

## **Part 2 – Application Profile and General Scoring Criteria**

**Application Profile**  
**Table G-1**

**Local Government Contact Information:**

Local Government Name:		
Street Address:		
Mailing Address (if different):		
City:	Zip Code:	County:
Main Telephone:	Main Facsimile:	Federal ID Number:
DUNS Number:	Local Government's Name in DUNS:	

Chief Elected Official:	Title:
Telephone:	Facsimile:
E-mail Address:	

Local Government Financial Officer:	Title:
Telephone:	Facsimile:
E-mail Address:	

Local Government Project Contact:	Title:
Street Address:	
City:	Zip Code:
Direct Telephone:	Facsimile:
E-mail Address:	

### Application Profile – Table G-1 (Continued)

<b>Application Preparer Information</b>		
Preparer's Name:	Organization Preparing Application: <input type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address:		
City:	State:	Zip Code:
Telephone:	Facsimile:	
E-mail Address:		

<b>Consultant Information</b>		
Consultant's Name:	<input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address:		
City:	State:	Zip Code:
Telephone:	E-mail Address:	

<b>Demographics</b>		
U.S. Congressional District Number:	Florida Senate District Number:	Florida House District Number:
Service Area Census Tract(s) and Block Group(s):		

<b>Application Type:</b> Indicate the application category. A completed application must include the appropriate section as listed below.	
<input type="checkbox"/> Commercial Revitalization (Part 4)	<input type="checkbox"/> Economic Development (Part 5)
<input type="checkbox"/> Housing Rehabilitation (Part 6)	<input type="checkbox"/> Neighborhood Revitalization (Part 7)

**Application Profile – Table G-1 (Continued)**

<b>Citizen Participation – Public Hearings</b>	
Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published:	List the date when the first public hearing was held:
List the date that the public notice for the second public hearing was published:	List the date when the second public hearing was held:

<b>Subgrant Funding Request:</b>	
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction's LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
<b>LMI Population</b>	<b>Maximum Subgrant Request</b>
1 – 499	\$600,000.00
500 – 1,249	\$650,000.00
1,250 – 3,999	\$700,000.00
4,000 – and above	\$750,000.00
Local Government's LMI Population:	Subgrant Funds Being Requested: \$

**Application Profile  
Table G-1 (Continued)**

Answer the following questions by clicking on the correct check box.		
<p><b>Historic Preservation</b> Will the project impact a building, public improvement or planned open space that is 50 or more years old? If yes, documentation must be provided in Appendix L of Part 9. (See instructions.)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Interlocal Agreement</b> Will project activities require an interlocal agreement? If <b>yes</b>, the interlocal agreement(s) must be provided in Appendix J of Part 9. (See instructions.)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>State of Financial Emergency</b> Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at <a href="http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&amp;Directory=committees/joint/Jcla/&amp;Tab=committees">http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&amp;Directory=committees/joint/Jcla/&amp;Tab=committees</a></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Grant Preparation Costs</b> The applicant may request subgrant funds for the cost of application preparation. See instructions if funds are requested. Does the applicant wish to request subgrant funds for the cost of application preparation? If yes, documentation must be included in Appendix F of Part 9. Amount: \$ _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>National Flood Insurance Program</b> Is the applicant currently participating in the National Flood Insurance Program?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

**General Scoring Criteria — Table G-3**

<p><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></p>		<p>Score: _____</p>
<p><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></p>		<p>Score: _____</p>
<p><input type="checkbox"/> Rural Area of Opportunity (RAO)</p>	<p><input type="checkbox"/> Rural Community as defined by §288.0656, F.S.</p>	
<p><input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.</p>	<p><input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.</p>	
<p><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></p>		<p>Score: _____</p>
<p><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.)</p>		
<p><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></p> <p><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></p> <p><b>(Transfer this score to line 3c. of the Application Scoring Summary page.)</b></p>		<p>Score: _____</p>
<p>If applicable, list the date that the public notice for the CATF meeting was published:</p>	<p>If applicable, list the date when the CATF meeting was held:</p>	

**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 DEO for that subgrant and enter a score based on the achievement reported.						
<b>Most Recent Administratively Closed Small Cities CDBG Contract Number:</b>			_____			
Amount Awarded to M/WBE firms	÷	Total Prime Contracts Amount	X 100 =	_____ M/WBE %		
<b>M/WBE %</b>		<b>Points</b>	<b>5a. M/WBE Contracting Score:</b>  _____ (Maximum 20 points)			
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	÷	Number of Permanent Full-time Equivalent Applicant Employees	=	Applicant's Percentage of Minority Employees		
_____		_____		_____ %		
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	÷	Percentage of Minorities in Applicant's County	=	Applicant's Percentage of Minority Employees	X 60 =	Points Claimed
_____		_____		_____		_____

If the applicant has three or less employees, 40 points may be claimed.		
<b>5b. Local Government Minority Employment Score (60 Points Maximum):</b>		_____
<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:	_____	_____
6b. Date of Fair Housing Workshop:	_____	_____
<b>6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):</b>		_____

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

## **Part 2 – Application Profile and General Scoring Criteria**

### **Instructions**

### **Application Profile (Table G-1)**

The application profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box on page 2.

