



December 14, 2009

Dear Public Service Provider:

Thank you for your interest in the City of Palm Bay's Community Development Block Grant (CDBG) program. Enclosed, please find information that will assist you in submitting your Public Service proposal to the City of Palm Bay. It is important that you read the guidelines in the Technical Capacity Building program in order to maximize your scoring opportunities in the evaluation process. For example:

1. One-time funding requests will be awarded an additional twenty-five (25) points.
2. Agencies that address Homeless Needs and/or Other Special Needs will be awarded an additional ten (10) points and
3. Recurring proposals must identify a quantifiable increase in the level of service.

More information on these scoring opportunities can be found in the Technical Capacity Building Guidelines under the section entitled **Funding Provisions** which follow.

Additionally, the Community Development Advisory Board will assist in this year's Public Service selection process. The Board will have the ultimate responsibility of recommending to the Palm Bay City Council those organizations that will be funded. On Wednesday, February 17, 2010 at 5:00 p.m. in Palm Bay's City Council Chambers the Community Development Advisory Board will conduct interviews with the top ten (10) agencies. Rankings to determine the top ten (10) agencies will be based upon scoring of the written proposals.

All applications for the 2010 – 2011 Public Service funding year must be received in the Neighborhood Development Office located at 5240 Babcock Street, N.E., Suite #212, Palm Bay, Florida 32905 by 5:00 p.m. Friday, February 5, 2010. We ask that your submission include one original, along with fourteen (14) copies of your application for funding. If you should have any questions regarding this correspondence, or the attachments contained herein, please call Bill Pehaim at (321) 952-3429.

Sincerely,

A handwritten signature in black ink that reads "William J. Pehaim". The signature is written in a cursive style and is positioned above a horizontal line.

William J. Pehaim
Housing & Neighborhood Development Services

CITY OF PALM BAY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY 2010-2011

INTRODUCTION

The City of Palm Bay is currently in its twenty-fifth year (FY 09-10) of the Community Development Block Grant (CDBG) program. For Fiscal Year 2010-11, the City of Palm Bay is expected to receive approximately \$611,000 in CDBG program funds of which approximately \$91,650 or fifteen (15%) percent of the annual allocation will be an eligible set-aside for public services funding.

This handbook offers a brief description of the CDBG program and also provides project application forms for public service and non-public service projects. All projects will be reviewed for completeness and accuracy in accordance with program regulations and instructions found herein.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The United States Congress enacted the CDBG program in 1974. Funds are provided to entitled cities and counties for the purpose of developing viable urban communities through the provision of decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income persons.

NATURE OF THE PROGRAM

CDBG funds are awarded to municipalities to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services.

Municipalities are allowed to develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which either:

- 1) benefit low and moderate-income persons;
- 2) aid in the prevention or elimination of slums or blight; or
- 3) are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available.

Activities, which do not meet one of these three broad national objectives, may not be undertaken with CDBG funds.

Activities that can be carried out with CDBG funds include, but are not limited to: *Acquisition of real property; relocation and demolition; rehabilitation of residential and nonresidential structures; construction of public facilities and improvements such as water and sewer facilities, streets and neighborhood centers* as well as, *the conversion of schools for eligible purposes*. In addition, block grant funds may be used to pay for public services within certain limits, and for activities relating to *energy conservation and renewable energy resources*. Municipalities may also provide assistance to profit-motivated businesses to carry out *economic development activities*.

The types of activities that are generally **ineligible** include:

- * Buildings for the general conduct of government;
- * Political activities; income payments; **and**
- * construction of new housing and other facilities offering 24-hour care.

