OF REQUIRED DOCUMENTATION

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

Attached Document		Attachment No.
1	An itemized overall project budget.	
2	A business plan with three0year projections.	
3	Firm evidence of matching contribution/leveraging.	
4	Evidence of availability of funds to cover project costs.	
5	Resume(s) of key personnel to substantiate capability to operate the business.	
6	A street map showing location of activity.	
7	A plat map (showing block and lot numbers) showing location of activity.	
8	A letter certifying your commitment to maintenance of plant and/or equipment and the job creation/retention requirement.	
9	A letter documenting compliance with zoning and land use.	
	For activities located within the Cities of Boca Raton, Boynton Beach, Delray Beach or West Palm Beach	
10	A letter certifying that more than <u>at least</u> 51% of the jobs created or retained will be held by, or available to, persons residing outside these municipalities.	
11	A letter from the municipality committing to its provision of cash matching funds equal to the CDBG funds requested.	
	If applicable	
12	Evidence of site control, e.g., sales contract, deed, etc. (activities that include land acquisition, new construction, rehabilitation or demolition of structures).	
13	Appraisal report, if available (activities that involve acquisition of real property).	
14	Copy of license(s) needed to operate other than an occupational license.	
15	By-laws and Articles of Incorporation under state or local law.	
16	Evidence of non-profit status (non-profits).	
17	Partnership Agreement(s).	
18	A copy of resolution, minutes of meeting of governing body, or other documentation authorizing submission of application (municipalities and CRAs).	
19	Business tax returns for past two years or audit report and/or audited financial statement from last year operation (existing businesses).	
20	Personal tax returns for past three years (start-up businesses).	

PRELIMINARY EVALUATION CRITERIA

A Preliminary Evaluation Criteria Form will be used by EDO staff to evaluate the applications. This preliminary evaluation is the first stage of a two-stage process involving: 1) EDO staff suggestions; and 2) review and recommendations by the Overall Economic Development Program (OEDP) Board. **Applications that fail to score at least 50% of the total available points during the EDO review will be disqualified from the second stage and, therefore, will not be considered for funding. In addition, businesses that do not demonstrate that they have secured the funding necessary to complete their project will not be considered for funding. In order to clarify issues raised, additional information may be asked of applications that scored more than 50% of the total available points. A summary of the points to be awarded in the preliminary evaluation and a description of the categories is provided below:**

SUMMARY OF CATEGORIES	MAXIMUM POINTS
1. Benefit to Low/Mod-Income Persons	10
2. Job Creation and Retention	15
3. Activity Location	5
4. Displacement of Persons and/or Businesses	0
5. Cost Reasonableness and Effectiveness	20
6. Capacity of Applicant	20
7. Availability of Funds and Other Commitments	10
8. Leveraging	20
9. Environmental Impact	0
Maximum Points Possible	100

DESCRIPTION OF CATEGORIES

1. **Benefit to Low/Mod-Income Persons:** (Maximum Points: 10)

Ten points will be given to activities where more than 70% of the jobs created/retained are for low- and moderate-income persons; and 5 points will be given to activities where between 51% and 70% of the jobs created/retained are for low- and moderate-income persons. **Activities where less than 51% of jobs created/retained are for low- and moderate-income persons are ineligible.**

2. **Job Creation and Retention:** (Maximum Points: 15)

Fifteen points will be given to activities that create/retain more than two jobs per \$15,000 in CDBG funds; 10 points will be given to activities that create/retain 1.5 to 2 jobs per \$15,000 in CDBG funds; and 5 points will be given to activities which create/retain 1 job per \$15,000 of CDBG funds. The reviewer will determine if the amount of jobs claimed are realistic and apply applicable score. **Activities that create/retain less than one job per \$15,000 of CDBG funds are ineligible.**

3. **Activity Location:** (Maximum Points: 5)

Points will be allocated to businesses based on the following Development Region Designations: Acute (5 points); Core (4 Points); Transitional (3 points); Marginal (2 point); adjacent to a development region (1 point). All other Activities not located in or adjacent to a development region are ineligible.

Activities located in an Entitlement Community (Cities of Boca Raton, Boynton Beach, Delray Beach and West Palm Beach) which have not confirmed that at least more than 51% of the jobs created/retained will go to persons residing outside these municipalities will be ineligible.

4. **Displacement of Persons and/or Businesses:** (Maximum Points: 0)

Ten points will be **subtracted** from activities that will cause displacement of persons or existing businesses; unless the application adequately addresses a relocation plan meeting all requirements of 24 CFR 570.606 and shows sufficient funding to implement the relocation plan.

5. **Cost Reasonableness and Effectiveness:** (Maximum Points: 20)

Up to 20 points will be awarded to applicants based on the reasonableness of costs outlined in the project and activity budgets and the cost incurred per unit. Also, the likelihood of the project's success, based on objective analysis of the Business Plan, and the extent to which the project can succeed without CDBG funding will be considered.

6. **Capacity of Applicant:** (Maximum Points: 20)

Up to 20 points will be awarded to applicants based on the capacity of the applicant to carry out the project in a timely manner, including the creation/retention of jobs. The background and experience of key personnel will be considered.

7. **Availability of Funds and Other Commitments:** (Maximum Points: 10)

Up to 10 points will be awarded to applicants showing that other applicable commitments needed to implement the proposed activity are (or will be) in place to ensure the timely undertaking of the activity. These include the 100% cash match from the Entitlement Community, proof of ownership, zoning and land use compliance, proper licenses, and the applicant's commitment to operation and maintenance.

