

# Florida Small Cities Community Development Block Grant (CDBG) Program FFY 2008 Emergency Set-Aside



## Application for Funding

Executive Order Number 09-81

Local Government: \_\_\_\_\_

Charlie Crist  
Governor

Thomas Pelham, AICP  
Secretary

Florida Department of Community Affairs  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100  
<http://www.floridacommunitydevelopment.org/cdbg/index.cfm>

## **General Information**

**The emergency set-aside funding may be used for any CDBG eligible activity that is needed in order to recover from the effects of the March 2009 floods. The purpose of the set-aside is to fund eligible activities that address serious, urgent community needs that pose an immediate and direct threat to the health, safety and welfare of low and moderate-income residents. The activities to be funded must be documented as being directly related to the severe weather event covered in the Governor's Executive Order Number 09-81. The amount of funds requested shall be limited to that amount necessary to address the emergency need only.**

**Award recipients cannot use this disaster assistance for a project or activity that was underway prior to the Governor's Executive Order Number 09-81 unless the disaster directly impacted the project. Elements of activities that are reimbursable by FEMA or available through the Small Business Administration (SBA) cannot be undertaken with these funds. All activities must meet of the national objective benefit of low to moderate income persons.**

Applications must be received by the CDBG Program at the address below, whether mailed or delivered, by 5:00 p.m., Eastern Standard Time, on August 7, 2009:

Community Development Block Grant Section  
Division of Housing and Community Development  
2555 Shumard Oak Boulevard, Room 260 - A  
Tallahassee, Florida 32399-2100

**Required Application Procedures**

1. Fully complete the application. Failure to fully complete the application may result in a delay in assistance.
2. Submit two copies of the application, with original signatures. Copies should be stapled (with no hard cover).
3. Submit a detailed map depicting the boundaries of the local government, the service area, the location of the activities, the flood plain and other relevant details.
4. Submit a copy of an "Interlocal Agreement" if a project will, in any way, impact another local government.
5. Number the appendices.
6. Comply with the Intergovernmental Coordination and Review (IC&R) process outlined below.
  - △ No later than August 7, 2009, mail fifteen copies of the application to the Florida State Clearing House, Department of Environmental Protection, Commonwealth Building, Tallahassee, Florida 32399.
  - △ A transmittal letter must accompany the materials that the local government sends to the State Clearing House. This letter should request that the State Clearing House send copies of any correspondence that they may send to the local government to the CDBG Program. The local government may also ask the State Clearing House to send copies to other parties such as consultants and engineers.
  - △ Submit one copy of the application to the Regional Planning Council that serves the local government.
7. Use Attachment B, Project Budget, when preparing the budget to be submitted with the application.
8. All applications must include a Project Budget and Scope of Work.

<b>LOCAL GOVERNMENT INFORMATION</b>	
Local Government Applicant	County
Local Contact	Title
Phone Number	FAX Number
Mailing Address	Street Address or Directions
City	Zip Code
E-mail Address	
Chief Elected Official	Title
Chief Elected Official's Address (if different)	

<b>APPLICATION PREPARER INFORMATION</b>				
Application Preparation Agency or Firm				
Address			Phone Number	
Contact			Title	
E-Mail Address				
Type of Agency Preparing Application (Check One):	Private Firm	Regional Planning Council	Government Agency	Other (Specify)

<b>APPLICATION INFORMATION</b>					
What is your community's total population?	What is your community's LMI population?	Enter the amount of CDBG funding being requested: \$			
Is the local government covered by the National Flood Insurance Program?				Yes	No
Are you entering into an Interlocal Agreement with another local government in order to apply for, administer or carry out the project activities?				Yes	No
U.S. Congressional District	Florida Senate District(s)	Florida House District(s)			

<b>HISTORIC PRESERVATION</b>		
Will the project or any related activities result in direct physical changes to a structure older than 50 years, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation?	Yes	No
Will the project or any related activities result in direct physical changes to public improvements older than 50 years, such as stone curbs or brick streets?	Yes	No
Will the project or any related activities result in direct physical changes to a planned open space older than 50 years, such as a park or plaza?	Yes	No
Will any project activities occur within 100 feet of a structure, public improvement, or planned open space older than 50 years?	Yes	No
Will any project activities occur in a Historic District listed on the National Register?	Yes	No

If "yes" was a response to one of the questions above, you must contact the State Historic Preservation Office (SHPO) immediately. Properties that are listed, or eligible for listing, in the National Register of Historic Places must meet the specifications reflected in the *Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings* (U.S. Department of the Interior, National Park Service). Copies of this publication and technical assistance on historic preservation issues may be obtained from the SHPO.

