

Part 4 – Commercial Revitalization

CDBG Funds and Activity Goal Score — Table C-1

1. Enter information requested:

Activity #	A Activity Name	B Appropriate USDA RUS Engineering Table	C Enter CDBG Activity Funds	D % of CDBG Project Cost (C ÷ Total of Column C)	E Goal Points	F Activity Goal Score (D x E)	G Units	
							Addressed Need	Unaddressed Need
							01	Acquisition*
17C	Commercial Building Rehabilitation	Table II	\$		75			
04	Clearance and Demolition of Blighted Property**	N/A	\$		65			
03I	Drainage Activities on Public Property or Rights-of-Way	Table II	\$		60			
03J	Fire Hydrants	Table II	\$		45			
03F	Open Space, Parks, Playgrounds	Table II	\$		60			
03G	Parking Facilities	Table II	\$		75			
08	Relocation	N/A	\$		30			
17D	Relocation of Utilities to Underground	Table II	\$		60			
17C	Removal of Architectural Barriers in Public Buildings	Table II	\$		50			
03J	Sewer Facilities	Table I	\$		60			
03L	Sidewalks and Pedestrian Malls	Table II	\$		75			
03K	Street Improvements	Table II	\$		60			
03J	Water Facilities	Table II	\$		60			
2. Total Column C (CDBG Project Cost)			\$					
3. Calculate Columns D and F and Total Column F for the Total Activity Goal Score:							(75 Point Maximum)	

*Same points as the activity supported.

**If demolition is a part of the project, you must include supporting documentation. *See instructions.*

CDBG Funds and Activity Goal Score — Table C-1 (Continued)

4. Indicate the USDA-RUS Table Used and Enter Engineering Funds: USDA-RUS Table Used <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> Both (Prorated)			
A	B	C	
Basic Fee	\$		
Resident Inspection Fee	\$		
Preliminary Engineering Fee	\$		
Additional Engineering Services	\$		
5. Total the CDBG Engineering Fees		\$	
6. Enter CDBG Administrative Funds		\$	
7. Enter the Total Amount of CDBG Funds Requested		\$	
8. Divide administrative funds requested (line 6) by the total funds (line 7) requested to calculate the CDBG administrative percentage.		%	
		.0800 Maximum	

LMI Benefit/Blight Elimination Score

If using the LMI national objective, enter the LMI percentage of the service area from the survey worksheets or the Census data here: %.	
Check the appropriate box below and enter the score in 9a.	
<input type="checkbox"/> Service area is 51.00% to 54.99% LMI: 75 points	<input type="checkbox"/> Service area is 55.00% to 59.99% LMI: 100 points
<input type="checkbox"/> Service area is 60.00% to 64.99% LMI: 125 points	<input type="checkbox"/> Service area is 65.00% LMI or higher: 145 points
9a. LMI Benefit Score:	
If using the Slum and Blight national objective, check the appropriate box below and enter the score in 9b.	
<input type="checkbox"/> Activity will correct spot blight: 100 points	<input type="checkbox"/> Activity will correct area blight: 125 points
9b. Blight Elimination Score:	

Commercial Reinvestment Need Score

10. Vacant commercial spaces in the project area: (See instructions.):	
Vacant commercial spaces X 10 points per vacant space =	(50 Points Maximum)
10a. Reinvestment Need Score:	

Other Community Development Activities Score — Table C-2	Scores
<p>11 a. Enter <u>40</u> points if the local government is designated an active participant in the Florida Main Street Program by the Florida Department of State. Associate status designation shall not create eligibility for the points.</p>	
<p>11 b. Enter 20 points if any part of the Project Area and all of the CDBG funded activities are located in any part of a district listed on the National Register of Historic Places pursuant to 36 CFR Part 60.</p>	
<p>11 c. Enter <u>30</u> points if the local government has adopted architectural design guidelines for a rehabilitation program for the retail, service, and commercial buildings located in the project area. Guidelines must be adopted through either the Community Redevelopment Plan under Chapter 163, F.S., Community Redevelopment Plan process, or the local government's Comprehensive Plan.</p>	
<p>11 d. Enter <u>70</u> points if within the five years prior to the application deadline the local government completed a market study of the commercial district addressed in the application and adopted a plan by resolution which outlines priorities for the commercial district based upon community input. The market study must include a survey of the community's needs; an inventory of sites, including building condition, square footage, zoning and existing rents; traffic count data; the number of parking spaces; and the availability of utilities. The proposed CDBG project activities must address one or more of the priorities identified in the plan for the commercial district to receive the 50 70 points.</p>	
<p>11 e. Enter 25 points if all of the following are true:</p> <ul style="list-style-type: none"> • The local government created a Community Redevelopment Trust Fund for the Community Redevelopment Area in which the CDBG activities will take place (pursuant to Chapter 163.387, F.S.) and the Trust Fund will remain in effect for the life of the Community Redevelopment Agency; • The local government established a base tax increment year in the ordinance creating the Trust Fund or in an ordinance subsequently establishing a base year using the Chapter 163 process. If a base year is not established, the points will be disallowed; • The local government notified other appropriate taxing authorities by registered mail of the establishment of the base area and the base year and has undertaken all other actions necessary to initiate and implement the Trust Fund; • There are no known impediments to the County Tax Collector's distribution of the tax increment to the Community Redevelopment Agency; and • That base year is no later than the last day of the calendar year preceding the year in which the application is received. <p>In lieu of the above, Documentation of receipt of tax increment funds before application deadline from the County Tax Collector for the year preceding the application deadline shall suffice as documentation for these points. If Tax Increment Funds were not distributed during the prior year, points cannot be claimed.</p>	
<p>11f. Enter the total Other Community Development Activities Score (11a+11b+11c+11d+11e) (<u>185</u> Points Maximum): _____</p>	