Activities that are not reasonably expected to commence within one year of funding approval by the Board of County Commissioners will not be considered.

8. **Matching Contribution and Leveraging:** (Maximum Points: 20)

Up to 20 points will be awarded according to the scale below based on the ratio of the applicant's eligible leveraging contributions to CDBG funds requested. Eligible leveraging contributions include cash, equity, and real property. These funding sources should only be considered if there is realistic evidence that they are available or will become available within one year of the BCC's conceptual approval of funding for the activity. Lack of leveraging will render an activity ineligible.

+ 2:1 20 points
2:1 15 points
1:1 10 points
.75:1 7 points
.50:1 5 points
.25:1 3 points

9. **Environmental Impact:** (Maximum Points: 0)

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

10. **Application Completeness:** (No points awarded)

Applications that are substantially incomplete will not receive funding consideration.

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, 10th Floor
West Palm Beach, Florida 33401**

Economic Development Set-Aside Program

Project Schedule: 2008-09

- April 1st – 30th** **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 7th & 8th** **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 12th** **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 7th** **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 14th – 18th** **Grant Packet Review and Distribution:** Grant application packets will be reviewed by EDO and prepared / forwarded to the "Grant Review Team."
- August 4th – 8th** **Grant Review Team:** Applications will be reviewed and recommendations for the OEDP Sub-committee will be prepared.
- August 18th – 22nd** **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 25th – Sept. 26th** **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 2nd

OEDP Committee (*full committee*): Final recommendations on all projects will be distributed at the OEDP meeting.

Oct 21st or Nov 18th

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:

Wednesday, May 7, 2008, 8:30 am - 11:30 am Cooperative Extension Services Exhibit Hall A 559 N. Military Trail West Palm Beach, FL 33415	Thursday, May 8, 2008, 10:00 am – 12:00 pm PB Community College –Glades Campus Classroom Building CRA 203 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, 10th 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

Development (HUD) as an annual entitlement, and all activities funded with CDBG funds must comply with federal regulations.

~~The Economic Development Office (EDO), which administers the County's CDBG Program, will make available up to \$679,975.50 for the funding of economic development activities in FY 2008-09. This sum represents 10% of the County's FY 2008-09 total CDBG entitlement. The purpose of this set-aside is to provide funding to eligible applicants to create or retain jobs for low and moderate income persons.~~

A competitive process will be utilized to select the activities that are to be funded. Only the highest rated applications based on completeness and clarity, readiness to proceed, likelihood of success, and the extent to which specific criteria set by HUD and the County are met, will be recommended for funding. The criteria for the CDBG Economic Development Program that were approved by the Board of County Commissioners on June 19, 2001, are listed below. Additional information pertaining to these criteria, follow.

CDBG ECONOMIC DEVELOPMENT PROGRAM PROGRAM CRITERIA

1. **Eligible Applicants:** An applicant must either be a sole proprietorship, an incorporated business, a municipality or a Community Redevelopment Agency, or any legally organized form of business registered with the Florida Department of State to do business in the State of Florida. A County Department may act as an applicant of last resort for a project located in an unincorporated area that would have otherwise been eligible if located within a municipality.
2. **Eligible Activities:** Funds requested under this program must be utilized for Special Economic Development Activities and/or job creation/retention as defined in the CDBG Regulations at 24 CFR 570. Specific activities which will be funded are: acquisition of real property and equipment (*see the ineligible activities and expenses below*); improvements to structures; infrastructure improvements; and new construction.

Any activity which may cause displacement of residents and/or businesses shall provide the following prior to the award of any contract: a) a relocation plan meeting all requirements of 24 CFR Ch. V Section 570.606, as amended. This plan shall be certified by a consultant certified by HUD, or an agency of HUD as meeting all legal requirements; b) a document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) an executed indemnification and hold harmless agreement to protect the County against any and all costs incurred for the displacement and relocation of persons or businesses affected by the activity.
3. **Ineligible Activities and Expenses:** Portable equipment, such as personal/office computers, adding machines, calculators and vehicles. Other ineligible items include office and restaurant furniture such as desks, tables, chairs, cookware and other removable items. While this list may not be all inclusive, each applicant is encouraged to contact the Economic Development Office to confirm whether or not your project costs are eligible for funding.
4. **Program Requirements:** 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 more than 51% percent of

the jobs created/retained must be occupied by residents of the unincorporated County or one of the participating municipalities in the Urban County Program.

Additionally, when a proposed activity is located in a municipality that is a CDBG Entitlement Community, the municipality must provide a dollar-for-dollar match for the amount of County CDBG dollars requested in the Set-aside application.

