PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Agenda Item #:

AGENDA ITEM SUMMARY

Meeting Date:	August 18, 2009	[] Consent [] Workshop	==================================== [] Public Hearing
Department: Submitted By: Submitted For:	County Administration County Administration Economic Developm	on	
	I. <u>EX</u> E	ECUTIVE BRIEF	

Motion and Title: Staff recommends motion to approve:

- A) Creation of a new Economic Development Specialist Position within the Economic Development Office (EDO).
- **B)** The revision of the CDBG Set-Aside Program criteria to allow for funding of an Economic Development Specialist Position.
- **C) Approve** Amendment No. 10 to the FY 2008 / 2009 Annual Action Plan, to provide funding for an Economic Development Specialist position under the Community Development Block Grant (CDBG) Economic Set-Aside Program FY 2008 / 2009.

Summary: The proposed amendment will allow for the funding of a new Economic Development Specialist position to provide direct services and assistance to large and small businesses creating, expanding and maintaining jobs for members of low-moderate income households. The position will be limited to the funds remaining annually in the Housing and Community Development (HCD) Economic Set-Aside funds. The Economic Development Specialist will be hired at Pay Grade 35 with a salary range of \$51,001.60 to \$83,663.84. These are Federal Community Development Block Grant funds which require no local match. Countywide (DW)

Background: On September 23, 2008, the Board approved an amendment to the criteria of the Community Development Block Grant (CDBG) Economic Set-Aside Program FY 2008 / 2009 to allow 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, was available for distribution under the CDBG Economic Development Set-Aside Program. To date, a total of \$127,933 remains unspent. The approval of the new EDO Specialist position is required because the current EDO staff cannot perform the duties of the new position, nor do current workloads afford staff time to undertake the new functions. The new EDO Specialist position will provide direct assistance to businesses by carrying out the tasks that will meet the CDBG National Objectives for low-moderate income households who have become unemployed due to the recent economic crisis. (Continued on page 3)

Attacnm	ents:		
	A. Amendment to the	Annual Action Plan FY 2008 /2009	3A-7
<i>J</i> ·	B. Job Description (Ec	gnomic Dev. Specialist – Grade 35)
	C. Copy of Public Notes		•
Pasamm	ended by:	, lob	7-27-09
Necomin	lerided by.	Economic Development Director	Date
Approve	d by:	in A From	8-17-09
	-	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	20 <u>09</u>	20 <u>10</u>	20 <u>11</u>	20 <u>12</u>	20 <u>13</u>	
Capital Expenditures Operating Costs External Revenues Program Income (PBC) In-Kind Match (PBC)	0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	
NET FISCAL IMPACT # ADDITIONAL FTE POSITIONS (Cumulative	 X e) <u> </u>					
Is Item Included In Current	Budget? Y	es N	lo			
Budget Account No: Fund	Agenc	<u> </u>	Org	Object_/_		,
B. Recommended Source		_	-	t:		

Approval of this agenda item will appropriate funds of \$127,933 for this Economic Set-Aside grant funded position. 1101 143 1431 820 640 08

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Co * Salary range for this position is \$51,001.60 HCD Economic Set Aside. Net piscal	mments: 483.84 which will be funded by
HCD Economic set Aside. Net Fiscal	Mon d. Jawen \$1069
OFMB 2 09	Contract Development and Control

B. Legal Sufficiency:

C. Other Department Review:

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

Mydocuments: CDBG.AGENDA.REMAINING.FUNDS.2009

(Continued from page 1)

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. 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.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Agenda Item #: **347**M/A 7-0