**PROJECT DESCRIPTION NARRATIVE (MUST BE COMPLETED BY ALL APPLICANTS)**

The narrative should include the following:

1. An explanation of the reason and need for using CDBG funds (i.e., not covered by FEMA, Small Business Administration (SBA), insurance or other sources of funding).
2. A description of each proposed activity by service area that includes:
  - The purpose of the project and the National Objective met by the project,
  - The number of units to be completed (i.e., homes rehabilitated),
  - The costs of the project,
  - The beneficiaries (total and LMI) of the activities, and
  - The location of the activities.
3. A list of other sources of funds that have been made available to the community for recovery and a **brief description** of the activities being funded.

Please feel free to use as many pages as necessary to fully describe the activities that you wish to fund with CDBG Emergency Set-Aside funds.

The "Cost Standard Used" to estimate costs must be available for review during the site visit. Department staff will review it for cost reasonableness. The Department reserves the right to request justification of the cost of any budgetary item. If the applicant cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

If the applicant chooses to pay for the cost of the grant application preparation from the grant, if awarded, enter the payment amount. Document the eligibility of this expense in the Appendices. To be an eligible expenditure, the following requirements apply:

- The grant writer must have been procured pursuant to 24 CFR Section 85.36, as it existed on the day of advertising for the Request for Proposals.
- If the applicant prepared the application using local government staff, or if the staff of another governmental agency was selected pursuant to Chapter 287, *Florida Statutes*, the local government may seek payment only for direct costs incurred as part of the grant application preparation.
- A contract for the grant writer must have been executed before the application deadline. Invoices or other documentation to justify the amount requested must also be included in the Appendices.

Please be aware that if the applicant is awarded a grant, the Department will review this procurement or expense, and if it determines that the procurement process or contracting process was not carried out correctly, or the expense is not eligible, the Department will disallow the expense.

**PROJECT DESCRIPTION NARRATIVE**

[Empty project description narrative box]

**ASSURANCES, CERTIFICATIONS AND SIGNATURES**

This is an application for an Emergency Set-Aside Grant (funded and administered by the Florida Department of Community Affairs). I, the undersigned chief elected official or authorized representative of the local government, certify that the application has been approved by the local governing body and that the local government will comply with the following certifications and assurances as well as applicable federal and state requirements in the administration of any award that is made.

*Failure of the Chief Elected Official to properly sign the application by the deadline, or failure to include a copy of the ordinance or resolution of the governing body authorizing another individual to sign the application, will result the application being rejected.*

I, the undersigned, certify that:

1. Citizen participation requirements will be met.
2. The local government will satisfy the Intergovernmental Coordination and Review requirements by submitting required information to its Regional Planning Council and to the State Clearing House.
3. The local government will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with these funds unless otherwise authorized by 24 CFR Section 570.482 and Section 104(b)(5) of Title I of the Housing and Community Development Act of 1974.
4. Each housing structure addressed with CDBG funds will, upon completion, meet HUD Section 8 Housing Quality Standards and the local housing code.
5. The grant will be administered in conformity with the Civil Rights Act of 1964 and Fair Housing Act; the local government will affirmatively further fair housing and undertake one fair housing activity each year.
6. An Anti-Displacement and Relocation Plan has been adopted (or will be adopted prior to the expenditure of funds) and displacement of persons will be minimized.
7. The information presented in this application is accurate, and documentation is on file and readily accessible to Department of Community Affairs staff.
8. Submission of this application was authorized by the local governing body.