### **Citizen Participation**

1. The Applicant may appoint a Citizens Advisory Task Force (CATF) to make recommendations on community needs prior to drafting an Application for Funding and to provide input during the implementation of any subgrants that the Applicant receives. An Applicant can claim up to 10 points on its Application for Funding if it has an active CATF. To claim points for having CATF participation in the application process, the following conditions must be met:

(a) The task force shall be comprised of at least five residents of the Applicant's jurisdiction, and at least 51% of the members must be from low- to moderate-income households.

(b) No more than one employee of the Applicant can serve on the CATF, and no elected officials of the Applicant can serve as members of the task force.

(c) The CATF shall conduct at least one meeting prior to an Application for Funding being drafted and prior to the notice for the second public hearing being published to discuss community needs and to provide recommendations to the local governing body. The meeting shall be advertised in accordance with subsection 73C-23.0031(27), F.A.C. A minimum of 51% of the members must participate in the meeting.

(d) If the Applicant is claiming points for having an active CATF, copies of the public notice, affidavit of publication, meeting minutes and sign-in sheet shall be included in Part 9, Appendix D, of the Application for Funding, Form SC-60, which is further described in paragraph (6)(a) below. If the affidavit is not available by the application deadline, it must be provided by the end of the "completeness period" to retain the points.

2. Local governments must conduct two public hearings in accordance with subsection 73C-23.0041(1) prior to submitting their applications for funding. The hearings shall be advertised in accordance with subsection 73C-23.0031(27). Documentation of the citizen participation activities must be included in Appendix D of Part 9. The following documents shall be included:

- Copies of the required public hearing notices and affidavits of publication;
- Certified copies of the minutes from the public hearings.

### **Historic Preservation**

Answer "Yes" if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

**If this question is answered "Yes," proceed as follows:**

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the *Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings* (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.
- Provide the following documentation in Appendix L of Part 9:
  - The location/address;
  - The construction date;
  - The activity affecting the historic property; and
  - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties

**Interlocal Agreements**

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include in Appendix J an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved)
- The purpose of the interlocal agreement
- A delineation of the cooperation between the parties involved
- A description of the activities and the service area(s)
- The amount of funds being committed (and associated terms)
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions

1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in whose jurisdictions the CDBG activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity which has provided written assurance, to maintain the activity. Such an interlocal agreement must be submitted with the Application for Funding.
2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, service areas, and job creation locations are not inconsistent with its comprehensive plan.
3. The application shall contain excerpts of the comprehensive plans of all local governments in whose jurisdiction activities will take place. The excerpts must document that the activities, project areas, service areas, and job creation locations are not inconsistent with the local government's comprehensive land use plan.

4. An eligible Applicant's activities can extend beyond its jurisdiction, provided the areas outside its jurisdiction are eligible. The Applicant must have legal authority to provide such services or undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments. Except for Economic Development projects, no more than 25 percent of the service area beneficiaries may reside outside the Applicant's jurisdiction unless all CDBG funded work is taking place within the Applicant's jurisdiction or on property owned by the Applicant. When all work will take place within the Applicant's jurisdiction or on property owned by the Applicant, up to 50 percent of the beneficiaries may reside outside the Applicant's jurisdiction.

5. Pursuant to 24 CFR 570.486(b), an eligible individual Applicant may apply to undertake a portion of an eligible Neighborhood Revitalization activity in an otherwise eligible location outside its jurisdiction or service area, if it can provide written documentation that the activity is required by an engineer or by a state or federal agency having regulatory authority over the activities. Any benefit to persons outside the jurisdiction or service area must not be a Direct Benefit and may only be incidental to the activity undertaken within the jurisdiction or service area.

#### **Subgrant Application Preparation Costs**

If subgrant application preparation costs are to be paid from the subgrant, the grant writer must have been procured pursuant to 2 CFR sections 200.317-.326. Include the following in Appendix F of Part 9:

Include the following in Appendix F of Part 9:

- A copy of the Request for Proposal advertisement
- The ranking sheets
- Minutes of the meeting where the grant writer was selected
- A copy of the invoice from the grant writer
- A copy of the contract between the local government and the grant writer

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

If the local government prepared the application using local government staff or the staff of another governmental agency selected pursuant to Chapter 287, F.S., the local government may seek payment only for direct costs incurred as part of the application preparation. In order to be eligible for payment, documentation of direct costs must be provided with the application.

#### **National Flood Insurance Program**

Please indicate whether the local government is a current participant in the National Flood Insurance Program.

