

**Board of County Commissioners  
Agenda Request**

**Date of Meeting:** May 19, 2015

**Date Submitted:** May 5, 2015

**To:** Honorable Chairperson and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Dee Jackson, Grant Writer

**Subject:** CDBG Options

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**Statement of Issue:**

This agenda item is provided in response to the Board of County Commissioners' directive to pursue options requested by community task forces for CDBG fund utilization. This item is presented in expectation of a vote for one or both of the options noted.

**Background:**

On April 7, 2015, the Board of County Commissioners approved staff to pursue the fundability of the two Community Development Block Grant (CDBG) options suggested by county task forces. The two options were: 1) Rehabilitation of houses in each district and 2) Construction of a new Emergency Management Services (EMS) facility.

**Analysis:**

Prior to completing the CDBG score sheet for the categories proposed, the initial screening score was calculated. It is the score that ranks whether applications are competitive before CDBG-Florida actually views any proposals. This county scores 75 of a possible 90 points. Per CDBG-Florida, it is competitive.

After investigation, it was determined that a new EMS facility is not achievable with such limited funding. Thus, a comparative analysis has been conducted on renovation of Gadsden County owned existing space to house EMS, (possibly the Capital Regional Medical Center-Gadsden Campus or other recommendation by the Board), versus performing rehabilitation of houses in each district.

Utilizing the score-sheet provided by the Florida Department of Economic Opportunity, the following results were derived:

- Renovation of space at a Gadsden County owned property to house EMS scores 321.15 of a possible 505 points.
- Rehabilitation of homes throughout the county scores 505 of a possible 505 points.

**Fiscal Impact:**

There is no match requirement for this program.

**Options:**

1. The Board can choose to submit a CDBG proposal to rehabilitate homes throughout the county.
2. The Board can choose to submit a CDBG proposal to renovate space at a Gadsden County owned property to house EMS
3. The Board can choose to submit a CDBG proposal for rehabilitation of homes throughout the county and for renovation of space at a Gadsden County owned property to house EMS.
4. The Board can choose to take no action on either.

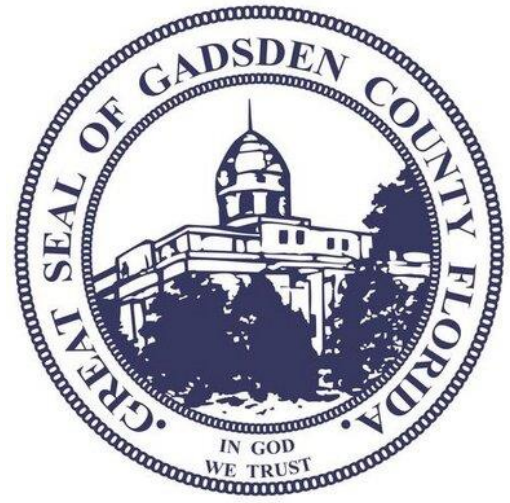
\*It is important for the Board to know that should the vote be in favor of Option 2 or 3, it was explained by CDBG-Florida via telephone that other similar projects have been approved (locally) in the past, but none passed final approval after submission to HUD (the federal funding source).

**County Administrator's Recommendation:**

Board Direction.

**Attachments:**

1. Score section of CDBG Part 2-Application profile & General Scoring Criteria
2. CDBG Part 6-Housing & Rehabilitation Scoring
3. CDBG Part 7-Neighborhood Revitalization Scoring
4. PowerPoint



# CDBG Options

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MAY 19, 2015

# Vocabulary

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- **LMI – Low to Moderate Income** (Household income doesn't exceed 50% of the median income for the county)
- **VLI – Very Low Income** (Household income doesn't exceed 30% of the median income for the county)



# Eligible Activities

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- Infrastructure Improvements:

- Water & Sewer Facilities
- Street & Sidewalk Paving
- Flood & Drainage
- Fire Protection
- Parking Lots
- Natural Gas Lines & Rail Spurs