DCA USE	OTHER CERTIFICATIONS	COMPLETE AS INDICATED		
	We have already met citizen participation/public notice requirements: 9B-43.003	Yes	No	
	Public notice (in a newspaper of general circulation) was provided.	Publication Date		
	A comment period was allowed.	Yes	No	
	A public hearing was held to receive input on recovery needs.	Date of Hearing		
	We considered the comments concerning the proposed application that were expressed by citizens.	N/A	Yes	No
	We will meet citizen participation requirements, and submit evidence to the Department, prior to expending any funds: 9B-43.003(3)	Yes	No	
	The Local Government is a participant in the National Flood Insurance Program.	Yes	No	
	We have adopted an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, 49 CFR Part 24, and 24 CFR Part 570.606.	Adoption Date		
	We will adopt an Anti-Displacement and Relocation Policy in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979, as amended, and will provide documentation of adoption of the policy to the Department prior to the expenditure of any funds.	Yes	No	N/A
	Documentation is on file to show that we have submitted all required information to the Regional Planning Council, Bureau of Historic Preservation, and the State Clearing House: 9B-43.004(9)(i)	Yes	No	
	We will submit the required information to the Regional Planning Council, Bureau of Historic Preservation, and the State Clearing House prior to expending any funds: 9B-43.004(9)(i)	Yes	No	N/A
	We have adopted a Citizen's Complaint Policy that requires written answers to written complaints and grievances within 15 working days: 24 CFR Part 570.486	Adoption Date		
	We will adopt a Citizen's Complaint Policy that requires written answers to written complaints and grievances within 15 working days prior to expending any funds: 24 CFR Part 570.486	Yes	No	N/A
	All proposed activities are consistent with our Local Comprehensive Plan.	Yes	No	
	We have adopted a local procurement policy that conforms to the following state and federal regulations: 24 CFR Section 85.36 and Section 287.055, Florida Statutes.	Adoption Date		
	We will adopt a local procurement policy that conforms to the state and federal regulations prior to the expenditure of any funds: 9B-43.0051(8)	Yes	No	N/A
	We have adopted a fair housing ordinance that references the classes of individuals protected by the Fair Housing Act, 42 USC 3601-20 and 24 CFR Part 100, (race, color, familial status, handicap, national origin, sex, and religion).	Adoption Date		
	We have adopted an Affirmative Action Plan that includes procedures for hiring minority contractors and goals for hiring minority employees: 24 CFR Part 570.607	Adoption Date		
	We will adopt an Affirmative Action Plan that includes procedures for hiring minority contracts and goals for hiring minority employees prior to expending any funds: 24 CFR Part 570.607	Yes	No	N/A
	We certify that no other source of federal, state, or local disaster funds is available to meet the need for the activities.	Yes	No	

The local government certifies that it will comply with the following federal and state requirements:

1. Inform affected persons of their rights and the policies set out in 49 CFR Part 24 and 24 CFR 570.602(b)
2. Florida Small and Minority Business Act, s.288.702-288.714, F.S.
3. Florida Coastal Zone Protection Act, s. 161.52-161.58, F.S.
4. Local Government Comprehensive Planning and Land Development Regulation Act, Chapter 163, F.S.
5. National Environmental Policy Act of 1969 and other provisions which further the purposes of this Act
6. National Historic Preservation Act of 1966 (Public Law 89-665), as amended
7. Protection of Historic Properties (24 CFR Part 800)
8. Preservation of Archaeological and Historical Data Act of 1966
9. Executive Order 11593 – Protection and Enhancement of Cultural Environment
10. Reservoir Salvage Act
11. Safe Drinking Water Act of 1974, as amended
12. Endangered Species Act of 1958, as amended
13. Executive Order 12898 – Environmental Justice
14. Executive Order 11988 and 24 CFR Part 55 – Floodplain Management
15. Federal Water Pollution Control Act of 1972, as amended (33 USC, s. 1251 et. Seq.)
16. Executive Order 11990 – Protection of Wetlands
17. Coastal Zone Management Act of 1968, as amended
18. Wild and Scenic Rivers Act of 1968, as amended
19. Clean Air Act of 1977
20. HUD Environmental Standards (24 CFR Part 58)
21. Farmland Protection Policy Act of 1981
22. Title I of the Housing and Community Development Act of 1974, as amended
23. The Clean Water Act of 1977
24. Davis-Bacon Act
25. Contract Work Hours and Safety Standards Act of 1962, 40 USC 327. Seq.
26. Wildlife Coordination Act of 1958, as amended
27. Flood Disaster Protection Act of 1973, PL 92-234
28. Protection of Historic and Cultural Properties under HUD Programs, 24 CFR Part 59
29. Coastal Zone Management Act of 1972, PL 92-583
30. Architectural and Construction Standards
31. Architectural Barriers Act of 1968, 42 USC 4151
32. Executive Order 11296, relating to evaluation of flood hazards
33. Executive Order 11288, relating to the prevention, control and abatement of water pollution
34. Cost-Effective Energy Conservation Standards, 24 CFR Part 39
35. Section 8 Existing Housing Quality Standards, 24 CFR Part 882
36. Coastal Barrier Resources Act of 1982
37. Federal Fair Labor Standards Act, 29 USC, s. 201 et. Seq.
38. Title VI of the Civil Rights Act of 1964 –Non-discrimination
39. Title VIII of the Civil Rights Act of 1968 – Non-discrimination in Housing
40. Age Discrimination Act of 1975
41. Executive Order 12892 – Fair Housing
42. Section 109 of the Housing and Community Development Act of 1974, Non-discrimination
43. Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8
44. Executive Order 11063 – Equal Opportunity in Housing
45. Executive Order 11246 – Non-discrimination
46. Copeland Anti-Kickback Act of 1934
47. Hatch Act
48. Title IV Lead-Based Paint Poisoning Prevention Act (42 USC, s. 1251 et. Seq.)
49. OMB Circulars A-87, A-122, and A-128, as revised
50. Treasury Circular 1075 regarding drawdown of CDBG funds
51. Single Audit Act of 1984
52. Administrative Requirements for Grants, 24 CFR Part 85
53. Section 3 of the Housing and Urban Development Act of 1968, as amended
54. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, PL 100-17, and 49 CFR Part 24
55. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1975
56. Noise Abatement and Control: Departmental Policy Implementation, Responsibilities, Standards, 24 CFR 51, Subpart B
57. Section 102 of the Department of Housing and Urban Development Reform Act of 1989 and 24 CFR Part 12

<b>Signature of Chief Elected Official or Designee (If designee, include resolution in appendices.)</b>		
Signature		
Typed Name and Title		
Date		
If signed by a person other than the chief elected official, is a copy of the required resolution included in the Appendices?	Yes	No
<b>Signature of Application Preparer if other than an employee of the Applicant</b>		
Signature		
Typed Name and Title		
Name of Firm or Agency		
<b>Person Designated by the Applicant to Submit Request for Funds</b>		
Typed Name and Title		
Title and Office/Department		
Typed Name and Title of Supervisor		

