



STATE OF FLORIDA

RECEIVED AUG 27 2009

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DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

CHARLIE CRIST
Governor

THOMAS G. PELHAM
Secretary

August 26, 2009

The Honorable Bryan Desloge
Chairman, Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301

Dear Chairman Desloge:

This is notification that I will be visiting your local government on September 9, 2009, to conduct a site visit for your FFY 2008 Florida Small Cities Community Development Block Grant (CDBG) Emergency Set-Aside Housing Rehabilitation application. The objective of my visit is to identify any issues that could adversely impact the potential funding of your application. I would like to meet with a representative from your local government and others responsible for the preparation of the application at 10:00AM. I encourage participation in the entrance and exit interviews by an elected or administrative official to hear firsthand of any issues in the application.

Enclosure A lists the documentation to be available for my review. Please prepare a duplicate copy of the documentation listed in bold and italic print. I will need to bring these duplicates with me for the Department's use. The documents listed should be available in the local government's CDBG office.

The site visit will include a review of the grant application documentation, as well as a tour of the service area(s) and activities to be addressed with CDBG funds. Should you have any questions or require advice to prepare for the site visit, please call me at (850) 922-1893 or e-mail me at susan.fleming@dca.state.fl.us. I look forward to meeting you and visiting your community.

Sincerely yours,

Susan W. Fleming, Financial Specialist
Florida Small Cities CDBG Grant Program

Enclosure

cc: Ms. Candice Wilson, Director, Leon County HHS
✓ Mr. Don Lanham, Grants Program Coordinator, Leon County

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ENCLOSURE A

Florida Small Cities CDBG Site Visit Documentation

The documents listed below must be placed in a ring binder and be available to the DCA Program Specialist upon his or her arrival. For those sections that are in **bold** and *italics*, have an extra copy prepared for the Program Specialist. Remember, if there are questions or concerns regarding the adequacy of documentation to sustain a point claim or commitment in the application, the Program Specialist may request copies of any item.

If the ring binder is not available and complete, the Financial Specialist will terminate the site visit and the following list will become part of the completeness letter. After receipt and review of the completeness letter, which must include the documentation listed below, a site visit would be rescheduled, as long as the application remains in the fundable range.

Following is a list of the documentation needed for a successful site visit.

1. A dated Citizen's Participation Plan that meets the requirements of Section 104(a)(3) of Title I of the Housing and Community Development Act of 1974.
2. A citizen's complaint policy requiring a written response to written complaints and grievances within 15 days of receipt. The policy may be part of the Citizen's Participation Policy in some local governments.
3. A list of the Citizens Advisory Task Force members' names and addresses.
4. A copy of minutes or other documentation of the Citizens Advisory Task Force meetings held regarding the grant application.
5. ***An affidavit showing the publication of the Public Hearing Notice or a newspaper tear sheet with attached masthead and minutes or other documentation of the meeting to verify the 5-day minimum and 20-day maximum publication provision. The purpose of this meeting was to make available to the public the amount of funds for which the jurisdiction is eligible and the range of activities that may be undertaken, if not included with the application.***
6. An Antidisplacement and Relocation plan that complies with Section 104(d) of Title I of the Housing and Community Development Act of 1974, 24 C.F.R. Part 42, and 24 C.F.R. Section 570.606 have been met.

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7. *A list of any persons or businesses to be displaced as a result of CDBG funded activities.*

8. An affirmative action plan, which includes procedures for hiring minority contractors and goals for hiring minority employees.

9. *If a random sample was used, provide a description of the survey methodology, including how the universe was established, how the sample was selected, what attempts were made to contact sample homes, and how any alternates were selected unless this information was included in the application.*

10. If a survey from a prior grant was used, have those surveys available for review.

11. If a survey was used to support meeting the LMI national objective, provide all household surveys by each service area. If a small service area is part of a larger service area, make copies of surveys for the smaller service area.

12. A Community Development Plan that identifies community development and housing needs and specifies both long and short term goals or a copy of the resolution wherein the Comprehensive Plan was designated as the Community Development Plan.

13. *If not previously approved by the Department, a copy of the Procurement Policy that complies with the requirements of 24 C.F.R. Part 85, Chapter 9B-43, F.A.C., and with Chapter 287.055, F.S.*

14. *Documentation of the cost standards used to estimate the construction costs in the application.*

15. A copy of the local government's audits from the last two fiscal years. (These should not be in the binder.)

16. Copies of letters or delivery receipts verifying submission of the following: A copy of the application to the Regional Planning Council, fifteen (15) copies of the application to the State Clearinghouse, and a copy of the application to the Bureau of Historic Preservation, if required.

For Neighborhood Revitalization Applications:

1. *Provide documentation that the activities to be funded are as of a direct result of the severe weather event covered in Governor's Executive Order Number 09-81.*

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For Housing Rehabilitation Applications:

1. *Provide documentation that the rehabilitation to be funded is as of a direct result of the severe weather event covered in Governor's Executive Order Number 09-81.*
2. *A copy of the Housing Assistance Plan.*