# Eligible Activities

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- **Public Facilities:**

- Community Center
- Temporary Shelters
- Parks & Playgrounds

- **Direct Benefit Activities:**

- Housing Rehabilitation
- Temporary Relocation
- water & Sewer Hook-Ups
- Loans to Businesses
- Building Facades





# In-Eligible Activities

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## ■ Not Permissible:

- Buildings for general conduct of government
- General government expenses
- Political Activities
- Purchase of Equipment (w/exceptions)
- Operating & Maintenance Expenses
- New Housing (w/exceptions)
- Income Payments (excludes emergency grants)



# At a Glance

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## OPTION 1: HOUSING REHABILITATION

Overview	Concerns
This project will rehabilitate LMI/VLI homes in the county.	
The project scores all possible preliminary points.	

## OPTION 2: EMS FACILITY

Overview	Concerns
This project will renovate county-owned space to house EMS.	No similar projects have ever been funded.
	The project scored nearly 64% of the total possible preliminary points.





## Part 2 – Application Profile and General Scoring Criteria

### General Scoring Criteria — Table G-3

<b>1. Community-Wide Needs Score (CWNS)</b> The CWNS for each non-entitlement local government is posted on the Department's website at: <a href="http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants">http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants</a> <b>(Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)</b>		<b>Score: <u>119.51</u></b>
<b>2. Special Designation Score</b> Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) <b>(Transfer this score to line 3a. of the Application Scoring Summary page.)</b>		<b>Score: <u>20</u></b>
<input checked="" type="checkbox"/> Rural Area of Opportunity (RAO)	<input checked="" type="checkbox"/> Rural Community as defined by §288.0656, F.S.	
<input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.	<input checked="" type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.	
<b>3. Grant History Score:</b> If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. <b>(Transfer this score to line 3b. of the Application Scoring Summary page.)</b>		<b>Score: <u>100</u></b>
<b>4. CATF Score:</b> The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)		
<b>4a.</b> If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, <b>score 10 points, or</b>		<b>Score: <u>10</u></b>
<b>4b.</b> If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, <b>score 5 points.</b> <b>(Transfer this score to line 3c. of the Application Scoring Summary page.)</b>		
If applicable, list the date that the public notice for the CATF meeting was published:	If applicable, list the date when the CATF meeting was held:	

### General Scoring Criteria — Table G-3 (Continued)

<b>5. Outstanding Performance in Equal Employment Opportunity (EEO)</b>					
<b>M/WBE Contracting:</b> The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to DCA/DEO for that subgrant and enter a score based on the achievement reported.					
Most Recent Administratively Closed Small Cities CDBG Contract Number:			N/A		
\$111,938.00 Amount Awarded to M/WBE firms	÷	\$623,610.03 Total Prime Contracts Amount	X 100 =	17.9499 M/WBE %	
<b>M/WBE %</b>		<b>Points</b>		<b>5a. M/WBE Contracting Score:</b>  <div style="text-align: center;"> <u>10</u>            (Maximum 20 points)         </div>	
0.0 – 4.99%		0			
5.0 – 14.99%		5			
15.0 – 19.99%		10			
20.0 – 24.99%		15			
25.00%+		20			
If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points.					
<b>Local Government Minority Employment:</b> The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.					
Number of Permanent Full-time Equivalent Minority Applicant Employees  96	÷	Number of Permanent Full-time Equivalent Applicant Employees  191	=	Applicant's Percentage of Minority Employees  50.26%	
Enter percentage of minorities in the applicant's county: %					
If the "Prorated 60 Points Score" is claimed, complete the following equation:					
Applicant's Percentage of Minority Employees  50.26	÷	Percentage of Minorities in Applicant's County  67.1	=	Applicant's Percentage of Minority Employees  74.90	X 60 =  44.94



If the applicant has three or less employees, 40 points may be claimed.		
<b>5b. Local Government Minority Employment Score (60 Points Maximum):</b>		<u>54.94</u>
<b>6. Outstanding Performance in Fair Housing</b>		
The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline. See instructions for guidelines and documentation requirements.		
	<b>Date</b>	<b>Score</b>
6a. Date Fair Housing Ordinance Adopted:	<u>                    </u>	<u>5</u>
6b. Date of Fair Housing Workshop:	<u>                    </u>	<u>5</u>
<b>6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):</b>		<u>10</u>

**Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score:** 75  
 (Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)  
 (90 points maximum)

## Part 6 – Housing Rehabilitation

**Category Impact**  
**CDBG Funds and Activity Goals Score — Table H-1**

	A	B	C	D	E	F	
Activity #	Activity Name	Enter CDBG Activity \$	% of CDBG Project Cost (B ÷ 1)	Goal Points	Activity Goal Score (C x D)	# of Housing Units To be Addressed by Activity	
01	Acquisition (in support of)	\$	%	*			
01	Acquisition in 100 Year Floodplain	\$	%	75			
04	Clearance	\$	%	35			
15	Code Enforcement	\$	%	45			
04A	Demolition (without subsequent construction)	\$	%	50			
16A	Historic Preservation - Residential	\$	%	35			
14A	Housing Rehab/Demolition/Replacement	\$750,000.00	1.00%	75	75	14	
08	Permanent Relocation as a part of Hazard Mitigation	\$	%	75			
08	Permanent Relocation – Other	\$	%	50			
14A	Potable Well Installation**	\$	%	70			
14A	Removal of Housing Architectural Barriers	\$	%	75			
14A	Septic System Installation**	\$	%	70			
14A	Sewer Hookups**	\$	%	70			
08	Temporary Relocation	\$	%	75			
14A	Utility Hookups, Other**	\$	%	60			
14A	Water Hookups**	\$	%	70			
1. Add Column B to get the CDBG Project Cost		\$750,000	4. Add Column E to get the Total Activity Goal Score: 75 (75 Points Maximum)			Total Unduplicated Number of Housing Units to be Addressed By All Activities 14	
2. Enter CDBG Administrative Funds (Maximum of 15% of Total CDBG Funds Requested)		\$0	* Goal points for this activity are same as the activity supported by the acquisition. ** Use only if no housing rehabilitation is required. Otherwise, treat as complementary activity to housing rehabilitation activity.				
3. Add 1 and 2 for Total CDBG Funds Requested		\$750,000					

### Low Income and Very Low Income Beneficiary Impact Score

#### Option 1: Housing Rehabilitation (Housing Rehab/Demolition/Replacement)

**5a.** Number of homes to be addressed whose occupants qualify as "low income:"

(Note: "low income" (LI) means the household income does not exceed 50% of median income for your county)

"Low income" beneficiary impact points: 5 homes X 40 = 200 points (200 Points Maximum)

**5b.** Number of homes to be addressed whose occupants qualify as "very low income:"

(Note: "very low income" (VLI) means the household income does not exceed 30% of median income for your county)

1 home: score = 20 points; 2 homes: score = 35 points:

"Very low income" beneficiary impact points: 2 home(s) = 35 points (35 Points Maximum)

#### Option 2: Hookups Only (Sewer, Water or Other Utility)

**5c.** Number of households to be hooked up whose occupants qualify as "low income:"

"Low income" beneficiary impact points:          homes X 7 =          points (175 Points Maximum)

**5d.** Number of households to be hooked up whose occupants qualify as "very low income:"

"Very low income" beneficiary impact points:          home(s) X 6 =          points (60 Points Maximum)

**5e. Total "Low Income" and "Very Low Income" Beneficiary Impact Score (5a+5b) or (5c+5d):** 235  
(235 Points Maximum)



### Average CDBG Cost per LMI Housing Unit

**6a.** Use the CDBG Funds and Activity Goal Score Spreadsheet to calculate the average CDBG LMI housing unit cost:

$$\frac{\$750,000.00}{\text{CDBG Project Cost}} \div \frac{14}{\text{Total Number of LMI Housing Units}} = \frac{\$53,571.43}{\text{Average CDBG LMI Housing Unit Cost}}$$

Enter the appropriate score from the chart below on line 6b.