**ATTACHMENT A**

<b>BENEFICIARY SURVEY FORM</b>			
<b>(TO BE COMPLETED BY ALL APPLICANTS CONDUCTING NEW SURVEYS TO DOCUMENT VLI AND LMI BENEFIT)</b>			
<b>SECTION I</b>			
LOCAL GOVERNMENT:			
SERVICE AREA (S) #	DATE OF SURVEY:		MAP KEY #
NAME OF OCCUPANT:	RENT	OWN	
ADDRESS:			
MAILING ADDRESS:			
PHONE #			
IN FLOODPLAIN?	Yes	No	
UNIT DESCRIPTION:			
<b>SECTION II: VERY LOW INCOME</b> HOUSEHOLD INCOME RANGE  SELECT HOUSE-HOLD SIZE HUD SECTION 8 VERY LOW INCOME 1 \$0.00 TO \$ _____ 2 \$0.00 TO \$ _____ 3 \$0.00 TO \$ _____ 4 \$0.00 TO \$ _____ 5 \$0.00 TO \$ _____ 6 \$0.00 TO \$ _____ 7 \$0.00 TO \$ _____ 8 \$0.00 TO \$ _____  Is the size of the household within the proper VLI income range? Yes___ (Go to Section IV) No___ (Go to Section III)		<b>SECTION III: LOW AND MODERATE INCOME</b> HOUSEHOLD INCOME RANGE  SELECT HOUSE-HOLD SIZE HUD SECTION 8 LOW AND MODERATE INCOME 1 \$0.00 TO \$ _____ 2 \$0.00 TO \$ _____ 3 \$0.00 TO \$ _____ 4 \$0.00 TO \$ _____ 5 \$0.00 TO \$ _____ 6 \$0.00 TO \$ _____ 7 \$0.00 TO \$ _____ 8 \$0.00 TO \$ _____  Is the size of the household within the proper LMI income range? Yes___ (Go to Section IV) No___	
<b>SECTION IV:</b> Indicate how many people in each of the following categories reside in the household. Some household members may need to be counted in more than one category.			
American Indian/Alaskan Native	Black, Non-Hispanic	Hispanic	
Asian or Pacific Islander	White, Non-Hispanic	Hasidic Jews	
Elderly (60+)	Handicapped	Female Head of Household	
CERTIFICATION: I, the undersigned, certify that the information stated accurately reflects the household composition and income data as presented to me by the occupant. Additionally, each household has been advised that they may be required to hook up to any sewer or water facilities constructed as a part of this project and of any estimated costs or monthly fees associated with such hook up.			
INTERVIEWER:		DATE:	

## ATTACHMENT B Project Budget

**Recipient Name:**

A ACTIVITY NUMBER AND NAME	B ENTER NUMBER OF ALL UNITS NEEDED	C APPROPRIATE RUS ENGINEERING TABLE	D ENTER CDBG ACTIVITY FUNDS
001 ACQUISITION IN 100 YEAR FLOOD PLAIN		N/A	\$
002 CLEARANCE		N/A	\$
09a CODE ENFORCEMENT		N/A	\$
002 DEMOLITION		N/A	\$
09a HOUSING REHAB/DEMO/REPLACEMENT		N/A	\$
09a POTABLE WELL INSTALLATION**		N/A	\$
011 REMOVAL OF HOUSING ARCH. BARRIERS		N/A	\$
09a SEPTIC SYSTEM INSTALLATION**		N/A	\$
09a SEWER HOOKUPS**		N/A	\$
008 TEMPORARY RELOCATION		N/A	\$
09a UTILITY HOOKUPS, OTHER**		N/A	\$
09a WATER HOOKUPS**		N/A	\$
001 ACQUISITION (IN SUPPORT OF)		NO ENGINEERING	\$
04a FIRE HYDRANTS <sup>10</sup>		TABLE II	\$
006 FIRE PROTECTION <sup>1</sup>		TABLE II	\$
04c FLOOD AND DRAINAGE <sup>2</sup>		TABLE II	\$
006 PEDESTRIAN MALLS/SIDEWALKS <sup>8</sup>		TABLE II	\$
008 RELOCATION		NO ENGINEERING	\$
011 REMOVAL OF ARCH BARRIERS <sup>7</sup>		TABLE II	\$

Attachment # 1  
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04b SEWAGE TREATMENT PLANT <sup>6</sup>		TABLE I	\$
04b SEWER LINES & COMPONENTS <sup>9</sup>		TABLE I	\$
04b SEWER LINE REPLACEMENT <sup>9</sup>		TABLE I	\$
006 SOLID WASTE DISPOSAL		TABLE II	\$
005 STREET IMPROVEMENTS <sup>12</sup>		TABLE II	\$
005 STREET IMPROVEMENTS - REPAVING <sup>13</sup>		TABLE II	\$
006 UTILITY HOOKUPS - OTHER		TABLE II	\$
04a WATER LINE REPLACEMENT <sup>9</sup>		TABLE II	\$
04a WATER TANKWELL TREATMENT PLANT <sup>6</sup>		TABLE I	\$
TOTAL COLUMN "D" (CDBG PROJECT COST):			\$