Readiness to Proceed Score

12. 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 the application deadline, the applicant can claim 50 points. Otherwise, score zero 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, addressed to the chief elected officer of the applicant, certifying the following:
 - that the 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); the local government’s list of minority/women business enterprises; and the CDGB 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); the local government’s list of minority/women business enterprises; 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.)
- 4) Deficiencies in these submissions identified during DEO’s review of the application can be cured. However, the local government must provide curing documentation no later than the end of the “completeness period” that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline or the points claimed here will be reduced to zero.

12a. Readiness to Proceed Score (50 Point Maximum): _____

Category Summary Score (Lines 3+9a or 9b+10a+11f+12a): _____

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

Part 4 - Commercial Revitalization

Instructions

Program Requirements for Commercial Revitalization.

Applications submitted under this category shall be designed to revitalize commercial areas, which serve primarily low- and moderate-income persons, or to meet the National Objective of preventing or eliminating slum or blight. Applications addressing the slum and blight National Objective must conform to the requirements found in 24 CFR 570.483(c) and Section 163.340, F.S.

- a) **Eligible Activities.** All activities must be geographically and physically located within the boundaries of the jurisdiction and the project area and be contiguous to or located on property that is primarily commercial as of the application deadline date. Unimproved property on which activities are proposed cannot be zoned for residential purposes only.
- b) Funds requested and approved for Commercial Revitalization activities shall not be used as grants or loans for working capital, inventory or supplies, or for interior repairs and renovations, except for repairs necessary to correct code violations or for the removal of architectural barriers to handicap access.
- c) **Service Area Requirements for LMI Projects.** Activities in Commercial Revitalization projects are considered to serve the entire jurisdiction in which they are to be undertaken, unless the Applicant can justify a smaller service area (e.g., a Community Redevelopment Area in a portion of a county). The Applicant shall document, using census data or a survey, that at least 51 percent of beneficiaries in the service area are low- and moderate-income persons. A survey shall comply with the requirements specified in paragraph 73C-23.0051(9)(b)2, F.A.C.

The following information applies to all activities undertaken in the Commercial Revitalization funding category.

Category Impact

The CR Category Impact Section requires applicants to illustrate project activities; outline the budget, document VLI and LMI benefit, and identify current and future needs. The applicant must provide supporting documentation with the application.

The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score
- Low-to-Moderate Income (LMI) Beneficiary Impact Score
- Commercial Reinvestment Need Score
- CR History Score
- Other Community Development Activities Score
- Readiness to Proceed Score

CDBG Funds and Activity Goal Score (Table C-1)

Enter the proposed CDBG budget by project activity, determine the activities goal scores, and then determine the total project activity goal score.

The Cost Standard Used to estimate costs must be available for review during the site visit. Department staff will review the standard for cost reasonableness. The Department reserves the right to request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

1. Enter the proposed CDBG budget, excluding administrative and engineering costs, in column C for each planned activity. The limits on rehabilitation costs per building shall not exceed \$22,000. All eligible CR activities are listed in Column A.

2. Total Column C (CDBG Project Cost). Please note that engineering and administrative costs are not included in the CDBG Project Cost.
3. Enter the percentage of each activity's cost relative to the CDBG Project Cost (Column D). Enter the corresponding activity goal score for each activity (Column F) and enter the total activity goal score.
4. To determine each activity's percentage of the CDBG Project Cost, divide the activity cost by the CDBG Project Cost. Enter this percentage as a four-digit decimal number (i.e., 100% = 1.000, 9.87% = .0987, and 35.12% = .3512).
5. To determine each activity's goal score, multiply the percentage entered in Column D by the goal points in Column E.
6. To determine the total activity goal score, total all activity scores in Column F. This score cannot exceed 75 points.
7. Indicate the appropriate RUS Table used to establish the maximum amount of basic and inspection engineering fees which can be paid with CDBG funds and enter proposed CDBG engineering fee in Column B. Please see the RUS Charts in the Appendices for information concerning these costs. Preliminary engineering may not exceed 0.5% of the estimated construction cost. "Additional engineering" is limited to those services defined as such in Chapter 73C-23, F.A.C.
8. In Column C, enter the total engineering fees.
9. In Column C, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for the Commercial Revitalization category cannot exceed 8% of the total CDBG funds requested.
10. Add the CDBG Project Cost (line 2), the total CDBG engineering fees (line 5), and the CDBG Administrative Funds (line 6) and enter the total funds requested on line 7. This figure must equal the amount requested in the application profile.
11. Use Column G to identify the "Addressed Need" and "Unaddressed Need" quantities for each activity. The grant cannot be amended to include Unaddressed Need quantities unless all Addressed Need quantities can be completed. However, if any Addressed Need activity cannot be completed for a reason beyond the local government's control, the Department will consider an amendment to include Unaddressed Need in the project scope if the project will still remain in the fundable range after any rescoring required because of change in activities. Also, if any Addressed Need activity is funded from a non-CDBG source, the CDBG funds originally designated for that need may be redirected by amendment to address other activities.
12. If the project has Clearance and Demolition of Blighted Property as an activity, provide documentation in Appendix P to include the addresses of any buildings to be demolished, a map showing the location of each building to be demolished, photos of the buildings, any condemnation orders, and documentation of ownership of property.