Average CDBG Cost Per LMI HU	Score
Less than \$62,250	120
\$62,250 to \$65,000	105
\$65,000 to \$66,999	90
\$67,000 to \$68,999	75
\$69,000 to \$70,999	60
\$71,000 to \$72,999	45
\$73,000 to \$74,999	30
\$75,000 to \$76,999	15
\$77,000 to \$77,999	0
\$78,000 to \$78,999	-50
\$79,000 and above	-100

**6b. Average CDBG Cost per LMI Housing Unit Score:** 120

### "Green" Rehabilitation Standards

7a. If the Housing Assistance Plan (HAP) requires all the minimum "green" standards identified in the instructions, **score 45 points:** 45

7b. If the HAP requires all the supplemental "green" standards identified in the instructions, **score 30 points:** 30

**7c. "Green" Rehabilitation Standards (7a + 7b) Score:** 75

**Category Summary Score (4+5e+6b+7c=):** 505

**(Transfer this score to line 3e. in the HR column on the Application Scoring Summary page – Part 8, page 4.)  
(Cannot exceed 505 points.)**



## Part 7 – Neighborhood Revitalization

**CDBG Funds and Activity Goals — Table N-1**

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% Of CDBG Project Cost (Col. C ÷ Total of Col. C)	Goal Points	Activity Goal Score (D x E)
01	Acquisition (in support of )*	NA	\$		*	
03J	Fire Hydrants <sup>16</sup>	Table II	\$		60	
03J	Fire Protection <sup>1</sup>	Table II	\$		60	
03I	Flood and Drainage <sup>2</sup>	Table II	\$		65	
03I	Hazard Mitigation Activities <sup>3</sup>	Table II	\$		50	
14A	Housing Rehabilitation – Plumbing <sup>4</sup>	NA	\$		60	
03F	Parks, Playgrounds <sup>5</sup>	Table II	\$		50	
03L	Pedestrian Malls/Sidewalks <sup>6</sup>	Table II	\$		65	
03E	Recreation/Neighborhood Center	Table II	\$		50	
08	Relocation	NA	\$		35	
10	Removal of Architectural Barriers <sup>7</sup>	Table II	\$		50	
03A	Senior Center	Table II	\$		55	
03C	Temporary Shelters <sup>11</sup>	Table II	\$		55	
03J	New Sewage Treatment Plant	Table I	\$		85	
03J	Sewage Treatment Plant Upgrades	Table I	\$		70	
03J	New Sewer Lines & Components <sup>8</sup>	Table I	\$		85	
03J	Sewer Line Replacement <sup>9</sup>	Table I	\$		70	
03J	Sewer Hookups <sup>10</sup>	Table I	\$		85	
03J	Solid Waste Disposal	Table II	\$		25	
03K	Street Improvements – New Paving <sup>12</sup>	Table II	\$		70	
03K	Street Improvements – Repaving <sup>13</sup>	Table II	\$		55	

\*Same points as the activity it supports.

**CDBG Funds and Activity Goals – Table N-1 (Continued)**

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% of CDBG Project Cost (Col. C ÷ Total CDBG Project Cost)	Goal Points	Activity Goal Score (D x E)
03J	Water Hookups <sup>14</sup>	Table II	\$		85	
03J	Water Lines, New – Potable <sup>15</sup>	Table II	\$		85	
03J	Water Line Replacement <sup>9</sup>	Table II	\$		70	
03J	New Water Tank/Well/Treatment Plant <sup>6</sup>	Table I	\$		85	
03J	Water Tank/Well/Treatment Plant Improvements <sup>6</sup>	Table I	\$		70	
03M	Child Care Center	Table II	\$		55	
03P	Health Facility	Table II	\$697,500.00	0.93	55	51.15
			\$		25	
			\$		25	
2. Add Column C (from both pages) to get the Total CDBG Project Cost:			\$697,500.00			
3. Add the Activity Goal Scores in Column F (from both pages) to get the Total Activity Goal Score: <u>51</u> (85 Point Maximum)						
4. Indicate the Appropriate RUS Used and Enter Engineering Funds:			RUS Table Used: <input type="checkbox"/> I <input checked="" type="checkbox"/> II <input type="checkbox"/> Both Prorated			
4a. Basic Fee	\$52,500.00E					
4b. Resident Inspection Fee	\$					
4c. Preliminary Engineering Fee	\$					
4d. Additional Engineering Services:	\$					
5. Total the CDBG Engineering Fees (4a+4b+4c+4d_):		\$				
6. Enter CDBG Administrative Cost:		\$				
7. Total the CDBG Funds Requested (2+5+6):		\$750,000.00				

