Florida Small Cities Community Development Block Grant (CDBG)

Application for Funding

Applicant: City of Stuart
(Name of Local Government)

☐ Commercial Revitalization ☒ Housing Rehabilitation

☐ Neighborhood Revitalization ☐ Economic Development

Federal Fiscal Year 2019

Application Due Date: October 5, 2020

Mailing Address: Department of Economic Opportunity
Bureau of Community Revitalization
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405
Fax: (850) 922-5609
Web: http://www.floridajobs.org/SmallCitiesCDBG

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Left click on the appropriate check boxes to indicate which parts of the application form are included in this application package.

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Part 2 – Application Profile and General Scoring Criteria

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Application Profile
Table G-1

Local Government Contact Information:

Local Government Name: City of Stuart		
Street Address: 121 SW Flagler Avenue		
Mailing Address (if different):		
City: Stuart	Zip Code: 34994	County: Martin
Main Telephone: 772-288-5300	Main Facsimile:	Federal ID Number: 858012740159C6
DUNS Number: 099077562	Local Government's Name in DUNS: City of Stuart	

Chief Elected Official: Mike Meier	Title: Mayor
Telephone: 772-288-5312	Facsimile:
E-mail Address: mmeier@ci.stuart.fl.us	

Local Government Financial Officer: Louis J. Boglioli III	Title: Financial Services Director
Telephone: (772) 288-5324	Facsimile:
E-mail Address: jbogliolo@ci.stuart.fl.us	

Local Government Project Contact: Pinal Gandhi-Savdas	Title: CRA Administrator
Street Address: 121 SW Flagler Avenue	
City: Stuart	Zip Code: 34994
Direct Telephone: 772-283-2532	Facsimile:
E-mail Address: pgandhi@ci.stuart.fl.us	

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Application Profile – Table G-1 (Continued)

Application Preparer Information		
Preparer's Name: Guardian Community Resource Management, Inc.	Organization Preparing Application: ☐ Local Government ☒ Private Company ☐ RPC	
Street Address: 15000 Citrus Country Drive, Suite 331		
City: Dade City	State: Fl	Zip Code: 33523
Telephone: 352-437-3902	Facsimile: 863-583-0357	
E-mail Address: corbett.alday@guardiancrm.com		

Consultant Information		
Consultant's Name: Corbett Alday		☒ Private Company ☐ RPC
Street Address: 15000 Citrus Country Drive, Suite 331		
City: Dade City	State: FL	Zip Code: 33523
Telephone: 352-437-3902	E-mail Address: corbett.alday@guardiancrm.com	

Demographics		
U.S. Congressional District Number: 18	Florida Senate District Number: 25	Florida House District Number: 83
Service Area Census Tract(s) and Block Group(s): Stuart CPD		

Application Type: Indicate the application category. A completed application must include the appropriate section as listed below.	
☐ Commercial Revitalization (Part 4)	☐ Economic Development (Part 5)
☒ Housing Rehabilitation (Part 6)	☐ Neighborhood Revitalization (Part 7)

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Application Profile – Table G-1 (Continued)

Citizen Participation – Public Hearings 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: May 19, 2020	List the date when the first public hearing was held: May 26, 2020
List the date that the public notice for the second public hearing was published: July 29, 2020	List the date when the second public hearing was held: August 10, 2020

Subgrant Funding Request:
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.

LMI Population	**Maximum Subgrant Request**
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: 6,265	Subgrant Funds Being Requested: $ 750,000

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Application Profile
Table G-1 (Continued)

Answer the following questions by clicking on the correct check box.		
Historic Preservation 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.)	☐ Yes	☒ No
Interlocal Agreement Will project activities require an interlocal agreement? If ***yes***, the interlocal agreement(s) must be provided in Appendix J of Part 9. (See instructions.)	☐ Yes	☒ No
State of Financial Emergency 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 http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees	☐ Yes	☒ No
Grant Preparation Costs 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: $_____	☐ Yes	☒ No
National Flood Insurance Program Is the applicant currently participating in the National Flood Insurance Program?	☒ Yes	☐ No

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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.

CDBG funds will be used to rehabilitate (or demolish and replace) a minimum of eleven (11) houses. Funds will also be used for temporary relocation activities. The project budget, LMI benefit and project activities are shown in the table below. Benefit for Low to Moderate Income Persons is the national objective.

ACTIVITY	CDBG BUDGET	ACCOMPLISHMENTS	LMI BENEFIT
Housing Rehabilitation/Demolition/Replacement	$615,500.00	11	100%
Temporary Relocation	$22,000.00	11	100%
Administration	$112,500.00		
Grant Total	**$750,000.00**	11	

Additional Information:

1. The service area for this project will be the unincorporated areas of the City of Stuart. No activities will occur outside of the Applicant's jurisdiction. Only units in the unincorporated area of the City will be addressed.