5. At least one (1) full-time equivalent (FTE) job must be created or retained for every \$15,000 of CDBG funding applied for (*one full-time or equivalent job equals one job totaling 2,080 hours annually or two or more positions that together total at least 2,080 hours per year*). The applicant must be directly responsible for generating the jobs to be produced. If funds from other County sources also require that jobs be created, these jobs must be counted separately. All jobs must be advertised with the Workforce Alliance, Inc.
6. All projects must be located in or adjacent to the identified Development Regions. Preference will be given to projects which are located in the "core and acute areas" of these Development Regions.
7. At least fifty-one percent (51%) of all jobs created must be filled by persons of low- and moderate- income as from time to time defined by the U.S. Department of HUD. In reviewing applications, this item will be scored to give preference to those with a higher percentage of jobs available to low/moderate-income persons.
8. All applicants must supplement requested CDBG funds with cash, equity or real property, subject to review by the OEDP Committee. In reviewing applications, this item will be scored to give preference to those with a higher percentage of supplementary funding. In order for a project to be considered for funding, verification of sufficient funds to complete the project **must** be submitted at the time the application is submitted to the Economic Development Office. Confirmation of funding must be in the form of a bank statement, loan commitment statement, etc.
9. When funding infrastructure, land acquisition or physical plant construction, these activities must begin within 12 months of BCC approval of the activity and be completed within the succeeding 24 months after project commencement. The CDBG Regulations require that jobs be created within twelve (12) months from date of completion of the facility or improvement. Also, when counting jobs, the County will include all jobs created/retained from the time the contract is approved by the BCC. The total number of jobs required by the County must be created within one (1) year of the completion of the activity. The jobs should be maintained for a period of at least three years. Acquisition, construction and rehabilitation activities which utilize CDBG funds are subject to monitoring for ten (10) years under EDO policy and will be subject to a "Declaration of Restriction on Use" for the entire monitoring period.
10. Applicants must submit a financial pro forma, which allows for an assessment of critical elements outlined by HUD under 24 CFR 570.209(a). These elements will be outlined in the application package.
11. The minimum funding award shall be \$50,000, but preference will be given to requests of at least \$100,000.
12. Funding preference will be given to first-time applicants. Applicants that have been awarded funds from this program in the past are not eligible to apply for a period of three (3) years from the point that all funding has been expended.

13. Successful applications must meet all other applicable requirements of the CDBG program to include, but not be limited to, meeting a National Objective, Environmental Reviews, Davis-Bacon Wage Determination, Section 3, Procurement and Insurance Requirements.

Additional information and clarification of the above criteria, are as follows:

1. All awards will be in either the form of grants, no-interest loans, low-interest loans, or a combination of each.
2. If an activity is located in a CDBG Entitlement Community, the required dollar-for-dollar cash match may be provided by the Entitlement Community or its CRA. Documentation must be provided.
3. An application from a partnership must be submitted and signed by the majority partner. In addition, where there are layers of partnerships, partnership documents for all partnerships must be submitted.
4. Each applicant is required to thoroughly complete Section II.C (Project/Activity Cost, Summary of Funding) of the application. The total sources of funds should be equal to the total uses of funds. Sufficient documentation must be provided to show matching contribution.
5. The financial contribution to an activity will generally be provided at the back-end of the activity's implementation, unless directed otherwise by the EDO Director.
6. Regarding job creation and retention:
 - **Job creation** means the creation of new, permanent positions. Construction jobs to complete an activity do not count. **Job retention** means that permanent jobs *would actually be lost* if CDBG funds were not awarded. The applicant must document compliance.
 - A full-time equivalent (FTE) job is calculated based on a 40-hour work week (2,080 hours per year).
 - All jobs created or retained are required to be maintained for a period of at least three (3) years.
7. Regarding improvements to structures, if the structure to be improved is leased, a lease commitment of ten years is required.
8. For purchase of equipment, the equipment is subject to monitoring for the life of the equipment under County policy and disposition is subject to EDO's prior written approval.

- The purchase of any and all pieces of equipment may be subject to Palm Beach County's procurement process.

9. Other Federal and County Requirements

- *Environmental Review*: Performed by EDO for all funded activities with the assistance of the Facilities Development & Operations Department, if necessary. Activities that severely impact or are impacted by environmental conditions may be disqualified or have to be altered. Such conditions may include the presence of hazardous materials, proximity to above-ground storage tanks or noise sources (e.g. railroads, major highways), and the presence of protected lands or species.
- *Davis-Bacon Act*: Ensures payment of prevailing wages on construction activities.
- *Section 3*: Encourages employment opportunities for low- and very low-income persons on construction activities.
- *Asbestos Survey*: Obtained by EDO staff for reconstruction, rehabilitation, extension or demolition of existing buildings.
- *Procurement*: All purchases of goods and services, including capital equipment, must be made by purchase order or by a written Agreement. Each business will be required to secure up to three (3) qualified quotes for goods and services (*if goods and services include equipment, each piece of equipment will require 3 separate quotes*). The business must inform EDO in writing (*and include the purchase order or written agreement*) of the vendor selected. The purchase order or written agreement must include the name / type of goods or services purchased and all costs associated with the purchase.
- *Uniform Relocation Act*: Required for all activities that cause displacement of businesses and/or residents. An activity will cause displacement if the property is occupied by owners or tenants at the time this application is submitted. Since federal relocation requirements are complex and can be expensive to implement, please contact EDO for technical assistance.