## Addressed Needs – Activities and Beneficiaries

### Table N-2a

Census or survey data must be compiled to complete this and the remainder of the application forms.

A		B	C	D	E
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI CDBG Beneficiaries	Enter # of LMI CDBG Beneficiaries	Enter # of Total CDBG Beneficiaries
01	Acquisition (in support of )				
03J	Fire Hydrants				
03J	Fire Protection				
03I	Flood and Drainage				
03I	Hazard Mitigation Activities				
14A	Housing Rehabilitation – Plumbing				
03F	Parks, Playgrounds				
03L	Pedestrian Malls/Sidewalks				
03E	Recreation/Neighborhood Center				
08	Relocation				
14E	Removal of Architectural Barriers				
03A	Senior Center				
03C	Temporary Shelters <sup>11</sup>				
03J	Sewage Treatment Plant				
03J	New Sewer Lines & Components				

(Use the following units of measure in Column B: Barriers, Buildings, Homes, Hydrants, Lift Stations (LS), Linear Feet (LF), Plants, Sites, Tanks, Wells, and Units.)



**Addressed Needs – Activities and Beneficiaries**  
**Table N-2a (Continued)**

A		B	C	D	E
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI CDBG Beneficiaries	Enter # of LMI CDBG Beneficiaries	Enter # of Total CDBG Beneficiaries
03J	Sewer Line Replacement				
03J	Sewer Hookups <sup>10</sup> (Beneficiaries calculated by Households)				
03J	Solid Waste Disposal				
03K	Street Improvements – New Paving <sup>12</sup>				
03K	Street Improvements – Repaving <sup>13</sup>				
03	Utility Hookups – Other (Beneficiaries calculated by Households)				
03J	Water Hookups <sup>14</sup> (Beneficiaries calculated by Households)				
03J	Water Lines, New – Potable <sup>15</sup>				
03J	Water Line Replacement <sup>9</sup>				
03J	New Water Tank/Well/Treatment Plant <sup>6</sup>				
03J	Water Tank/Well/Treatment Plant Improvements <sup>6</sup>				
03M	Child Care Center				
03P	Health Facility	Will assessed if Board chooses to proceed.			

**Beneficiary Verification Summary by Service Area**  
**Table N-3**

A	B	C	D	E	F	G	H	I	J
Enter Service Area # / Benefit Survey Method*	Enter Activities to be Completed in Each Service Area (Use More than One Line for Multiple Activities)	Enter Total # of Households (HH in the Service Area (Universe-Col. H)	Enter Total # of Responses Required	Enter Total # of Households Responding to the Survey	Enter Total # of VLI Beneficiaries	Enter Total # of LMI Beneficiaries	Enter Total # of All Beneficiaries	Calculate Percent of VLI Benefit ( $F \div H$ )	Calculate Percent of LMI Benefit ( $G \div H$ )
								%	%
								%	%
								%	%
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								%	%
								%	%

Will be assessed if Board  
chooses to proceed.

\* A= Random Sample, B=Small Service Area, C=Census, D= Survey from previous application, not more than five years old, where the service area is identical to the one in the previously submitted application. If a random survey was conducted, include as an appendix a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in the appendix.