CDBG NATIONAL OBJECTIVES

In order to be considered for funding, every proposed activity must qualify as meeting one of the three national objectives of the program. This requires that each activity meet specific tests for either:

- * Benefiting low and moderate (L/M) income persons;
- * Aiding in the prevention or elimination of slums or blight; or
- * Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

An activity, which fails to meet the applicable tests, is in non-compliance with CDBG rules. The following criteria can be used as a guideline in determining whether or not a proposed activity meets a national objective:

Objective #1: Benefit to low and moderate-income persons

A low and moderate (L/M) income person is defined as a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program lower income limit established by the U.S. Department of Housing and Urban Development (HUD). The latest income limits (March, 2009) are as follows, but are subject to change:

<u>Family Size</u>	<u>Income</u>
1	\$34,850
2	\$39,800
3	\$44,800
4	\$49,750
5	\$53,750
6	\$57,700
7	\$61,700
8	\$65,650

Activities considered benefiting low to moderate-income (L/M) persons are divided into four (4) categories:

1. Area benefit activities
2. Limited clientele activities
3. Housing activities
4. Job creation or retention activities.

The City of Palm Bay recognizes certain public service needs that benefit L/M income persons which have not been adequately addressed in prior years. Any organization submitting a proposal that addresses the following public service needs will receive ten (10) points in the scoring process. For FY 2010– 2011, those needs are:

1. AGENCY THAT ADDRESSES HOMELESS NEEDS INCLUDING:
 - Affordable Housing
 - Jobs/Job Training/Job Placement
 - Migration of persons to Florida without means of self-support

- Break-up of the family
- Lack of Job Skills/Education
- Substance Abuse/ Mental Illness
- Poverty resulting from inability to pay medical bills and
- Food Banks/Food Programs

2. AGENCY THAT ADDRESSES OTHER SPECIAL NEEDS INCLUDING:

- Elderly and frail elderly
- Persons with disabilities
- Persons with alcohol or drug-related addictions
- Persons with Aids/HIV
- Public Housing Residents
- Homeless Veterans
- Public Transportation and
- Prescription Purchase Assistance

An area benefit activity is an activity, which meets the identified needs of L/M income persons residing in an area where at least 51% of the residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Such an area need not be coterminous with census tracts or other officially recognized boundaries but must be the entire area served by the activity.

Example: Potentially eligible activities include:

- Street improvements
- Water and sewer lines
- Neighborhood facilities and
- Facade improvements in neighborhood commercial and industrial districts

A limited clientele activity is an activity, which benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. However, the following kinds of activities may **not** qualify under this category:

- Activities where the benefits are available to all the residents of an area;
- Activities involving the acquisition, construction, or rehabilitation of property for housing;
- or
- Activities where the benefit to L/M income persons is the creation or retention of jobs.

To qualify under this category, the activity must meet one of the following tests:

- Benefit a clientele who are generally presumed to be principally L/M income persons. The following groups are currently presumed by HUD to meet this criterion:
 - Abused children
 - Elderly persons
 - Battered spouses
 - Homeless persons
 - Handicapped persons
 - Illiterate persons and
 - Migrant farm workers;
- Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit;
- Have income eligibility requirements which limit the activity exclusively to L/M income persons; or

- Be of such nature and location that it may be concluded that the activity's clientele will primarily be L/M income persons.

Limited clientele activities also include special projects directed to the removal of material and architectural barriers, which restrict the mobility, and accessibility of elderly or handicapped persons to publicly-owned and privately owned non-residential buildings, facilities and improvements, as well as, the common areas of residential structures containing more than one dwelling unit.

Example: Limited clientele activities include:

- Construction of a senior center
- Public services for the homeless
- Meals on wheels for the elderly and
- Construction of job training facilities for the handicapped

A L/M income housing activity is an activity, which adds or improves permanent, residential structures, which will be occupied by L/M income households upon completion. The housing can be **either** owner or renter occupied units in **either** one family or multi-family structures. Rental units occupied by L/M income persons must be occupied at affordable rents and the grantee must have criteria, which it has made public for determining affordable rents for this purpose.