IMPORTANT FACTS FOR SUBMITTING APPLICATIONS

- In order to be considered for funding, a properly submitted application must consist of **one original and three hard copies** that are properly bound. Any submission which does not conform to the aforementioned requirements will not be accepted. Completed applications must be received in EDO by 12:00 p.m. on the deadline date.
- A Business Plan (*including three year financial forecast*) must be submitted as part of the application. The following County assisted incubators, among others, may be contacted regarding the preparation of a Business Plan:

Center for Technology, Enterprise and Development, Inc. 33 SE 1st Avenue, Suite 102 Delray Beach, Florida 33444 (561) 265-3790	The EDGE Center, Inc. 241 West Avenue A Belle Glade Florida 33430 (561) 993-3343
Business and Economic Development and Revitalization Corp. 5725 Corporate Way, Suite 201 West Palm Beach, Florida 33407 (561) 686-0064	Enterprise Development Corporation of South Florida 3701 FAU Boulevard, Suite 210 Boca Raton, Florida 33431 (561) 620-8494
Palm Beach County Resource Center, Inc 2001 Broadway, Suite 250 Riviera Beach, Florida 33404 (561) 863-0895	

- No waivers will be granted by EDO for applications which do not meet the established deadline. **NO EXCEPTIONS.** Applications that do not meet the established deadline will not be considered for funding.
- **Submission is final.** Applications will be evaluated as submitted. No amendments will be allowed. However, additional information may be requested by EDO and the OEDP Board.
- Failure to meet any of the program criteria will render your application ineligible for funding.
- Applications which fail to score at least 50% of the total available points during the EDO review will be disqualified from the second stage review and therefore, will not be considered for funding.
- **Complete all questions in the application.** If not applicable, indicate N/A. A substantially incomplete application may not be considered for funding. Also, applications should be typewritten, and all required attachments should be provided and clearly labeled.

- For activities located in the Cities of Boca Raton, Delray Beach, Boynton Beach and West Palm Beach, the municipality or its CRA is required to provide a dollar-for-dollar cash match for the amount of CDBG funds requested. Documentation is required.
- Matching Contribution in the form of cash, equity or real property is required. The extent of the matching contribution provided will positively impact your application. Verification of sufficient funds to complete the project must be submitted at the time of application in order for a project to be considered for funding.
- Each applicant is required to thoroughly complete Section II.C (Project/Activity Cost, Summary of Funding) of the application. The total sources of funds should be equal to the total uses of funds.
- All activities must provide documentation from the municipality or County that the proposed activity is consistent with land use and zoning.
- Please ensure that all items identified on the checklist are provided.
- The application must be signed by the appropriate person, as follows:
 - Municipalitiesby Mayor or City Manager
 - Incorporated Businesses...by Chairperson, Board of Directors; CEO; or President
 - Sole Proprietorshipsby Owner
 - Partnershipsby CEO or Managing Partner
 - County Departmentsby Director of the Department
 - CRAs by President or Chairperson
- Unsigned applications will not be considered.
- EDO reserves the right to perform credit and background checks on all successful applicants to the program prior to execution of the contract with the County.

***** CALL (561) 355-3624, FOR ASSISTANCE IN COMPLETING APPLICATION *****

**PALM BEACH COUNTY
ECONOMIC DEVELOPMENT OFFICE**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
APPLICATION FOR ECONOMIC DEVELOPMENT ACTIVITIES**

"APPLICATION MUST BE TYPED"

Due : 12:00 p.m. July 7, 2008

Phone: (561) 355-3624 for assistance

1	APPLICANT INFORMATION	
	Name of Business/Organization/Municipality:	
	Federal Tax I.D. Number (if applicable):	
	Type of Ownership (Businesses Only):	
	Name of Contact Person:	
	Title:	
	Address:	
	City; State; Zip Code:	
	Area Code and Telephone Number:	
	Fax Number:	
	E-mail Address:	
	Print Name and Title of Person Signing:	

Signature: _____ Date: _____

II. ACTIVITY AND PROJECT INFORMATION

In this application, the word **activity** denotes the specific action(s) for which you are requesting CDBG funds. The four (4) eligible activities are listed below. The word **project** denotes the overall business operation, inclusive of all elements regarding sources of funding.

A. ACTIVITY LOCATION

(The activity must be located in or adjacent to a Development Region. Maps depicting these regions may be viewed at EDO or at http://www.pbcgov.com/edo/programs/pbc/development_regions/.)

1. Activity Address:
2. Property Control Number(s):
3. Owner of Property:
4. Owner's Address:
5. Owner's Telephone Number:

	Acquisition of real property		Improvements to structures
	Acquisition of equipment (excluding vehicles)		New construction

Place a check mark in the project activity box(es) that apply.

(Please attach two maps showing the location of your activity. One should be a street map and the other a plat map showing block and lot numbers.)

B. PROJECT/ACTIVITY DESCRIPTION

1. Proposed activity start date:
2. Estimated activity completion date:
3. Activity Type:

4. Please describe in detail, the activity for which you are requesting CDBG funds:
5. Please describe the overall project in detail and explain how this activity described above fits into it.
6. Please describe your existing operation as it related to this project. Include the total number of employees and the number of employees by function, e.g. management, production, sales, support staff.

C. PROJECT/ACTIVITY COST SUMMARY AND FUNDING

1. Please state the overall project cost:
(Verification of sufficient funds to complete project is required at the time the application is submitted.)
2. Please state the total activity cost:
3. Please state the amount of CDBG funds you are requesting:
4. Please indicate the municipality's/CRA's matching contribution (if applicable):

For activities located in an Entitlement Community (i.e. Boca Raton, Boynton Beach, Delray Beach and West Palm Beach) the municipality or its CRA must provide dollar-for-dollar cash match to the amount of CDBG funding awarded. Documentation is required from the municipality committing to the provision of the required match.

