

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (PBC)	0	0	0	0	0
In-Kind Match (PBC)	0	0	0	0	0
NET FISCAL IMPACT	*	---	---	---	---
# ADDITIONAL FTE					
POSITIONS (Cumulative)	1				

Is Item Included In Current Budget? Yes ___ No ___

Budget Account No: Fund ___ Agency ___ Org. ___ Object ___

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

Approval of this agenda item will appropriate funds of \$127,933 for this Economic Set-Aside grant funded position. 1101 | 143 | 1431 | 820 - 0670/9408

C. Departmental Fiscal Review: *[Signature]* 7/21/09

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

*Salary range for this position is \$51,001.60 - \$83,663.84 which will be funded by HCO Economic Set Aside. Net fiscal impact will be \$0.

[Signature] 8/10/09
OFMB
CN 8/13/09
814109

[Signature] 8/10/09
Contract Development and Control
E. Jones 8/10/09

B. Legal Sufficiency:

[Signature] 8/11/09
Sr. Assistant County Attorney

C. Other Department Review:

[Signature]
Department Director

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

(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

M/A 70

AGENDA ITEM SUMMARY

Meeting Date: September 23, 2008

[X] Consent [] Regular [] Workshop [] Public Hearing

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

APPROVED

BY BOARD OF COUNTY COMMISSIONERS AT MEETING OF SEP 23 2008 MINUTES & RECORDS SECTION

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

Recommended by: [Signature] Economic Development Director Date: 9/16/08
Approved by: [Signature] Assistant County Administrator Date: 9/15/08

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>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>(52,000)</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 POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included In Current Budget?	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Proposed by 2009
 Yes No

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
St. Hill
 9/17/08
 (9/11/08) (9/15/08)

9/17/08
 Contract Development and Control

B. Legal Sufficiency:

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

C. Other Department Review:

Edward W. Brown
 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.

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: 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.	Estimated Amount
Economic Development 10% Set-Aside	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

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

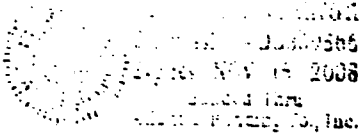
Before the undersigned authority personally appeared Wendy Elliott, who on oath says that she is **Classified Advertising Manager** of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a **Notice** 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.

Wendy Elliott

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

[Signature]

Personally known 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
Availability (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
\$652,000
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

**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 to the recent economic crisis. The Economic Development Specialist exercises relatively independent 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:

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

- **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 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. 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

Thursday, July 9, 2009 | (561) 820-4343

Palm Beach Newspapers, Inc.
Ad Number: 4535199A
Client Name: BRD CTY COMM/PBC OFC ECON DEV
Advertiser: BRD CTY COMM/PBC OFC ECON DEV
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Notice in the Public
Interest in the County of Palm Beach

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