Occupancy of housing shall be determined using the following rules:

- Residential rehabilitation: Compliance is based on household income of occupants following rehabilitation.
 - One-unit structures must be occupied by L/M income households.
 - Two unit structures must have at least one unit occupied after rehabilitation by L/M income households.
 - More than two unit structures must have at least 51% of the units occupied by L/M income persons after rehabilitation.
 - Rental buildings under common ownership and management, which are located on the same or contiguous properties, may be considered as a single structure.
 - Activity delivery costs and rehabilitation costs of the Rental Rehabilitation Program qualify as L/M income benefit when at least L/M income households occupy 51% of all units in the grantee's Rental Rehabilitation Program.
- New housing construction: Compliance is based on the same rules as for residential rehabilitation with the following exception:
 - Non-elderly, multi-family rental structures must have at least 20% of the units occupied by L/M income households. Where L/M income occupancy is between 20% and 50%, the CDBG portion of total development costs may not be greater than the portion of units occupied by L/M income households. Total development costs include the cost of all work from design and engineering through completion of the physical improvements and, if integral to the project, the cost of acquisition.
- **Acquisition of property or conversion of buildings for permanent housing:** Compliance is based on household income of the occupants in the structures, according to the applicable rules listed above for residential rehabilitation and new housing construction.

Example: Potentially eligible housing benefit activities include:

- Acquisition of property for permanent housing
- Rehabilitation of permanent housing
- Conversion of nonresidential structures into permanent housing and
- Eligible activities connected with new housing construction

A L/M income job activity is one that creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons.

Jobs are considered to be "available to" L/M income persons only when both:

- Special skills that can only be acquired with substantial (i.e. one year or more) training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business nevertheless agrees to hire unqualified persons, train them; **and**
- the Local government or the assisted business takes actions that would ensure the L/M income persons receive "first consideration" for filling such jobs.

Principals involved in providing "first consideration" include:

- The business must use a hiring practice that in all likelihood will result in over 51% of persons hired being L/M income persons;
- The business must seriously consider a sufficient number of L/M income job applicants to meet this intent; and
- The distance from residence and availability of transportation to job site must be considered in determining whether a particular L/M income person can be seriously considered as an applicant for the job.

In counting jobs, the following policies apply:

- Part-time jobs must be converted to full-time equivalents;
- Only permanent jobs count -- temporary jobs may not be included;
- Seasonal jobs may be counted only if the season is long enough for the job to be considered as the employee's principal occupation;
- All permanent jobs created by the activity must be counted even if the activity has multiple sources of funding;
- Jobs indirectly created by an assisted activity (i.e. trickle-down jobs) may not be counted.

Example: Potentially eligible activities include:

- Construction by the grantee of a business incubator, which is designed to offer both space and assistance to new firms to help them become viable small businesses
- Loans to pay for the expansion of a plant or factory; and
- Assistance to a business which has publicly announced its intention to close with a resultant loss of jobs, a majority of which are either held by L/M income persons or could be expected to turn over to L/M income persons during the next two years

Objective #2: Elimination of slums or blight

To qualify under the national objective of slums/blight on an area basis, an activity **must** meet all of the following criteria:

- The area must be designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law. For the purpose of meeting this criterion, it is not necessary to follow the formal procedures under state law for designating a slum or blighted area. However, the definition of slum, blighted, etc. must be incorporated into the state or local law.

- There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area. As a "safe harbor", HUD will consider this criterion to have been met if either of the following conditions prevails in the area:
 - 1) If State law does not specifically indicate the percentage of deteriorated or deteriorating buildings required to qualify the area, then at least one quarter of all the buildings in the area must be in a state of deterioration, or
 - 2) Public improvements throughout the area are in a general state of deterioration. It is insufficient for only one type of public improvement, such as a sewer system, to be in a state of deterioration; rather, the public improvements taken as a whole must clearly exhibit signs of deterioration.
 - 3) Documentation must be maintained by the grantee on the boundaries of the area and the condition, which qualified the area at the time of its designation.
 - 4) The activity must address one or more of the conditions, which contributed to the deterioration of the area.

If the activity is residential rehabilitation of structures **not** occupied by L/M income persons, two additional criteria must be met:

- 1) Each such building must be considered substandard under the local definition. At a minimum, the local definition must be at least as stringent as the housing quality standards used in the Section 8 Housing Assistance Payment Program - Existing Housing; and
- 2) All deficiencies making such a building substandard must be corrected before less critical work on the building may be undertaken.

Example: Potentially eligible activities include assistance to:

- Commercial or industrial businesses;
- Public facilities or improvements; and,
- Code enforcement, when the assistance is designed to address one or more of the specific conditions, which qualified the area.