AGENDA ITEM SUMMARY

	ieptember 23, 2008 [X] Consent [] Regular [] Workshop [] Public Hearing
Department: Submitted By: Submitted For:	County Administration County Administration Economic Development Office APPROVED
,	BY BOARD OF COUNTY SEE SEP. 2 3 2008
Motion and Title	I. EXECUTIVE BRIEF
	- Start recommends motion to approve:
Set-Aside Progra	nt to the criteria of the Community Development Block Grant (CDBG) Economic m FY 2008 / 2009.
Crant (CDBC) FO	o. 1 to the FY 2008 / 2009 Annual Action Plan, which will provide funding to five anizations totaling \$552,000 under the revised Community Development Block onomic Set-Aside Program FY 2008 / 2009. Toposed amendment will allow for the funding of five (5) non-profit organizations ance and support services for the development of microscott.
Corporations incorporation of Pa Development (TE Florida, Inc. (\$88,1 (\$88,000), and the modifications will a eligible special eco- rlousing and Urba 10% set-aside fro CDBG Economic	ance and support services for the development of microenterprises (24 inder the CDBG Set-Aside Program for Economic Development. The individual lude: The Business & Economic Development & Revitalization (BEDR) Im Beach County, Inc. (\$88,000), The Center for Technology, Enterprise and DOO), Inc. (\$88,000), The Enterprise Development Corporation (EDC) of South the Business Loan Fund of the Palm Beaches, Inc. (\$200,000). Program on Development activities (24 CFR570.203) that meet a U.S. Department of the PY 2008-2009 CDBG Program is available for distributions.
conomic Develor to the General Finanching funds.	Development Set-Aside Program. The Amendment will allow for other HUD presently available in the local CDBG Economic Set-Aside Program for other HUD presently available in the local CDBG Economic Set-Aside Program for other HUD present. The BCC directed staff to shift the funding source for these agencies unds to CDBG Economic Set-Aside Program during the 08-09 Budget Process. Community Development Block Grant funds which do not require local Countywide (DW)
Economic Development the General Finanching funds. Background and I ackground ackgrou	Development Set-Aside Program. The Amendment will allow for other HUD mot presently available in the local CDBG Economic Set-Aside Program for sunds to CDBG Economic Set-Aside Program during the 08-09 Budget Process. Community Development Block Grant funds which do not require local Countywide (DW) Policy Issues: Pursuant to the Housing and Urban Development (HUD) rules cated at 24 CFR Part 91.505, Palm Beach County is required to make an approved Annual Action Plan whenever it makes one of the following decisions: activity, using funds from any program covered by the Annual Action Plan or i.e. Community Development Block Grant (CDBG). Home Investment is program to the process.
conomic Development the General Finese are Federal Finese and Federal Finese are Common to its and Federal Finese (HON Federal Fe	Development Set-Aside Program. The Amendment will allow for other HUD mot presently available in the local CDBG Economic Set-Aside Program for sunds to CDBG Economic Set-Aside Program during the 08-09 Budget Process. Community Development Block Grant funds which do not require local Countywide (DW) Policy Issues: Pursuant to the Housing and Urban Development (HUD) rules cated at 24 CFR Part 91.505, Palm Beach County is required to make an approved Annual Action Plan whenever it makes one of the following decisions: activity, using funds from any program covered by the Annual Action Plan are activity, using funds from any program covered by the Annual Action Plan are activity.
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conomic Development the General Finese are Federal Finese and Federal Finese are Charles and Statement (Federal Federal Federal Finese	Development Set-Aside Program. The Amendment will allow for other HUD not presently available in the local CDBG Economic Set-Aside Program for sment. The BCC directed staff to shift the funding source for these agencies unds to CDBG Economic Set-Aside Program during the 08-09 Budget Process. I Community Development Block Grant funds which do not require local Countywide (DW) Policy Issues: Pursuant to the Housing and Urban Development (HUD) rules cated at 24 CFR Part 91.505, Palm Beach County is required to make an approved Annual Action Plan whenever it makes one of the following decisions: le in its allocation priorities or a change in the method of distribution of funds; activity, using funds from any program covered by the Annual Action Plan or i.e. Community Development Block Grant (CDBG), Home Investment alic), Emergency Shelter Grant (ESG) Programs, and program income not din the Plan; or 3) to change the purpose, scope, location, or beneficiaries of the purpose in the Annual Action Plan FY 2008 / 2009 Economic Set-Aside Program Revisions diment No. 1 to the Annual Action Plan FY 2008 / 2009 Economic Set-Aside Program Revisions of Public Notice

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures Operating Costs External Revenues Program Income (PBC) In-Kind Match (PBC)	0	0 53,000 (\$53,000) 0	0 0 0 0	0 0 0 0	0 0 0
NET FISCAL IMPACT # ADDITIONAL FTE POSITIONS (Cumulative	<u> </u>		-		-
is item included in Currei	nt Budget?	7 200 9 Yes_x	No		

Budget Account No: Fund 1101 Agency 143 Org1431 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:

Or at	willhite 9.1	7.08
9 OFMB	willhite 9.1	(glpshe)

Contract Development and Control

B. Legal Sufficiency:

Anne Delgent sa Down Wynn St. Assistant County Attorney 9/ 18/08

C. Other Department Review:

Department Director

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

H:\WPDATA\AgendaSumm\AGNDA-Amend No. 1 CDBG Econ Set-Aside FY 2008-09 09-23-08.doc

Continued from Page 1

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.

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

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 Economic Development 10% Set- Aside
--

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

THE PALM BEACH POST

Published Daily and Sunday West Palm Beach, Palm Beach County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA COUNTY OF PALM BEACH

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.