2. A minimum of eleven (11) LMI housing units are proposed to be addressed of which no less than three (3) will be "low income" households (households with incomes that do not exceed fifty percent (50%) of the Area Median Income (AMI) for the City of Stuart are classified as "low income". Also, no less than two (2) households will be classified as "very low income" (households with incomes that do not exceed thirty (30%) of the AMI for the City of Stuart are classified as "very low" income).

3. Based on a project cost of $637,500, the average CDBG cost per house for the eleven (11) houses will be $57,954.55 for rehabilitation/replacement & temporary relocation.

4. The City plans to use $50,000 in CRA TIF fund for leverage.

5. The City participates in the National Flood Insurance Program. Units addressed will be required to have flood insurance, where applicable.

6. CDBG funds are needed to rehabilitate/repair/replace deteriorated homes of LMI persons.

7. No DOT or City roads will be impacted by this project.

8. After the eleven (11) homes are addressed, and if funds are available, remaining CDBG funds will be used to rehabilitate additional LMI homes as funds permit.

9. No historically significant structure will be addressed.

10. The project is consistent with the City's Local Comprehensive Plan.

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General Scoring Criteria — Table G-3

1. Community-Wide Needs Score (CWNS) The CWNS for each non-entitlement local government is posted on 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 **(Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)**	**Score:** 92.03
2. Special Designation Score 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.) **(Transfer this score to line 3a. of the Application Scoring Summary page.)**	**Score:** 0

☐ Rural Area of Opportunity (RAO)	☐ Rural Community as defined by §288.0656, F.S.
☐ Area of Critical State Concern pursuant to §380.05, F.S.	☐ Florida Enterprise Zone pursuant to §290.0065, F.S.

3. Grant History Score: 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. **(Transfer this score to line 3b. of the Application Scoring Summary page.)**	**Score:** 100

4. CATF Score: 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.)

4a. 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, **score 10 points, or** **4b.** 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, **score 5 points.** **(Transfer this score to line 3c. of the Application Scoring Summary page.)**	**Score: 0**

If applicable, list the date that the public notice for the CATF meeting was published: N/A	If applicable, list the date when the CATF meeting was held: N/A

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General Scoring Criteria — Table G-3 (Continued)

5. Outstanding Performance in Equal Employment Opportunity (EEO)

M/WBE Contracting: 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.

Most Recent Administratively Closed Small Cities CDBG Contract Number: N/A

0 Amount Awarded to M/WBE firms	÷	0 Total Prime Contracts Amount	X 100 =	0 M/WBE %

M/WBE %	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.

5a. M/WBE Contracting Score:

5
(Maximum 20 points)

Local Government Minority Employment: 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
56		272		0.205%

Enter percentage of minorities in the applicant's county: 9.7%

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
0.205%		9.7		0.0211		1.27

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If the applicant has three or less employees, 40 points may be claimed.	
5b. Local Government Minority Employment Score (60 Points Maximum):	5

6. Outstanding Performance in Fair Housing

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.

	Date	**Score**
6a. Date Fair Housing Ordinance Adopted:	August 2020	5
6b. Date of Fair Housing Workshop:	May 26, 2020	5
6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):	10	

Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score: 15

(Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)
(90 points maximum)

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Part 3 – Sources and Uses of Non-CDBG Funds

Sources and Uses of Non-CDBG Funds
Private, Participating Party, Public Leverage from Non-Local and Local Funding Sources
Table L-1

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
14A	CRA TIF funds	50,000.00	$0	City of Stuart
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
Totals		$50,000.00	$0	
Total Funds Claimed for Leverage Scoring		$50,000.00		

Use the preceding totals to compute the number of points you are claiming for leverage scoring on the next page.

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Leverage Score Summary

Leverage Points Calculation for NR, CR, and HR

Communities with a LMI Population of 1,249 or Less

$ _____ ÷ $1,000 = _____ Points

(25 Points Maximum)

Leverage Points Calculation for NR, CR, and HR

Communities with a LMI Population of 1,250 or More

$50,000.00 ÷ $2,000 = 25 Points

(25 Points Maximum)

Leverage Points Calculation for ED

$ _____ ÷ $10,000 = _____ Points

(125 Points Maximum)

Leverage Score: 25

(Transfer this score to line 3d. on the Application Scoring Summary page in Part 8. 25 Points Maximum for NR, HR, and CR. 125 Points Maximum for ED.)

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Part 6 – Housing Rehabilitation

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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	$615,500	96.55%	75	72.41	11
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	$22,000	3.45%	75	2.59	11
14A	Utility Hookups, Other**	$	%	60		
14A	Water Hookups**	$	%	70		

1. Add Column B to get the CDBG Project Cost	$637,500	**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: 11
2. Enter CDBG Administrative Funds (Maximum of 15% of Total CDBG Funds Requested)	$112,500	* 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		

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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 is between 30.01% - 50% of median income for your county)
"Low income" beneficiary impact points: 3 homes* X 50 = 150 points (150 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 = 55 points; 2 homes: score = 85 points:
"Very low income" beneficiary impact points: 2 home(s) = 85 points (85 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)
* If a Recipient serves more "very low income" homes than scored on this application, those additional homes can be counted to meet the number of "low income" homes that the Recipient committed to serve.