### Beneficiaries Scores — Table N-4

1.(a) Enter the total funds requested (total CDBG request)	\$	1.(b) Enter the total number of grant unduplicated VLI beneficiaries:	
1.(c) Enter the total number of grant unduplicated LMI beneficiaries:		1.(d) Enter the total number of grant unduplicated beneficiaries:	
1.(e) Enter the total number of unduplicated LMI households:			

<p><b>a. VLI Beneficiary Impact Score:</b> Calculate the Unduplicated VLI Beneficiary Percentage:</p> <p>1.(b) divided by 1.(d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated VLI Beneficiary Percentage</p> <p>30.00% or More</p> <p>20.00% to 29.99%</p> <p>10.00% to 19.99%</p> <p>Less than 10.00%</p>	<p><b>Score</b></p> <p><input checked="" type="checkbox"/> 30</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 0</p>
<p><b>b. LMI Beneficiary Impact Score:</b> Calculate the Unduplicated LMI Beneficiary Percentage:</p> <p>1.(c) divided by 1.(d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated LMI Beneficiary Percentage</p> <p>70.00% and above</p> <p>66.00% to 69.99%</p> <p>61.00% to 65.99%</p> <p>56.00% to 60.99%</p> <p>51.01% to 55.99%</p>	<p><b>Score</b></p> <p><input checked="" type="checkbox"/> 125</p> <p><input type="checkbox"/> 110</p> <p><input type="checkbox"/> 90</p> <p><input type="checkbox"/> 70</p> <p><input type="checkbox"/> 50</p>
<p><b>c. Average Cost per Unduplicated LMI Beneficiary Score:</b> Calculate the Average Cost per Unduplicated LMI Beneficiary:</p> <p>1.(a) divided by 1.(c) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Beneficiary</p> <p>\$11,000 or More</p> <p>\$10,000 to \$10,999</p> <p>\$9,000 to \$9,999</p> <p>Less than \$9,000</p>	<p><b>Score</b></p> <p><input type="checkbox"/> 0</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 20</p> <p><input checked="" type="checkbox"/> 30</p>
<p><b>d. Average Cost per Unduplicated LMI Household Score:</b> Calculate the Average Cost per Unduplicated LMI Household:</p> <p>1.(a) divided by 1.(e) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Household</p> <p>\$20,000 or More</p> <p>\$16,000 to \$19,999</p> <p>\$13,000 to \$15,999</p> <p>\$11,000 to \$12,999</p> <p>\$9,000 to \$10,999</p> <p>Less than \$9,000</p>	<p><b>Score</b></p> <p><input type="checkbox"/> -100</p> <p><input type="checkbox"/> -50</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 40</p> <p><input type="checkbox"/> 60</p> <p><input checked="" type="checkbox"/> 85</p>



### Readiness to Proceed Score

If biddable construction plans and specifications for all “addressed need” activities have been completed, and permit applications for all infrastructure activities have been submitted to the applicable permitting agencies no later than application deadline, the applicant can claim 100 points. Otherwise, score zero points. The documentation listed below must be submitted with the application to receive the 100 points.

To receive the points, the following documentation must be included in Appendix G of the application when it is submitted to the Department:

- 1) A letter from the engineer or architect who prepared the construction plans and specifications to the chief elected officer of the applicant certifying the following:
  - that the signed, sealed and dated plans and specifications are complete,
  - that the bid documentation, including the plans and specifications, provided with the application contains all of the information that a contractor would need to bid on the project, except for the Davis-Bacon wage decision(s) and the CDBG Supplemental Conditions, and
  - that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)
- 2) A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s) and the CDBG Supplemental Conditions;
- 3) Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)

**Readiness to Proceed Score: 0** (100 Points Maximum)

### Health and Safety Score — Table N-5

Enter the appropriate Health and Safety Impact score. Documentation for points claimed must be included in Part 9, Appendix I. Scoring options are as follows:

**Option A: A total of 50 points can be claimed if the local government can document all of the following:**

- The proposed activity will be in one or more of the service areas. Activities outside a service area may only count for scoring pursuant to Chapter 73C-23, F.A.C., and
- The activity to be paid for with CDBG funds will correct the deficiencies specified in an existing enforcement action (administrative order, consent order, judicial proceeding or order by a state or federal agency). Activities conducted in lieu of fines do not qualify.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 50 points.



