



**Leon County Community Development Block Grant
Task Force Advisory Committee
April 14, 2011 Minutes**

MEMBERS PRESENT: Mr. Pat Gaver
Ms. Allen Stucks
Mr. Jim Davis
Ms. Derry Williams, Citizen Member
Ms. Lila Richardson, Citizen Member
Mr. Ted Pye, Citizen Member

MEMBERS ABSENT: Mr. Bob Brannan (excused)
Mr. Todd Kocourek (excused)
Mr. Michael Hervey (excused)
Ms. Gail Milon (excused)

STAFF PRESENT: Mr. Lamarr Kemp, Housing Director
Ms. Kim Tober, Administrative Associate V

Call to Order by Chairman

With a quorum present, and Chairman Brannan absent, Staff asked the Community Development Block Grant (CDBG) Task Force Advisory Committee to vote on a temporary Chairman.

Action Taken: Ms. Williams motioned for Mr. Stucks to act as temporary Chairman and it was 2nd by Mr. Pye.
Motion passed unanimously

Chairman Allen called the CDBG Committee to order at 11:45a.m.

Agenda Item #1: Approval of April 14, 2011 Meeting Agenda

Chairman Stucks called for approval of the April 14, 2011 Meeting Agenda.

Action Taken: Mr. Pye motioned for approval and it was 2nd by Ms. Richardson.
Motion passed unanimously

Agenda Item #2: Welcome New Member(s)

Staff introduced Mr. Jim Davis as the new member. The committee welcomed Mr. Davis.

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Agenda Item #3:

Approval of February 10, 2011 Minutes

Chairman Stucks called for approval of the February 10, 2011 minutes.
Mr. Pye motioned for approval and it was 2nd by Ms. Richardson.
Motion passed unanimously

Agenda Item #4

Old Business

A. New CDBG Application Category Selection Discussions for FY 2011 Cycle – Dept. of Community Affairs, DCA – CDBG Grant Supervisor Accepted Invitation and will be available for Questions and Answers.

Staff gave a brief review of our last meeting along with the handout describing the categories. Ms. Susan Fleming, Financial Specialist from the Department of Community Affairs was introduced as our guest speaker. Ms. Fleming said it was gratifying to see that this CATF (Citizen Advisory Task Force) meeting is directed by the members and wished all the meetings she attended were like this task force. Chairman Stucks responded by stating that the committee also looks at Staff for direction and so for decisions to be made, Staff does the research and work and provides us with the information, then, we can make an intelligent decision. Ms. Fleming said that it appeared that we had done our homework by reviewing and discussing the 4 (four) categories in our last meeting. She said she didn't need to discuss in depth about each one, but hopes the committee would tell her what certain facts they wanted to know about the ones they're interested in. Housing Rehab is traditionally the one Leon County has engaged in. Their housing department knows what they are doing and takes very little guidance from me (DCA) with their experience. She said Commercial Revitalization which targets commercial districts are presumed to serve the entire jurisdiction unless you can prove otherwise. For instance, there are many small to midsize towns in Florida that have historical African-American neighborhoods with their own business districts...it really did serve a host of neighborhoods and if that is the case, then you can shorten up that jurisdiction benefit. Chairman Stucks asked if those were considered blighted areas or enterprise areas. She said neither one, that is what you do is qualify based on LMI benefits which are the Low to Moderate Income population. You can do that with census tracks, she said, and it would qualify them as underserved and not blighted.

After explaining how a neighborhood is LMI or Low to Moderate Income, Ms. Fleming talked about Neighborhood Revitalization (NR). Neighborhood Revitalization is an indirect benefit. Not a direct benefit like Housing where it benefits the client. NR is a waterline, a sewer line, new paving, curves and gutters, drainage and anything infrastructure. The neighborhood has to be income qualified to meet that national objective of benefit to 51% or more Low to Moderate Income people. That keeps our

jurisdictions from putting new streets in places like Golden Eagle or Southwood. Ms. Fleming informed the members that when they choose a category, they also need to know where the work is going to be done. Surveys will need to be done for income purposes. Not only does everyone need to pick a category, but needs to know where and what is to be done. This is where the CATF has an important role to play because you live and work in this community. You know where the blighted areas are and the neighborhoods that have been underserved. Since Leon County has fewer than 200,000 population, our role is played in the Small Cities category.