LMI Benefit/Blight Elimination Score:

If the National Objective is LMI Benefit, enter the appropriate score on line 9a based on the LMI percentage of the service area. If the National Objective is Slum and Blight, enter the appropriate score on line 9B. Applications addressing the Slum and Blight National Objective must conform to the requirements found in 24 CFR 570.483(c) and Section 163.340, Florida Statutes.

If the National Objective is LMI Benefit, the service area in a Commercial Revitalization project shall be considered jurisdiction-wide unless the Applicant can justify a different service area. The surveying requirements that apply to Neighborhood Revitalization grant applications also apply to

applications for Commercial Revitalization funds. If the National Objective is Slum and Blight, there will be a project area instead of a service area.

Commercial Reinvestment Need Score

Score 10 points, up to a maximum of 40 points, for each vacant commercial space available for rent or sale within the project area. The project area is where activities are taking place. Example: If the activity is streetscaping along Main Street between Avenue 1 and Avenue 5, that is the project area. Any vacant commercial space for rent or sale along Main Street between Avenue 1 and Avenue 5 will qualify for 10 points.

Other Community Development Activities

Other Community Development Activities Score – Review the scoring criteria in Table C-2 and enter scores. Provide documentation in Appendix O for all points claimed.

- To document Florida Main Street Program status, provide a copy of a letter from the Department of State or a printout from the Florida Main Street Program website that shows the status.
- To document that any part of the Project Area and all of the CDBG-funded activities are located in any part of a district listed on the National Register of Historic Places, include documentation from the National Park Service’s website or a similar source that shows the designation.
- To document that the local government has adopted architectural design guidelines for a rehabilitation program for the retail, service, and commercial buildings located in the project area, include a copy of the resolution that adopted the guidelines or a copy of certified minutes from the meeting at which the guidelines were adopted.
- To document that the local government has completed a market study and adopted a plan by resolution which outlines priorities for the commercial district based upon community input, a copy of the plan showing the adopting date must be included in the application.
- To document that the local government has created a Community Redevelopment Trust Fund for the Community Redevelopment Area in which the CDBG activities will take place (pursuant to Chapter 163.387, F.S.) and that the Trust Fund will remain in effect for the life of the Community Redevelopment Agency, documentation showing the receipt of tax increment funds from the County Tax Collector for the year preceding the application deadline before application deadline will be accepted.

Readiness to Proceed Score

Points for “Readiness to Proceed” can be claimed for Commercial Revitalization projects if the following are completed and submitted with the Application for Funding before 5:00 p.m. on the final day of the application cycle:

1. Biddable construction plans and specifications for all “addressed need” CDBG activities and as defined in subsection 73C-23.0031(8), F.A.C. The plans must be signed, dated and sealed by the engineer responsible for developing them;
2. Documentation that all required permit applications for infrastructure activities were submitted to the applicable agencies prior to the CDBG application deadline. If the only agency that must issue permits for the activities is the Applicant, then documentation to that effect must be included in the application. If permits are required from an agency other than the local government, include a copy of the page(s) reflecting the permitting agency name and project description and third-party proof of mailing, such as certified mail receipt, to the permitting agencies; and

3. A written certification from the engineer or architect who prepared the plans and specifications to the Chief Elected Official of the Applicant. The certification must list the date that the biddable construction documents were completed, that the plans and specifications contain all of the information that a contractor would need to submit a bid, except for the wage decision, the local government's list of minority/women business enterprises, and CDBG Supplemental Conditions and state that all required permit applications for all infrastructure activities have been submitted to the applicable agencies or that no permits are required for the project except from the applying local government.

Include documentation for two and three above in Appendix G

Deficiencies with the readiness to proceed documentation can be cured after the application deadline for the purpose of getting the points. However, the local government must provide curing documentation for minor deficiencies no later than the end of the "completeness period" that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline.

The Department will review the plans and specifications for completeness during the application review process, but the plans and specifications cannot be accepted by the Department until the Applicant has been issued the environmental release of funds for the project.

A signed and sealed copy of the completed construction plans and specifications must be included with the application to get the points.