5. If your business has received any County grant funds in the past, please provide the grant amount, the date the business was awarded the grant and the name of the grant program.

6. Please provide a detailed budget of the proposed activity indicating use of CDBG and other funds by completing the table below.

Items	CDBG Funds (\$)	Other Funds (\$)	Total Each Item (\$)
Total Activity Budget	\$	\$	\$

7. Please indicate the sources and uses of funds for the project on the following table.
The sources, other than CDBG, are your matching contribution and/or leveraging contribution.

Source and Types	Estimated Date Available	Amount
CDBG		
Other County Funds		
City/CRA funds		
Company's fluid cash		
Company's bank loan(s)		
Owner equity (specify)		
Other (specify)		
Total Sources		
Uses of Funds (Project Budget)	Sources of Funds	Amount
Acquisition of real property		
Construction of new structure		
Renovation of existing structure		
Architectural design		
Impact fees		
Other soft costs		
Machinery and equipment		
Other (specify)		
Total Uses		

NOTE: All applicants must leverage requested CDBG funds through cash, equity or real property. Proof of the availability of the leveraging resources must be provided.

D. OBJECTIVES TO BE ACHIEVED

Please list reasonable objectives to be accomplished by the activity (e.g. square feet of space, number and type of equipment, linear feet of water main, etc.).

Proposed Objectives	Unit of Measurement

E. JOB CREATION/RETENTION AND TRAINING

1. Total number of FTE jobs to be created from funding of this activity: _____

Note 1: Jobs must be permanent and created by you – the applicant. Do not count construction jobs to complete the activity.

Note 2: If activity is funded via other County or HUD programs which also require job creation/retention, the jobs created/retained for those programs must be additional to the ones required under this program.

2. Total number of FTE jobs to be retained from funding of this activity: _____

Note: Job retention means that permanent jobs would actually be lost if CDBG funds were not awarded. Documentation must be provided.

3. Number of low- and moderate-income jobs to be created/retained: _____

4. For activities located within an Entitlement Community (Boca Raton, Boynton Beach, Delray Beach and West Palm Beach), please indicate what percentage of the jobs created will be made available to persons from the Palm Beach County Entitlement Community: _____%

5. Will the activity provide jobs predominantly for low-skilled, low/moderate income persons, where the business agrees to provide clear opportunities for promotion?

Yes_____ No_____

If yes, outline the recruitment process to be utilized by the business to ensure the employment of low- and moderate-income persons.

6. Please complete the following table for jobs to be created/retained. Indicate (C) for created and (R) for retained. (Use additional sheets if necessary.)

Job Title	#	Create Retain	Brief Job Description	Estimated Annual Salary	Experience/Education/ Skills Required

Note: A funded activity must create or retain at least one job per \$15,000 of CDBG funds allocated. At least 51% of the jobs created/retained must be held by, or available to, low- and moderate-income persons.

7. If you are claiming to retain jobs, please describe your plans to ensure that jobs currently occupied by persons who are not low- and moderate-income will be available to low- and moderate-income persons upon becoming vacant.

8. Please describe specific policies of your company which are designed to provide training opportunities to employee to improve their on-the-job performance and equip them to be eligible for promotion. Also, please describe specific training which will be available and indicate the positions to be filled by persons undergoing such training.

F. LAND ACQUISITION, NEW CONSTRUCTION, REHABILITATION

1. Will the activity cause temporary or permanent displacement of persons or existing businesses? Please place an X in the appropriate box.

Yes		No		N/A	
-----	--	----	--	-----	--

Note 1: An activity will cause displacement if the property is occupied by owners or tenants at the time this application is submitted.

Note 2: Any activity which may cause displacement of residents and/or businesses shall provide the following prior to the award of any contract:

- a. A relocation plan meeting all requirements of 24 CFR 570.606, as amended.
This plan shall be certified by a consultant certified by HUD, or an agency of HUD as meeting all legal requirements;
- b. A document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan;
- c. An executed indemnification and hold harmless agreement to protect the County against any and all costs incurred for the displacement and relocation of persons or businesses affected by the activity.

If "yes" to the above, please specify the nature of the displacement and describe plans for relocation, if any:

2. Applicants whose activities include land, acquisition (with or without demolition) and/or new construction, must complete this section:

- a. Is the parcel of land vacant?

Yes		No		N/A	
-----	--	----	--	-----	--

If "no", indicate existing use of the site:

- b. Does the parcel of land require purchase of fill material?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please explain:

- c. Are engineering/architectural drawings and development permits (other than building permits) in place?

Yes		No		N/A	
-----	--	----	--	-----	--

- d. Has an appraisal been conducted?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please insert figure and attach the report:

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

- a. Is the structure vacant:

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", indicate previous use of structure:

If "no", indicate existing use of structure:

- b. Year structure was built:

- c. Describe the condition of the building (structure, materials, appliances, air conditioning, well/septic tanks, and other relevant information):

d. Has an appraisal been conducted:

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", please insert figure and attach the report:

e. Are engineering/architectural drawings and development permits (other than building permits) in place?

Yes		No		N/A	
-----	--	----	--	-----	--

4. Activities defined in "2" and "3" above, please complete:

a. Has site control been obtained?

Yes		No		N/A	
-----	--	----	--	-----	--

If "yes", documentation (e.g., sales contract, deed, etc.) showing site control must be attached.

b. Is there a lien on the property?

Yes		No		N/A	
-----	--	----	--	-----	--

c. Are public water and sewer available?