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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:

$637,500	÷	11	=	$57,954.55.
CDBG Project Cost		Total Number of LMI Housing Units		Average CDBG LMI Housing Unit Cost

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

Option 1. Rehab - Average CDBG Cost Per LMI HU	Score	Option 2. Hookups - Average CDBG Cost Per LMI HU	Score
Less than $62,250	120	Less than $2,200	100
$62,250 to $65,000	105		
$65,000 to $66,999	90	$2,200 to $3,099	80
$67,000 to $68,999	75		
$69,000 to $70,999	60	$3,100 to $3,999	60
$71,000 to $72,999	45		
$73,000 to $74,999	30	$4,000 to $4,899	40
$75,000 to $76,999	15		
$77,000 to $77,999	0	$4,900 and above	20
$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.)

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Part 8 – Certification and Score Summary

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I, the undersigned chief elected official or authorized representative of the Applicant, certify that, to the best of my knowledge, this Florida Small Cities Community Development Block Grant Application for Funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

I also certify that the Applicant:

Has met all citizen participation requirements contained in Chapter 73C-23, Florida Administrative Code:

Following public notice, hearings were conducted by a member of the local governing body or a duly authorized employee;

- The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
- The notice for the second public hearing was published following the first public hearing. The notice included a summary of the activities that would be conducted with CDBG funds, the specific locations where those activities would take place, a line item budget, and the time and place where a copy of the draft application would be available for review; and
- A second public hearing was conducted to obtain citizen comments on the CDBG application prior to submission.

2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
3. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
4. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
5. Will administer the subgrant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
6. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
7. Has adopted or will adopt a Community Development Plan or has adopted the Local Comprehensive Plan as its Community Development Plan.
8. Will adopt an Anti-Displacement and Relocation Policy and will minimize the displacement of persons.
9. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
10. Has authorized the submission of this application by vote of the local governing body.
11. Will adopt a CDBG Procurement Policy that conforms to 2 CFR 200.317 – 200.326, Sections 255.0525 and 287.055, Florida Statutes, and Rule 73C-23.0051(4), Florida Administrative Code.
12. Has implemented a financial management system that complies with Section 218.33, Florida Statutes, and 2 CFR 200.302.

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13. Will complete a self-evaluation of its facilities related to the Americans with Disabilities Act and adopt a Transition Plan, if applicable.
14. Will meet a National Objective for each funded activity other than administration and engineering prior to the administrative closeout of the subgrant.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title: Mike Meier, Mayor
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B.

Signature of Application Preparer if not an employee of the Local Government
Signature: _____
Typed Name and Title: J. Corbett Alday, COO
Name of Firm or Agency: Guardian Community Resource Management, Inc.

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Application Scoring Summary

This form is the Applicant's evaluation of the application score. Use the "scores" identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. When all of the scores have been transferred to this form, add the scores and enter the total.

Applicant Name: City of Stuart	(For DEO Use Only) Application Number: _____

Enter Type of Application: ☐ **Commercial Revitalization** ☐ **Economic Development** ☒ **Housing Rehabilitation** ☐ **Neighborhood Revitalization**

Title/Score	Part	Page	CR	ED	HR	NR
1. Community-Wide Needs Score (250 Points Maximum)					92.03	
2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (90 points maximum)					15	
3. Program Impact:						
3a. Special Designation Score (20 Points Maximum)					0	
3b. Grant History Score (100 Points Maximum)					100	
3c. CATF Score (10 Points Maximum)					0	
3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)					25	
3e. Category Summary Score					505	
3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum)					630	
4. **Total Application Score** (1+2+3f) (1000 Points Maximum)					737.03	
Less Penalties Assessed (For DEO Use Only)						
Final Score (For DEO Use Only)						

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Part 9 –Supporting Documentation

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Place all supporting documentation in this section. Separate the documents with a titled tab or titled colored paper. Include only those appendices that are required for the application.

Appendix	Title
A	Maps (Required)
B	Local Governing Body's Resolutions for Signature Delegation and Application Submission (Required)
C	Comprehensive Plan Documents (Required)
D	Public Hearing/CATF Documentation (Required)
E	Leverage Documentation
F	Grant Application Preparation Cost Documentation
G	Readiness to Proceed Documentation
H	VLI/LMI Worksheets and Survey Documentation or Census Data and Maps
I	Documentation Related to Health and Safety Impact Score
J	Joint Agreements, Contingency Funding Documentation and/or Interlocal Agreements
K	Housing Assistance Plan (Required for all Housing Rehabilitation Applications)
L	Historic Preservation Documents
M	Special Designation Documentation
N	Documentation for Economic Development Applications
O	Documentation for Other Community Development Activities Score (Commercial Revitalization)
P	Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)
Q	Local Government Minority Contracting and Fair Housing Score Documentation
R	Commercial Rehabilitation Policy (Required for all Commercial Revitalization Applications that will utilize CDBG funds to rehabilitate commercial buildings)
S	

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