## Health and Safety Score — Table N-5 (Continued)

**Option B:** A total of 40 points can be claimed if the activity will provide first-time sewer or drinking water service to a service area, that a state or local agency says could have health and safety issues associated with septic tanks or other contamination sources. All CDBG-funded construction activities must meet the requirements of this option to claim the full 40 points.

**Option C:** A total of 25 points can be claimed if the local government can document all of the following:

- An activity proposed to be addressed with CDBG funds has been the subject of a Federal Emergency Management Agency (FEMA) Damage Survey Report (DSR) or Project Worksheet prepared for and submitted to FEMA for review and approval and was prepared at least 30 days but no more than 30 months before the application deadline, and
- The FEMA Damage Survey Report, Data Sheet or Project Worksheet was prepared in response to a federally declared natural disaster, declared before the application deadline. An engineer's written statement that the proposed CDBG activity will prevent the recurrence of the damage specified in the FEMA Damage Survey Report, Data Sheet or Project Worksheet must be provided.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 25 points

**Option D:** A total of 30 points can be claimed if the local government can document all of the following:

1. An activity to be addressed with CDBG funds was cited, in writing, by a State or Federal Regulatory Agency, before the application deadline;
2. The citation states a violation of state or federal statutes, rules, or regulations that affect the health and/or safety of the local government's citizenry; and
3. The citation was issued to the local government and includes the following:
  - the statutory or regulatory basis for the citation,
  - a description or reference to the corrective action that the regulatory agency requires, and
  - if a specific citation form, document, or process exists by State Rule or Federal Regulation, that form, document or process must be used.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 30 points.

This option shall be used for work required by a regulatory agency's inspection report that meets 1-3 above, but has not risen to the level of enforcement action described in Option A.

**Option E:** A portion of the 50, 40, 25 or 30 points can be claimed if the local government documents that some activities meet the above criteria. If this option is selected, use the formula to calculate proportional points.

- e. If CDBG funds will be expended for activities that meet the criteria for more than one option, points shall be prorated for each option and then totaled together, but the total score claimed shall not exceed 50 points.

Please note that CDBG funds cannot be used to pay fines or civil penalties related to enforcement actions. Also, Health and Safety points cannot be claimed for a project that is being undertaken in lieu of fines and penalties related to enforcement actions. Health and Safety Points cannot be claimed to address the same deficiency/citation that was used to obtain funding in a previous CDBG subgrant.

If Option E was selected, complete the following equation:								
Enter the cost of activities subject to A, B, C, or D		Enter the CDBG Project Cost (not including Engineering or Admin. Costs)		Enter the result (%) as a four digit decimal		Enter the Appropriate Multiplier (50, 40, 25 or 30)		Option E Score
\$0	÷	\$0	=	0	x	0	=	0
Check the Health and Safety Score being claimed.		<input type="checkbox"/> Option A. (50 Points)	<input type="checkbox"/> Option B. (40 Points)	<input type="checkbox"/> Option C. (25 Points)	<input type="checkbox"/> Option D. (30 Points)	<input type="checkbox"/> Option E. (Prorated)	<input checked="" type="checkbox"/> N/A	

Enter the Health and Safety Score: 0  
(50 Points Maximum)

Calculating the Category Summary Score	
Scores	Type of Score
51.15	Total Activity Goal Score (from page 3)
30	+ Unduplicated VLI Beneficiary Percentage Score (from page 9)
125	+ Unduplicated LMI Beneficiary Percentage Score (from page 9)
30	+ Cost per Unduplicated LMI Beneficiary Score (from page 9)
85	+ Cost per Unduplicated LMI Household Score (from page 9)
0	+ Readiness to Proceed Score (from page 10)
0	+ Health and Safety Score (from page 12)
321.15	= Category Summary Score (505 Points Maximum)

Category Summary Score: 321

(505 Points Maximum)

(Transfer this score to line 3e. in the NR column on the Application Scoring Summary page – Part 8, page 4.)