Yes		No		N/A	
-----	--	----	--	-----	--

d. Are taxes on the property current?

Yes		No		N/A	
-----	--	----	--	-----	--

e. Is your agency exempt from paying real estate taxes?

Yes		No		N/A	
-----	--	----	--	-----	--

f. Is the property currently mortgaged?

Yes		No		N/A	
-----	--	----	--	-----	--

g. Does the activity comply with zoning/land use designations?

Yes		No		N/A	
-----	--	----	--	-----	--

h. Has an environmental review been done?

Yes		No		N/A	
-----	--	----	--	-----	--

All applicants must attach a letter from the Planning/Zoning Department of the municipality or county, documenting that the proposed activity is in compliance with zoning and land use designations.

G. LICENSES AND MAINTENANCE

1. Is a license (other than an occupational license) required to operate your business?

Yes		No	
-----	--	----	--

If yes, existing businesses should attach a copy of the current license; new businesses should indicate the timetable to acquire a license.

2. Please explain the steps to be taken to ensure the maintenance of the plant property, building and/or equipment funded with CDBG funds. (A letter certifying the organization's commitment to maintenance must be attached).

III. LEGAL STATUS

The following documentation must be submitted with the application, as it applies to your agency. Please identify the type of agency requesting funding.

A. Municipalities:

B. County Departments:

Explain how the activity(s) will assist in meeting the Palm Beach County Comprehensive Plan and local economic development plans:

C. Other Agencies or Organizations

	Sole Proprietorship
	Partnership
	Incorporated Business
	Community Redevelopment Agency (CRA)

The above-listed entities must submit the following, where applicable:

- a. By-Laws and Articles of Incorporation.
- b. Copy of license(s) needed to operate.
- c. Fictitious name registration.
- d. Business tax returns for two latest years (if a new business, personal tax returns for three years).
- e. Copy of resolution or minutes of the meeting from the governing body authorizing submission of application and showing compliance with local plans (CRAs and non-profits only).

IV. CHECKLIST OF REQUIRED DOCUMENTATION

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

Attached Document		Attachment No.
1	An itemized overall project budget.	
2	A business plan with three0year projections.	
3	Firm evidence of matching contribution/leveraging.	
4	Evidence of availability of funds to cover project costs.	
5	Resume(s) of key personnel to substantiate capability to operate the business.	
6	A street map showing location of activity.	
7	A plat map (showing block and lot numbers) showing location of activity.	
8	A letter certifying your commitment to maintenance of plant and/or equipment and the job creation/retention requirement.	
9	A letter documenting compliance with zoning and land use.	
	For activities located within the Cities of Boca Raton, Boynton Beach, Delray Beach or West Palm Beach	
10	A letter certifying that more than at least 51% of the jobs created or retained will be held by, or available to, persons residing outside these municipalities.	
11	A letter from the municipality committing to its provision of cash matching funds equal to the CDBG funds requested.	
	If applicable	
12	Evidence of site control, e.g., sales contract, deed, etc. (activities that include land acquisition, new construction, rehabilitation or demolition of structures).	
13	Appraisal report, if available (activities that involve acquisition of real property).	
14	Copy of license(s) needed to operate other than an occupational license.	
15	By-laws and Articles of Incorporation under state or local law.	
16	Evidence of non-profit status (non-profits).	
17	Partnership Agreement(s).	
18	A copy of resolution, minutes of meeting of governing body, or other documentation authorizing submission of application (municipalities and CRAs).	
19	Business tax returns for past two years or audit report and/or audited financial statement from last year operation (existing businesses).	
20	Personal tax returns for past three years (start-up businesses).	

PRELIMINARY EVALUATION CRITERIA

A Preliminary Evaluation Criteria Form will be used by EDO staff to evaluate the applications. This preliminary evaluation is the first stage of a two-stage process involving: 1) EDO staff suggestions; and 2) review and recommendations by the Overall Economic Development Program (OEDP) Board. **Applications that fail to score at least 50% of the total available points during the EDO review will be disqualified from the second stage and, therefore, will not be considered for funding. In addition, businesses that do not demonstrate that they have secured the funding necessary to complete their project will not be considered for funding. In order to clarify issues raised, additional information may be asked of applications that scored more than 50% of the total available points.** A summary of the points to be awarded in the preliminary evaluation and a description of the categories is provided below:

SUMMARY OF CATEGORIES	MAXIMUM POINTS
1. Benefit to Low/Mod-Income Persons	10
2. Job Creation and Retention	15
3. Activity Location	5
4. Displacement of Persons and/or Businesses	0
5. Cost Reasonableness and Effectiveness	20
6. Capacity of Applicant	20
7. Availability of Funds and Other Commitments	10
8. Leveraging	20
9. Environmental Impact	0
Maximum Points Possible	100

DESCRIPTION OF CATEGORIES

1. **Benefit to Low/Mod-Income Persons:** (Maximum Points: 10)

Ten points will be given to activities where more than 70% of the jobs created/retained are for low- and moderate-income persons; and 5 points will be given to activities where between 51% and 70% of the jobs created/retained are for low- and moderate-income persons. **Activities where less than 51% of jobs created/retained are for low- and moderate-income persons are ineligible.**

2. **Job Creation and Retention:** (Maximum Points: 15)

Fifteen points will be given to activities that create/retain more than two jobs per \$15,000 in CDBG funds; 10 points will be given to activities that create/retain 1.5 to 2 jobs per \$15,000 in CDBG funds; and 5 points will be given to activities which create/retain 1 job per \$15,000 of CDBG funds. The reviewer will determine if the amount of jobs claimed are realistic and apply applicable score. **Activities that create/retain less than one job per \$15,000 of CDBG funds are ineligible.**

3. **Activity Location:** (Maximum Points: 5)

Points will be allocated to businesses based on the following Development Region Designations: Acute (5 points); Core (4 Points); Transitional (3 points); Marginal (2 point); adjacent to a development region (1 point). ~~All other~~ Activities not located in or adjacent to a development region are ineligible.