To comply with the national objective of elimination or prevention of slums or blight outside a slum or blighted area, an activity must meet the following criteria:

- The activity must be designed to eliminate specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area; and,
- The activity must be limited to:
 - Acquisition
 - Clearance
 - Relocation
 - Historic Preservation
 - Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety.

Examples:

- Elimination of faulty wiring, falling plaster, or other similar conditions which are detrimental to all potential occupants
- Historic preservation of a public facility
- Demolition of a vacant, deteriorated, abandoned building

Objective #3: Urgent need

To comply with the national objective of meeting community development needs having a particular urgency, an activity must be designed to alleviate existing conditions, which the grantee certifies:

- Pose a serious and immediate threat to the health or welfare of the community;
- Are of recent origin or recently became urgent;
- The grantee is unable to finance on its own; and,
- Other resources of funds are not available.

A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the grantee's certification.

Example: Major catastrophes or emergencies such as floods and earthquakes.

APPLICATION DATA

I. NARRATIVE

A. PROJECT SUMMARY (Typewritten not to exceed 5 pages)

Briefly describe the proposed project. The narrative should include how the project addresses an identified need or problem in the City of Palm Bay. The need or problem should be addressed in relation to the Strategic Plan of the City of Palm Bay's Consolidated Plan (available for review on the City's Web Site: www.palmbayflorida.org/growth/hands/plans/documents/con_plan_000.pdf or by appointment and by purchasing a copy @ \$0.15/page). The narrative should include the population to be served or the area to be benefited and justification of how the project will principally benefit low and moderate-income persons. The Project Summary must also clearly identify that the project is not a duplication of services currently being provided by other agencies, organizations, or governmental entities where sufficient resources exist.

Describe the work to be performed, including the activities to be undertaken, services to be provided, and measurable project goals along with a timetable of events to meet such services and goals. The applicant must clearly demonstrate the ability to carry out the entire project within twelve (12) months with quarterly expenditure goals that coincide with the project timetable of tasks for implementation.

The applicant must also demonstrate why CDBG funding is necessary for this project and what effect no CDBG funds would have on the project and the community.

Leveraging CDBG funds with other financial resources is a high priority of the City when evaluating projects. The applicant must identify whether any other funding sources (including sweat equity or in-kind contributions) will be used on the project. The applicant must also identify whether any State or other Federal programs provide similar funding opportunities and if so, why those program sources have not been approached.

The applicant should also identify the current service level and how CDBG funds will obtain a higher service level. If the activity is providing a new service to the community, this should be identified along with service levels. Palm Bay is interested in non-profits becoming self-sustaining over a period of time and requests that applicants identify whether a CDBG funding request will be necessary for the next five (5) years and how the service level will continue to increase.

B. BUDGET

The applicant must identify the project's working budget using the budget itemization form found attached. In the proposed budget, the applicant must specify line item costs such as administrative (personnel, supplies, equipment, travel, etc.) and direct program costs. **Administrative funds may not exceed twenty percent (20%) of the total proposed project costs.**

C. AGENCY INFORMATION

BACKGROUND

The applicant must include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if necessary).

PERSONNEL

Briefly describe the agency's existing staff positions and qualifications, and state whether or not the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

FINANCIAL

Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

AUDIT REQUIREMENTS

In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, the Federal Government requires that non-profit organizations receiving \$500,000 or more in federal financial

assistance in a fiscal year must secure an audit. Agencies, under this regulation, must choose one of the three following ways of meeting this requirement and state which method they choose:

- 1) If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
- 2) If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
- 3) If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

INSURANCE/BOND/WORKER'S COMPENSATION

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

ADDITIONAL INFORMATION Include any other pertinent information.

II. STANDARD REQUIRED DOCUMENTS

ARTICLES OF INCORPORATION/BYLAWS

Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation, business, or agency.

NON-PROFIT DETERMINATION

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and a copy of 501(c) 3.

LIST OF BOARD OF DIRECTORS

A list of current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the agency.