Sworn to and subscribed before 25th day of August

- 1030/365 2:65 NOV 65 2008 dunded fare

Type of Identification Produced

Personally known XX or Produced Identification

NO. 3139521 Paim Beach Col. Economic Develop Office Notice to the Pul The Paim Beach

Economic Develo Office (EDO) prop amend the Annual Plan for Fiscal Yea 2009 and the Control

esumated program of \$300,000. The p

instantation includes:
CDBG ACTIVITY TO BE
CHANGED IN SCOPE TO
IDENTIFY FUNDING
ACTIVITIES
Project Name/ Area

en percent of the total ng to \$679,933 was se

approval for CDBG nomic Set-Aside Pro tunds; The Business & nomic Devetopme Revitalization (BEDR) poration of Palm B County, Inc. 5725 Crate Way, Suite 201, Palm Beach - 588,000 Atlantic Avenue, Sui Delray Beach - \$88 The Enterprise Dev ment For Glades Ent neurs (EDGE) Center 241 West Avenue A Glade - \$88,000 Boulevard, Suite 210, Bo Raton - \$88,000, The Bouness Loan Fund of the Po Beaches, Inc., 2110 Florida Mango, 2nd F West Palm Beach \$200,000

available for public inspection at EDO, and will become final after # 30-day County Commissioners. All comments must be in writing 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 A BOVE MAY BE REQUESTED IN AN REQUESTED IN AN

JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT SPECIALIST (HCD ECONOMIC DEVELOPMENT SET-ASIDE (CDBG FUNDS))

NATURE OF WORK:

The Economic Development Specialist will provide direct assistance to businesses by offering services related to marketing, provision of access to capital, develop policies to guide the hiring and training of staff, review accounting practices and suggest revisions where necessary, etc. The EDO Specialist will also ensure that businesses receiving assistance comply with all federal and county requirements and guidelines which are required by the funding sources. These include, but are not limited to: tracking of the number of jobs created/retained, tracking of expenditures by the businesses to ensure that all expenditures will be for eligible items; ensure that persons employed by the assisted businesses are predominantly members of low-and moderate income households who have become unemployed due judgment, has extensive knowledge of business accounting practices, marketing, human resources and labor practices, and HUD CDBG regulations. The Economic Development Specialist should also possess the ability and experience to effectively monitor an economic development program to ensure that businesses are in compliance with the standards established by the Federal government under the CDBG program and by the County.

EXAMPLES OF WORK:

- Develop marketing plans for small and large businesses. a)
- Evaluate and make changes to financial systems. b)
- Develop PPMs for hiring and training of employees. c)
- d) Ensure that required job creation requirements of Agreements are properly met to increase employment opportunities. Provides regular reports on jobs.
- Draft company's business plan and monitor the implementation of such. e)
- Consults with businesses to resolve problems and discuss effectiveness of program. f)
- Performance of related work as required. g)
- h) Assures compliance with all Federal, State, and Local regulations regarding procedures and, contractual obligations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of accounting principles, marketing techniques, human resources practices and development of business plans.
- Knowledge of rules and regulations as they particularly relate to CDBG Program and other HUD programs.
- Knowledge of loan preparation, Cost Accounting and County's Advantage Financial System.
- Experience in grant management and grant reporting.

Attachment B, Page 1 of 2

- Ability to prepare reporting documents related to Federal Programs.
- Ability to gather, organize and analyze information and formulate substantive solutions or recommendations.
- Computer literate with high proficiency in Microsoft Office and loan software systems.

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 Department of Housing and Community Development (HCD) will notify the U.S. Department of Housing and Urban Development (HUD) of this amendment.

Proposed Tenth (10th) 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 Development (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 tenth amendment includes:

CDBG ACTIVITY TO BE CHANGED IN SCOPE TO IDENTIFY FUNDING ACTIVITIES

Project Name/ Area	Activity/Location	Estimated
Economic	Ten percent of the total CDBG entitlement amounting to	! _
Development	\$679,933 was set aside to fund eligible economic development	Amount
10% Set-Aside	activities. On September 23, 2008, the Board of County Commissioners approved 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 under 24CFR.570.203 that meet a national objective under HUD. This amendment to the FY2008 / 2009 Annual Action Plan will continually provide funding for an Economic Development Specialist position, using the remaining program funds, at the Palm Beach County Economic Development Office, 301 N. Olive Avenue, 10 th FL, West Palm Beach, Florida 33401, is subject to approval by the Board of County Commissioners on August 18, 2009.	\$127,933

This Amendment will be available for public inspection 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 writing and received by the Economic Development Office at 301 North Olive Avenue, 10th FL, West Palm Beach, FL 33401, no later than August 10, 2009. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), THIS AD AND DOCUMENTS LISTED ABOVE MAY BE REQUESTED IN AN ALTERNATE FORMAT, PLEASE CONTACT EDO AT (561)355-3624.

PUBLISH: July 10, 2009

Palm Beach Newspapers, Inc.

Ad Number:

The Palm Beach Post - Palm Beach Daily News - **PENNYSAVER** - La Palma

Publication Date:

This E-Sheet(R) is provided as conclusive evidence that the ad appeared in the newspaper on the date and page indicated. You may not create derivative

Color Type:

4535199Palm Beach CountyEconom BRD CTY COMM/PBC OFC ECON DEV Classified/E009/TRE Section/Page/Zone: Client Name: Advertiser: 535199A 4535199A 1 x 26 B&W Insertion Number:

Description:

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