Activities located in an Entitlement Community (Cities of Boca Raton, Boynton Beach, Delray Beach and West Palm Beach) which have not confirmed that at least ~~more than~~ 51% of the jobs created/retained will go to persons residing outside these municipalities will be ineligible.

4. **Displacement of Persons and/or Businesses:** (Maximum Points: 0)

Ten points will be **subtracted** from activities that will cause displacement of persons or existing businesses; unless the application adequately addresses a relocation plan meeting all requirements of 24 CFR 570.606 and shows sufficient funding to implement the relocation plan.

5. **Cost Reasonableness and Effectiveness:** (Maximum Points: 20)

Up to 20 points will be awarded to applicants based on the reasonableness of costs outlined in the project and activity budgets and the cost incurred per unit. Also, the likelihood of the project's success, based on objective analysis of the Business Plan, and the extent to which the project can succeed without CDBG funding will be considered.

6. **Capacity of Applicant:** (Maximum Points: 20)

Up to 20 points will be awarded to applicants based on the capacity of the applicant to carry out the project in a timely manner, including the creation/retention of jobs. The background and experience of key personnel will be considered.

7. **Availability of Funds and Other Commitments:** (Maximum Points: 10)

Up to 10 points will be awarded to applicants showing that other applicable commitments needed to implement the proposed activity are (or will be) in place to ensure the timely undertaking of the activity. These include the 100% cash match from the Entitlement Community, proof of ownership, zoning and land use compliance, proper licenses, and the applicant's commitment to operation and maintenance.

Activities that are not reasonably expected to commence within one year of funding approval by the Board of County Commissioners will not be considered.

8. **Matching Contribution and Leveraging:** (Maximum Points: 20)

Up to 20 points will be awarded according to the scale below based on the ratio of the applicant's eligible leveraging contributions to CDBG funds requested. Eligible leveraging contributions include cash, equity, and real property. These funding sources should only be considered if there is realistic evidence that they are available or will become available within one year of the BCC's conceptual approval of funding for the activity. **Lack of leveraging will render an activity ineligible.**

+ 2:1 20 points
2:1 15 points
1:1 10 points
.75:1 7 points
.50:1 5 points
.25:1 3 points

9. **Environmental Impact:** (Maximum Points: 0)

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

10. **Application Completeness:** (No points awarded)

Applications that are substantially incomplete will not receive funding consideration.

Palm Beach County Economic Development Office

Amendment No. 1 to the Annual Consolidated Plan for FY 2008 /2009

The Palm Beach County Department of Housing and Community Development was allocated \$6,799,338 under the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program for FY 2008 / 2009. The total amount of CDBG funds available in FY 2008 / 2009 is \$7,099,338, which includes the entitlement amount of \$6,799,338 and the estimated program income of \$300,000.

Palm Beach County submitted to HUD on August 15, 2008, its Annual Action Plan for FY 2008 / 2009 which detailed Palm Beach County's utilization of CDBG, HOME and ESG Program funds for FY 2008 / 2009. Each CDBG activity targeted for funding is an eligible activity under Block Grant Regulations, and meets at least one (1) of the following three (3) National Objectives:

1. Benefitting low- and moderate-income persons;
2. Aiding in the prevention of elimination of slums and blight; and
3. Meeting an urgent community development need.

CDBG ACTIVITY TO BE CHANGED IN SCOPE TO IDENTIFY FUNDED ACTIVITIES

Project Name/ Area	Total Activity Changed in Scope:	Estimated Amount
Economic Development 10% Set-Aside	Ten percent of the total CDBG entitlement amounting to \$679,933 was set aside to fund eligible economic development activities. A revision in this program to change the program criteria, the method for the distribution of funds, an amendment to the Annual Action Plan and the priorities of the Five Year Program to include special economic development activities that meet the national HUD objective is subject to approval by the Board of County Commissioners on September 23, 2008. A Notice of Funding Available (NOFA) was submitted for the CDBG Economic Set-Aside Program FY2008/2008. No applications were received by the Palm Beach County Economic Development Office by the deadline of July 7, 2008, 12 noon.	
	Activity/Location The following non-profit organizations assisting in microenterprise development will be presented to the Board of County Commissioners for approval for CDBG Economic Set-Aside Program funds; The Business & Economic Development & Revitalization (BEDR) Corporation of Palm Beach County, Inc., 5725 Corporate Way, Suite 201, West Palm Beach - \$88,000; The Center for Technology, Enterprise & Development (TED), Inc., 401 West Atlantic Avenue, Suite 09, Delray Beach - \$88,000; The Enterprise Development For Glades Entrepreneurs (EDGE) Center, Inc., 241 West Avenue A, Belle Glade - \$88,000; The Enterprise Development Corporation (EDC) Of South Florida, Inc., 3701 FAU Boulevard, Suite 210, Boca Raton - \$88,000; The Business Loan Fund of the Palm Beaches, Inc., 2110 N. Florida Mango, 2 nd FL, West Palm Beach - \$200,000.	\$552,000