AUTHORIZATION TO REQUEST FUNDS

Documentation must be submitted by the agency's governing body that authorizes the submission of the funding request. Documentation of the requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

AUTHORIZED OFFICIAL

Documentation must be submitted by the agency's governing body, which designates the representative of the agency authorized to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.

ORGANIZATIONAL CHART

An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of shared responsibility.

RESUME OF THE CHIEF PROGRAM ADMINISTRATOR

RESUME OF THE CHIEF FINANCIAL OFFICER

FINANCIAL STATEMENT AND AUDIT

CONFLICT OF INTEREST STATEMENT

A statement, submitted by the agency's governing body, which provides assurance that, except to pay salaries and other related administrative or personnel costs, no person who is an employee, agent, consultant, or officer of the agency or who exercises any functions or responsibilities with respect to CDBG-funded activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from that activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

DOCUMENTATION OF COMPLIANCE WITH NATIONAL OBJECTIVES

A description of how the agency proposes to document compliance with CDBG national objectives.

APPLICATION COVER SHEET

Background Information

Date: _____

Submitted by: Title: _____

Agency Name: _____

Address: _____ Telephone: _____

Contact Person: _____

Amount Requested: _____

Project Title: _____

Brief Description of Project: _____

Location of Proposed Project: _____

Checklist of Required Documents

- 1. Detailed Narrative on Project and Applicant
- 2. Articles of Incorporation and Bylaws
- 3. Copy of 501 (c) 3 Determination Letter (non-profits only)
- 4. List of Board of Directors
- 5. Board of Directors' Authorization to Submit Request & Board of Directors' Designation of Authorized Official
- 6. Organization chart
- 7. Resume of chief program administrator & Resume of chief fiscal officer
- 8. Financial statement and most recent audit
- 9. Conflict of interest statement.
- 10. Documentation of Compliance with National Objectives

BUDGET SUMMARY SHEET

PROJECT NAME: _____ FUNDING YEAR: 2010-11 DATE: _____
 Agency Name: _____

Category Number	Category Breakdown	CDBG Funds	Other Funds	Other Funding Sources	Total Funds
	TOTAL CDBG FUNDS:				
	OTHER FUNDS:				
	GRAND TOTAL:				

BUDGET ITEMIZATION SHEET

Page _____ of _____

PROJECT NAME: _____ **FUNDING YEAR: 2010-11** **DATE:** _____

Category Number	Category Breakdown	Category Amount	
		CDBG Funds	Other Funds
TOTAL AMOUNT:			

CITY OF PALM BAY

TECHNICAL CAPACITY BUILDING PROGRAM

INTRODUCTION

The City of Palm Bay recognizes the growing need for public services and supports the funding of the various non-profit organizations, through its Community Development Block Grant (CDBG) program. For the past several years, the city has seen an increase in the amount of CDBG funds requested by a growing list of non-profit organizations. Because of the slow increases in the city's allocation of CDBG funds over this same period, the decision to fund eligible organizations at an amount suitable for sufficient day-to-day operations has become more difficult. The purpose of this Technical Capacity Building (TCB) program is to provide eligible agencies and organizations with a better opportunity to compete for CDBG funds at a level that will build the capacity of the entity. It is also intended to provide organizations with an idea of how much CDBG funding it may expect over the next several years in order to maximize the funding that is made available.

HISTORY

Each Fiscal Year, the City notifies interested parties of its availability of CDBG funds and of the amount it has set-aside for public service programs (usually 15% of the city's annual CDBG allocation). Once proposals are submitted, a review team discusses each proposal and ranks them according to a number of determining factors, i.e., the completeness of the proposal, past record of performance, perceived ability to carryout the program, whether the project is located and doing business in Palm Bay, whether the program fulfills Palm Bay's objectives as described in the Consolidated Plan, whether the agency has set forth performance goals that are concise and measurable, whether the program is leveraged with other non-federal funding, the amount budgeted for administration and operation costs, and whether the agency has been denied CDBG funding in previous years. Usually, all proposals that are submitted are viable programs that meet a need identified in the City's Consolidated Plan. Because requests for CDBG funds far exceeds the allowable amount that can be spent on public service programs, it is common for proposals to be funded at levels that may be less than the requested amount. Many agencies, especially smaller staffed organizations, are left with no funding at all because of the competition for the available funds. The implementation of this program will help organizations with multi-year funding capabilities, thus building agency capacity over a short period of time.