#### **Project Narrative (G-2)**

The information below must be included in the project narrative:

1. Applications proposing more than one activity or service area must include a narrative for each activity and/or service area.
2. Applications presenting both addressed and unaddressed needs must include a separate project narrative for each.
3. For addressed and unaddressed needs, a narrative description of each proposed activity must include the following information:

- Activity description, including the need being met
  - Explanation of the need for CDBG funding
  - Proposed construction start and completion dates
  - Quantity and location of activity within the service area
  - Cost of the activity
  - How the activity meets a national objective
  - Purpose of the activity (if not readily apparent)
  - Beneficiaries (Total, VLI and LMI) of the activities.
4. Describe all activities to be undertaken and the projected cost, without regard to the funding source or whether such funding will be counted for leverage.
  5. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction.
  6. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity.
  7. Specify whether any portion of the project area is located in a flood-prone area and whether the local government participates in the National Flood Insurance Program.
  8. If complementary activities are being undertaken, explain how they relate to the project.
  9. If funds from other sources are being "leveraged," describe how the funds will be used (what they will pay for, etc.).
  10. If the removal of public building architectural barriers to handicapped persons is being paid for with CDBG funds, identify:
    - The location and function of each building
    - The barriers to be removed in each building
    - How the expenditure of CDBG funds will resolve the problem
  11. If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.
  12. The narrative for Economic Development applications must also include a statement regarding, or description of, the following:
    - The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success
    - The number and types of jobs to be created and/or retained
    - Additional development, spin-off jobs, and the need for additional goods and services which are likely to be stimulated by the proposed project
    - Any increases to the tax base that will occur, including property, sales, and other taxes
    - Anticipated training needs of LMI persons who may apply for the created jobs; and how and who will provide the training
    - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG assisted activity is \$34,999 or less in CDBG funds.

13. The narrative for Commercial Revitalization applications must also include a statement regarding, or description of, the following:

If acquisition or demolition other than for an easement is proposed as part of the project, provide the following documentation with the application:

- The purpose of the proposed acquisition or demolition
- A list of the sites proposed for acquisition or demolition
- The ownership of each site
- Current zoning and land use of the proposed site
- Estimated value of each site
- Current zoning for each site

For activities addressing the Slum and Blight National Objective, include a description of the slum or blight conditions being addressed by the activity and documentation that the activity is eligible under CDBG regulations.

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

1. Enter the **Community Wide Needs Score** provided by the Department. This document is posted to the Department's website at: <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>
2. If the local government has one or more special designations, enter 20 points for the **Special Designation Score**. Points cannot be claimed unless all activities occur within the boundaries of the special designation. The service area or project area map and the jurisdiction map must show the boundaries of the designated area(s) if the designation does not encompass the entire jurisdiction.
3. If the applicant has not had an open CDBG subgrant in the NR, HR, or CR categories within five years of application deadline, claim 100 points for the **Grant History Score**.

#### Outstanding Performance in Equal Employment Opportunity

1. Achievement in M/WBE Contracting
  - Enter the appropriate score based on achievement reported in Minority-/Women-Owned Business Enterprises (M/WBE) reports to the Department from the most recently administratively closed subgrant. The percentage is calculated by dividing the total amount of funds reported as awarded to M/WBE contractors or subcontractors by the total amount of all prime contracts awarded.
  - If the applicant has no administratively closed CDBG subgrant within four years of the application deadline date, score 5 points.
2. Local Government Minority Employment

When determining the local government minority employment score:

  - "Permanent full-time employment" includes full-time and part-time employees who are eligible to receive benefits, but not elected officials. County applicants shall count only the staff employed by the Board of County Commissioners, and not any constitutional officers. Only one payroll within 45 days of the application deadline shall be used for establishing total full-time employees and total full-

time minority employees.

- The number of part-time employees, who meet the definition of permanent full-time employees because they are eligible to receive benefits, must be converted to full-time equivalents (FTE) based upon the number of hours worked in an average week, with 40 hours per week setting the standard for full-time employment.
- Minority population percentages are provided by the Department. For the local government employment score calculations, "within the County" includes the sum of incorporated and unincorporated areas.
- The applicant may claim:
- 60 points if the percentage of permanent full-time and full-time equivalent minority employees equals or exceeds the percentage of minorities within the County, or
- 40 points if the local government has three or fewer employees without regard to full-time or part-time status, or
- A prorated portion of 60 points if the percentage of full-time and full-time equivalent minority employees is less than the percentage of minorities within the county.

#### **Outstanding Performance in Fair Housing**

The applicant may claim:

1. Five points if, before the application deadline, the local government adopted a Fair Housing Ordinance that covers all federally protected classes (race, color, familial status, handicap, national origin, religion, and sex).
2. Five points if the local government conducted a Fair Housing workshop within 12 months before the application deadline date that meets all the following conditions:
  - Public notice was provided pursuant to 73C-23.0031(27), F.A.C.,
  - The workshop was conducted by the local government, and the information presented during the workshop was designed for the public, property owners, housing professionals and local elected officials,
  - An agenda and training materials covering both the state and federal Fair Housing laws were provided to all participants, and
  - A sign-in sheet was maintained.

Someone must attend the workshop to claim the points for conducting the workshop.

#### **EEO/Fair Housing Summary**

Up to 90 points can be claimed for Outstanding Performance in Equal Employment Opportunity and Outstanding Performance in Fair Housing:

- 20 points for Achievement in M/WBE contracting
- 60 points for Local Government Minority Employment
- 10 points for Outstanding Performance in Fair Housing