Activity Classification

Per HUD Regulations: Certain Economic Development Activities—24 CFR 570.201(c) and (o); 24 CFR 570.202; 24 CFR 570.203 (a),(b) and(c), 570.204

CDBG National Objective

Per HUD Regulations: Job Creation/Retention Activities – 24 CFR 570.208 (A)(4)

Implementing Agencies: The Business & Economic Development & Revitalization (BEDR) Corporation of Palm Beach County, Inc. (\$88,000), The Center for Technology, Enterprise and Development (TED), Inc. (\$88,000), The Enterprise Development Corporation (EDC) of South Florida, Inc. (\$88,000), The Enterprise Development for Glade Entrepreneurs (EDGE) Center, Inc. (\$88,000), and the Business Loan Fund of the Palm Beaches, Inc. (\$200,000).

Source of Funding: Report Categories: BG70 / GY08

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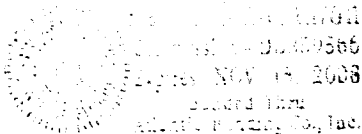
Before the undersigned authority personally appeared **Wendy Elliott**, who on oath says that she is **Classified Advertising Manager** of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a **Notice** in the matter of **CDBG** was published in said newspaper in the issues of **August 24, 2008**. Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he has neither paid nor promised any person, firm or corporation any discount rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. Also published in Martin and St. Lucie Counties.

Wendy Elliott

Sworn to and subscribed before 25th day of August, A.D. 2008

[Signature]

Personally known XX or Produced Identification _____
Type of Identification Produced _____



NO. 3139521
Palm Beach County
Economic Development
Office
Notice to the Public
The Palm Beach County
Economic Development
Office (EDO) proposes to
amend the Annual Action
Plan for Fiscal Year 2008/
2009 and the priorities of
the Five Year Program.
Palm Beach County De-
partment of Housing and
Community Development
(HCD) will notify the U.S.
Department of Housing and
Urban Development (HUD)
of this amendment.
**Proposed First (1st)
Amendment to the FY
2008/2009 Annual Action
Plan**
The total amount of CDBG
funds available in FY2008/
2009 is \$6,799,338 under
the U.S. Department of
Housing and Urban Devel-
opment (HUD) Community
Development Block Grant
(CDBG) Program for FY
2008/2009. The total CDBG
funds available in FY 2008/
2009 are \$7,099,338 which
includes the entitlement
amount of \$6,799,338 and
estimated program income
of \$300,000. The proposed
first amendment includes:
**CDBG ACTIVITY TO BE
CHANGED IN SCOPE TO
IDENTIFY FUNDING
ACTIVITIES**
Project Name/ Area
Economic Development
10% Set-Aside
**Total Activity Changed in
Scope:**
Ten percent of the total
CDBG entitlement amount-
ing to \$679,933 was set
aside to fund eligible eco-
nomic development activi-
ties. A revision in this pro-
gram to change the program
criteria, the method for the
distribution of funds, an
amendment to the Annual
Action Plan and the priori-
ties of the Five Year Pro-
gram to include special
economic development
activities that meet the
national HUD objective is
subject to approval by the
Board of County Commis-
sioners on September 23,
2008. A Notice of Funding
Available (NOFA) was sub-
mitted for the CDBG Eco-
nomic Set-Aside Program
FY2008/2008. No applica-
tions were received by the
Palm Beach County Eco-
nomic Development Office
by the deadline of July 7,
2008, 12 noon.
Activity/Location The fol-
lowing non-profit organiza-
tions assisting in microen-
terprise development will be
presented to the Board of
County Commissioners for
approval for CDBG Eco-
nomic Set-Aside Program
funds; The Business & Eco-
nomic Development &
Revitalization (BEDR) Cor-
poration of Palm Beach
County, Inc., 5725 Corpo-
rate Way, Suite 201, West
Palm Beach - \$88,000; The
Center for Technology,
Enterprise & Development
(TED), Inc., 401 West
Atlantic Avenue, Suite 09,
Delray Beach - \$88,000;
The Enterprise Develop-
ment For Glades Entrepre-
neurs (EDGE) Center, Inc.,
241 West Avenue A, Belle
Glade - \$88,000; The
Enterprise Development
Corporation (EDC) Of South
Florida, Inc., 3701 FAU
Boulevard, Suite 210, Boca
Raton - \$88,000; The Busi-
ness Loan Fund of the Palm
Beaches, Inc., 2110 N.
Florida Mango, 2nd FL,
West Palm Beach -
\$200,000.
Estimated Amount **\$552,000**
This Amendment will be
available for public inspec-
tion at EDO, and will
become final after a 30-day
public comment period and
approval by the Board of
County Commissioners. All
comments must be in writ-
ing and received by the
Economic Development
Office at 301 North Olive
Avenue, 10th FL, West
Palm Beach, FL 33401, no
later than September 8,
2008. IN ACCORDANCE
WITH THE AMERICANS
WITH DISABILITIES ACT
(ADA), THIS AD AND
DOCUMENTS LISTED
ABOVE MAY BE
REQUESTED IN AN