She said the Economic Development (ED) category is what our governor loves right now. It is job creation. The national objective in ED is job creation or retention instead of LMI benefit. The things we can do to pay for under ED is infrastructure, public infrastructure. We don't pave private parking lots or build buildings, generally speaking. ED is for roads, turn lanes, civilization, more often it is to get water and sewer to a job creation site. It can be a new business or an expansion of an old business and it can be a job retention project. This means you don't want the business to move to another county; you want them to stay, so we help that business. ED grants can be applied for all year long at any time. She informed the members that you can apply for a regular grant along with the ED grant and have both at the same time. Chairman Stucks inquired about the time frame on the grants and Ms. Fleming said 2 (two) years from beginning to end to complete the project. The Chairman also asked about reporting on the projects and Ms. Fleming said yes that it is a paper intensive program, and not only are there many reports due, someone like myself will monitor the program at least twice. Chairman Stucks inquired about the draw down money and Ms. Fleming stated that there are 2 options. If the community doesn't have much money, we give them an advance. The other option is to float the money which would be a cost reimbursement grant so you can go ahead and pay the contractors and then ask for the money to get reimbursed. An example she gave was about the small town of Brunson. They applied for the Economic Development grant to provide water and sewer to a strip mall. She said she had been working with the council of Brunson for about 12 years and the town was finally coming out of its slump.

Ms. Richardson inquired about the Neighborhood Revitalization grant and asked what it takes to get it. Ms. Fleming said to income survey the neighborhood that's been chosen and to be sure it meets the 51% benefit to Low to Moderate Income and then have an engineer design the project. This happens if it is the grant the committee wants to apply for. Ms. Fleming also discussed the point system in the application. She said there are 100 extra points for what we call readiness to precede. That is if your project has already been engineered, has its construction plans and design specifications and is ready to go to bid before we reward the grant. An already engineered project earns you 100 points toward your score. Leon County doesn't have a very high community wide needs score. She said that is why we lose. Need to pay for the engineering, which is probably about a \$70,000 operation. When we see this has been done, it makes you much more competitive to win the grant. Chairman Stucks said we would

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have to convince the board to approve the engineering aspect of the application and Staff said we could ask Public Works if they have begun engineering on a project and couldn't finish because funding ran out.

Chairman Stucks expressed that if this is what we choose, we have to advertise and have a public meeting. This way the public or residents can go before the County Commissioners and tell them why their neighborhood should get the grant.

Ms. Fleming wanted to make sure the members knew that the applications would be due 45 days after July 1. Staff said our next CDBG meeting is June 9 and we can discuss what category they vote on in June's meeting.

Action Taken:

Mr. Pye motioned to apply for the Economic Development grant program and it was 2nd by Mr. Gaver. **Motion passed unanimously**

Mr. Gaver motioned to apply for Neighborhood Revitalization grant program and it was 2nd by Mr. Pye. **Motion passed unanimously**

Chairman Stucks asked if there were any questions about the motions. There were no questions and Staff said there would be information about each program at our next meeting June 9.

Agenda Item #6:

Announcements/Comments

Action Taken:

Ms. Richardson asked if there was anything to be announced or broadcast on the radio show. Staff said there was nothing at this time but appreciated her advertising our programs.

Staff wanted the members to know that to pursue these grants, there are 2 methods. One is internal and the other is to hire an outside consultant. Chairman Stucks said if we hire a consultant, we all need to know the percentages for administrative cost. Staff agreed.

Agenda Item #7:

Citizens to be Heard

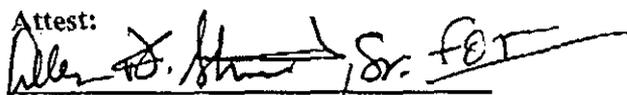
None

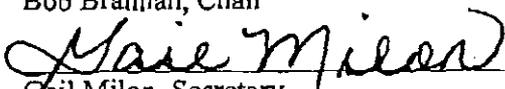
Agenda Item #8

Adjournment

After no further business, the meeting was adjourned at 12:40 pm.

Attest:


Bob Brannan, Chair


Gail Milon, Secretary

Date 6-9-2011



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Attachment # 5
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PUBLIC NOTICE

FOR IMMEDIATE RELEASE: June 1, 2011

CONTACT: Jon Brown

(850) 606-5300

Community Development Block Grant (CDBG) Task Force Advisory Committee Meets

- WHO:** Leon County Community Development Block Grant Task Force Advisory Committee
WHAT: Meeting
WHEN: Thursday, June 9, 2011 -11:30am til 12:15pm.
WHERE: Amtrak Building – 918 Railroad Ave – Community Room

For more information, please contact Kim Tober at 606-1900.

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**Leon County Community Development Block Grant
Task Force Advisory Committee
June 9, 2011 Minutes**

MEMBERS PRESENT: Ms. Allen Stucks
Mr. Jim Davis
Ms. Gail Milon
Mr. Michael Hervey
Ms. Derry Williams, Citizen Member
Mr. Ted Pye, Citizen Member

MEMBERS ABSENT: Mr. Pat Gaver, (excused)
Ms. Lila Richardson, Citizen Member (unexcused)

STAFF PRESENT: Mr. Lamarr Kemp, Housing Director
Ms. Kim Tober, Administrative Associate

Call to Order by Chairman

With a quorum present, and Chairman Brannan resigned, the Community Development Block Grant (CDBG) Task Force Advisory Committee decided to keep Mr. Stucks as active temporary Chairman.

Action Taken: There was no action taken and Chairman Allen called the CDBG Committee to order at 11:50a.m.

