

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date:   October 18, 2011       [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 program budget of the Community Development Block Grant (CDBG) Economic Development Set-Aside Program FY 2011/2012 in the amount of \$675,000; and
- B) First Amendment to the FY 2011/2012 Annual Action Plan (R2011-1095 thru 1098), to provide funding for three (3) non-profit organizations and the Economic Development Office totaling \$675,000 under the CDBG Economic Development Set-Aside Program FY 2011/2012.

Summary: The proposed Amendment will allow for the funding of three (3) non-profit organizations and the Economic Development Office to provide assistance and support services for the development of microenterprises. The individual organizations include: The Center for Technology, Enterprise and Development (TED), Inc. (\$171,100), the Enterprise Development Corporation (EDC) of South Florida, Inc. (\$57,100), the Business Loan Fund of the Palm Beaches, Inc. (\$129,600), and the Economic Development Office (\$317,200). An amount of \$675,000 was set-aside from the FY 2011/2012 CDBG grant allocation and is available for distribution under the CDBG Economic Development Set-Aside Program. **These are Federal CDBG funds which do not require a local match.** 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 (1) 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. 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. First Amendment to the Annual Action Plan FY 2011/2012
 - 2. Copy of Public Notice
 - 3. Budget Availability Statement

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Recommended by: Shirley Howard / 10-11-2011
                  Economic Development Director / Date

Approved by: Sharon G. Byrd / 10-17-2011
              Assistant County Administrator / Date
    
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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grant Expenditures	<u>\$675,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>(\$675,000)</u>	<u>0</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	=====	=====	=====	=====	=====
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

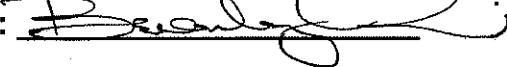
Is Item Included In Current Budget? Yes x No

Budget Account No: Fund 1101 Dept 143 Unit 1431 Object 8201

Program Code/Grant Year: BG70 and BG70A, B, C / GY11

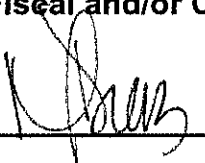
B. Recommended Sources of Funds/Summary of Fiscal Impact:

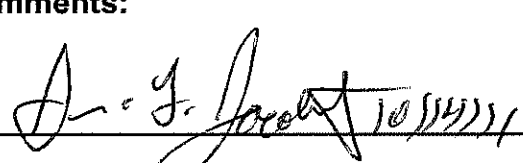
Source of funding is HUD CDBG-Economic Development Set-Aside Program funds.

C. Departmental Fiscal Review: 


III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 10/12/11
 WS 10-11-11 OFMB
 10/11/11
 10/7/11

 10/11/11
 Contract Development and Control
 10-14-11 B. Wheeler
 The Public Notice contains the First Amendment to the Action Plan.

B. Legal Sufficiency:

 10/14/11
 Sr. Assistant County Attorney

C. Other Department Review:

 Department Director

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

Background and Policy Issues:

On September 23, 2008, the BCC approved criteria changes to the CDBG Economic Development Set-Aside Program to allow for County designated sub-recipients to receive non-competitive funds for eligible special economic development activities (24 CFR570.203) that meet a HUD objective.

On July 19, 2011, the BCC adopted a Resolution (#R2011-1095) approving the Palm Beach County Action Plan for FY 2011/2012. The BCC approved a set-aside in the amount of \$675,000 for the CDBG Economic Development Set-Aside Program. The proposed First Amendment consists of changing the scope of the funding in the amount of \$675,000 to be 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.

The proposed amendment consists of changing the scope of an activity previously identified under general description in the Annual Action Plan for Fiscal Year 2011/2012. 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 September 1, 2011.