SCOPE OF TCB PROGRAM

CDBG program regulations allow a grantee to use up to fifteen percent (15%) of its annual allocation of CDBG funds for public service programs. Because of annual changes in the CDBG allocation, it is difficult to determine exactly what the amount of available public service funds will be. It is anticipated; based on past allocations, that the amount will be approximately \$100,000, annually. Of the total annual allocation, the city, at its discretion, may budget up to \$3,000 of the available funds for TCB support for non-profit organizations. The remaining available funds will be distributed to eligible non-profit service organizations, which comply with the requirements identified herein.

FUNDING PROVISIONS

Public service organizations are strongly encouraged to seek other funding than CDBG. This program is designed to award organizations that demonstrate an effort to procure other funding sources. The Technical

CITY OF PALM BAY

TECHNICAL CAPACITY BUILDING PROGRAM

Capacity Building program will award a bonus of twenty-five (25) points to an organization submitting a “One-Time” funding request. Such an organization that is approved a “One-Time” award, may not apply for CDBG funds for the next two (2) years following the completion of the program year for which the award is given.

The City of Palm Bay recognizes certain public service needs that have not been adequately addressed. Any organization submitting a proposal that addresses the following public service needs will receive ten (10) points in the scoring process. For FY 2010 – 2011, those needs are:

1. AGENCY THAT ADDRESSES HOMELESS NEEDS INCLUDING:

Affordable Housing
Jobs/Job Training/Job Placement
Migration of persons to Florida without means of self-support
Break-up of the family
Lack of Job Skills/Education
Substance Abuse/ mental illness and
Poverty resulting from inability to pay medical bills and
Food Banks/Food Programs

2. AGENCY THAT ADDRESSES OTHER SPECIAL NEEDS INCLUDING:

Elderly and frail elderly
Persons with disabilities
Persons with alcohol or drug-related addictions
Persons with Aids/HIV
Public Housing Residents
Homeless Veterans
Public Transportation and
Prescription Purchase Assistance

IMPORTANT

CDBG Regulations at 24 CFR 507.201(e) requires that a public service must either be a newly funded public service; or demonstrate a quantifiable increase in an existing level of service. For recurring proposals from public service agencies, that have received funding in prior years, the organization’s proposal must demonstrate a quantifiable increase in the level of service per the amount of CDBG funds requested. **No agency will be funded without clearly quantifying its increased level of service.**

CITY OF PALM BAY

TECHNICAL CAPACITY BUILDING PROGRAM

SCORES AND RANKINGS

Scoring procedure for Public Service proposals will be as follows:
(Total Maximum Score = **100** points).

- A. Completeness of Application (**20** points), to include:
 - 01. Detailed Narrative on Project and Applicant
 - 02. Articles of Incorporation and Bylaws
 - 03. Copy of 501(c) 3 Determination Letter
 - 04. List of Board of Directors
 - 05. Board of Directors' Authorization to Submit Request & Designation of Authorized Official
 - 06. Organizational Chart
 - 07. Resumes of Chief Program Administrator & Chief Fiscal Officer
 - 08. Financial Statement & Most Recent Audit
 - 09. Conflict of Interest Statement
 - 10. Documentation of Compliance with National Objectives
- B. Agency's Ability to Carry Out the Identified Program Including Past Performance (**10** points).
- C. Agency's services are provided at a location in Palm Bay (**10** points).
- D. Agency Program(s) Fulfill(s) City of Palm Bay's Objective(s) As Set Forth In The City's Strategic Plan (**10** points).
- E. Agency Has Set Forth Concise & Measurable Goals (**10** points).
- F. Use of Other Non-CDBG Funding Sources - Leverage Ratio: CDBG to Other Sources (50% or Higher – **10** points; 33% to 49% - 7 points; 25% to 32% - 5 points).
- G. Amount Budgeted For Program Administration And Operation Costs:(\leq 5% of Gross Revenues – **10** points; 6% - 10% of Gross Revenue – 5 points).
- H. Previous Years Denied CDBG Funds (2 Years or More Years - **10** points).
- I. Addresses an Unmet Need – **10** points.