Agenda Item #1: Approval of June 9, 2011 Meeting Agenda

Chairman Stucks called for approval of the June 9, 2011 Meeting Agenda.

Action Taken: Mr. Hervey motioned for approval and it was 2nd by Mr. Pye.
Motion passed unanimously

Agenda Item #2: Approval of April 14, 2011 Minutes

Chairman Stucks called for approval of the April 14, 2011 minutes.
Mr. Davis motioned for approval and it was 2nd by Ms. Williams.
Motion passed unanimously

Agenda Item #3 Old Business

- A. CDBG FY 2011 Application Pursuit Status by:
Leon Co. Grant Coordinator
- B. Neighborhood Revitalization-Action: Approval of Project
- C. Economic Development

Staff introduced Mr. Don Lanham, Grants Coordinator for Leon County who is in charge of submission of our application. Mr. Lanham gave the members a brief background history on our past CDBG applications. He said traditionally the County has gone after Housing CDBGs to address the housing issues in the community. The issues we run into is that we become damaged by our own success. Each time we receive a CDBG, we would lose points in the following application process. And since we have been funded so often, the points called "community wide needs" has dropped down to almost nothing and said it's around 24. He said the CDBG process is point driven and you earn points for certain things. When you are in a hole because of a very low community wide needs score, it is very difficult to get funding because it is a very highly competitive process. Mr. Lanham said since the members chose to go with Neighborhood Revitalization (NR), he wanted to discuss a few things we have going for us. The first thing is there is \$2 million more dollars for NR than for housing. There is \$8 million for housing and \$10 million for NR. Mr. Lanham explained that members don't stand much of a chance in competing in the housing application at this time. We've been effective in the past but as Grants Coordinator and knowing how it works, we would end up doing a lot of work and have a big chance of not getting funded. Bidable plans and requesting your permit by time of application, can earn 100 extra points - a preliminary analysis shows that this would put us in a competitive range. He said there is no promise we would win, but we will have a better chance at being funded. Public works recommended 2 neighborhoods that could be considered and Staff went out and observed them. He refers to a map showing the members the one area that needs the most help. Mr. Lanham said we are looking to request \$750,000 and the county will match it with \$125,000 in cash. The reason for cash match is that we will actually obtain points in our application when we do a cash match. Chairman Stucks inquired about prior approval from the county commissioners and Mr. Lanham said this would go before the board on July 12. He said he would have the application completed because that is the last commission meeting prior to the application deadline of August 15. Chairman Stucks inquired about what kind of help we would provide the neighborhood. Mr. Lanham said we would redo the ditches and piping to prevent flooding. He said the main issue in this neighborhood is flooding.

Action Taken:

Chairman Stucks called for approval of the NR project. Mr. Davis motioned for approval and it was 2nd by Mr. Hervey.

Motion passed unanimously

Mr. Lanham gave a brief explanation of the Economic Development. He said in the CDBG process you can either do Housing, Neighborhood Revitalization or Commercial Revitalization, but you can't do all of them. You can do an Economic Development application at anytime. This application is due the same time as the NR application, however, the Department of Community Affairs (DCA), has never traditionally used all of the money in that category and it's usually opened until they run out of money and they never run out. What needs to happen is a business is

created in the county that will create a job for every \$35,000 utilized. The cap is \$750,000. He informed the members that the process is very involved and wanted to let them know this was for their information only today. He said if they knew of a potential business or a business that was ready to expand, this program could possibly help. After Mr. Lanham explained the Economic Development program in more detail, Chairman Stucks referred everyone to New Business.

Agenda Item #4:

New Business

- a. **Presentation of New Strategies for the CDBG-HAP Regarding Green & Barrier Free Housing Rehabilitation-Vale-75 Points**
- b. **Action: Approval of Amended CDBG-HAP**

Staff referred everyone to the twelve (12) page document in their folders and said to turn to page four (4). This regards two (2) new CDBG HAP strategies. He said in the last nine (9) months you have approved the CDBG-HAP three (3) times because we needed different things at different times. He said by approving these (two) 2 strategies, we can improve our chances by 75 points for a grant in the housing category. After explaining the Green and Barrier Free Housing Rehabilitation strategies, Staff asked the members if they approved.

Action Taken:

Mr. Pye made a motion to approve the amended CDBG-HAP. It was 2nd by Ms. Williams. **Motion passed unanimously**

Agenda Item #5:

Announcements/Comments

Staff said in pursuing the grant, we are conducting surveys in the neighborhood we discussed and if anyone is interested in participating in assisting us, we would appreciate it.

Action Taken:

None

Agenda Item #6:

Citizens to be Heard

Mr. Jesus Mojica inquired about how the citizens were randomly selected to be surveyed. Staff explained that DCA provides us with a random excess selecting website and we take all 150 addresses and put them into the system and it does the selecting.

Agenda Item #7: Adjournment

After no further business, the meeting was adjourned at 12:50 pm.

Attest:

Allen Stucks, Sr., Chair

Michael Hervey, Secretary

Date _____

DRAFT