PALM BEACH COUNTY

NOTICE TO THE PUBLIC

This advertisement amends the previous published ads on September 4, 11, 18 & 25, 2011 for the proposed Amendment No. 1 to the FY2011/2012 Annual Action Plan by revising the date to be presented to the Board of County Commissioners and to correct the expiration date to receive comments from the public as follows:

The Palm Beach County Economic Development Office (EDO) proposes to amend the Annual Action Plan for Fiscal Year 2011/2012. 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 First (1st) Amendment to the FY 2011/2012 Annual Action Plan

The total amount of CDBG funds available in FY2011/2012 is \$6,188,977 under the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program for FY 2011/2012. The total CDBG funds available in FY 2011/2012 are \$6,188,977 which includes the entitlement amount of \$6,138,977 and estimated program income of \$50,000. The proposed first amendment includes:

CDBG ACTIVITY TO BE CHANGED IN SCOPE TO IDENTIFY FUNDING ACTIVITIES

Project Name/ Area:	Total Activity Changed in Funding:	Estimated Amount:
Economic Development Set-Aside	<p>On July 19, 2011, the Board of County Commissioners approved a total of \$675,000 in CDBG funding from the FY2011/2012 CDBG Program for the CDBG Economic Development Set-Aside Program.</p> <p>Activity/Location</p> <p>The following non-profit and governmental organizations assisting in microenterprise development countywide will be presented to the Board of County Commissioners for approval on October 18, 2011 for CDBG Economic Set-Aside Program funds; The Center for Technology, Enterprise & Development (TED), Inc., 401 West Atlantic Avenue, Suite 09, Delray Beach - \$171,100; The Enterprise Development Corporation (EDC) of South Florida, Inc., 3701 FAU Boulevard, Suite 210, Boca Raton - \$57,100; The Business Loan Fund of the Palm Beaches, Inc., 2200 N. Florida Mango, Suite 401, West Palm Beach - \$129,600; and Palm Beach County Economic Development Office, 301 N. Olive Avenue, 10th FL, West Palm Beach - \$317,200.</p>	\$675,000

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 October 17, 2011. Please note: The comment period has been extended from October 3, 2011 to October 17, 2011. **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: October 2, 2011

NO. 6280672
PALM BEACH COUNTY
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CDBG ACTIVITY TO BE CHANGED IN SCOPE TO IDENTIFY FUNDING ACTIVITIES

Project Name/ Area:

Economic Development Set-Aside

Total Activity Changed in Funding:

On July 19, 2011, the Board of County Commissioners approved a total of \$675,000 in CDBG funding from the FY2011/2012 CDBG Program for the CDBG Economic Development Set-Aside Program.

Estimated Amount: \$675,000

Activity/Location

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PUB: The Palm Beach Post
October 2, 2011

BUDGET AVAILABILITY STATEMENT

REQUEST DATE:
10/3/11

REQUESTED BY:

PHONE:
FAX:

PROJECT TITLE:
Amendment to Set-Aside Program Budget &
Annual Action Plan

PROJECT NO:

ORIGINAL CONTRACT AMOUNT:
N/A

BCC RESOLUTION#:

REQUESTED AMOUNT:
\$675,000

DATE:
10/1/11

CSA or CHANGE ORDER NUMBER:

CONSULTANT/CONTRACTOR:
TED, BLF, EDC and Economic Development Office

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:

Consultants will provide professional/consulting services in the area of microenterprise development and approved economic development activities under the HUD CDBG Economic Development Set-aside Program for FY 2011/2012.

CONSTRUCTION	
PROFESSIONAL SERVICES	\$675,000
STAFF COSTS**	
EQUIPMENT/SUPPLIES	
CONTINGENCY	
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TOTAL	\$675,000

**By signing this BAS your department agrees to these staff costs and your account will be charged upon receipt of this BAS. Unless there is a change in the scope of work, no additional staff charges will be billed.

BUDGET ACCOUNT NUMBER (IF KNOWN)

FUND: 1101 DEPT: 143 UNIT: 1431 OBJ: 8201 PGM CODE(S): BG70/BG70A, B, C / 6411

FUNDING SOURCE (CHECK ALL THAT APPLY): AD VALOREM OTHER FEDERAL/DAVIS BACON

BAS APPROVED BY: Edward B. [Signature] DATE: 10/11/2011

ENCUMBRANCE NUMBER:

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