BONUS:

- A. One-Time Funding Request – **25** points.

The awards to the top four (**4**) organizations are based on the availability of CDBG funds and the approval of the City Council.

CITY OF PALM BAY

TECHNICAL CAPACITY BUILDING PROGRAM

FUNDING LIMITS

The City of Palm Bay's Technical Capacity Building program's inaugural year was FY 98/99 and limits funding to the following:

- No agency may request more than \$20,000 in CDBG funds in any Fiscal Year.
- The amount of funding available to any agency will be decreased annually in increments of approximately 10% during the first five (5) years. (Maximum funding is \$20,000 in year one; \$18,000 in year two; \$16,000 in year three; \$14,500 in the fourth year and \$13,000 in the fifth and consecutive funding years.
- In the event an agency receives any portion of an award in any of the five-year periods, these funding restrictions apply for a period of two years. For example, an agency receives its second year's allocation of the maximum amount of \$18,000 the most that an agency can apply for within the following two year period is \$16,000. If the agency waits three (3) years before re-applying, it may apply for the maximum first year amount of \$20,000.
- Once an agency does not receive funds for two (2) or more consecutive years, it may then reapply for CDBG funds as a first-time sub-recipient. Should an agency not be awarded funds for only one (1) year following an award, it may only apply for the next increment in the five year funding cycle. Example: an agency is requesting funding in year two of the funding cycle. It would be eligible to receive \$18,000 however, in year two it is not awarded funds. It may reapply in the following year however it would still only be eligible to receive \$18,000. It would be eligible to apply for \$20,000 only if it did not receive funding for two (2) consecutive years.
- The awards referenced in this section are subject to the availability of CDBG funds and the approval of the Palm Bay City Council.
- Funding will not be available under these public service agreements until October 1, 2010 (see the calendar following for critical dates pertaining to your public service application.
- The Palm Bay City Manager or his designee has the right to waive any and all program rules and funding limits.

CITY OF PALM BAY

FY 2010 – 2011 PUBLIC SERVICE PROGRAM CALENDAR

December 14, 2009 Monday	Public Service Agency Proposals Mailed Out	<input checked="" type="checkbox"/>
January 22, 2010 Friday, 7:00 p.m. <i>Confirmed</i>	1st Public Hearing - FY 2010 - 2011 Action Plan Palm Bay Community Center, Meeting Room "A" 1502 Port Malabar Blvd., N.E., Palm Bay, 32905	<input type="checkbox"/>
February 5, 2010 Friday	Public Service Application/Proposal 5:00 p.m. Deadline	<input type="checkbox"/>
February 10, 2010 Wednesday	Disseminate Proposals Received to CD Advisory Board	<input type="checkbox"/>
February 17, 2010 Wednesday, 5:00 p.m.	CD Advisory Board Meeting – Public Service Agency Oral Presentations/Agency Proposal Rankings	<input type="checkbox"/>
March 1, 2010 Monday, 7:00 p.m. <i>Confirmed</i>	2 nd Public Hearing – FY 2010 - 2011 Action Plan Palm Bay Community Center, Meeting Room "A" 1502 Port Malabar Blvd., N.E., Palm Bay, 32905	<input type="checkbox"/>
March 2, 2010 – April 1, 2010)	Public Notice FY 2010 - 2011 Proposed Action Plan (Florida Today Newspaper) Thirty (30) Day Comment Period	<input type="checkbox"/>
April 1, 2010 Thursday	Council Approval – FY 2010 Public Service Agency Selections & Funding Amounts	<input type="checkbox"/>
April 15, 2010 Thursday	Council Approval – FY 2010 - 2011 Action Plan	<input type="checkbox"/>
April 23, 2010 Friday	FY 2010 - 2011 Action Plan Submission to Brevard County & to HUD	<input type="checkbox"/>