



AFFORDABLE HOUSING OFFICE

REQUEST FOR PROPOSALS APPLICATION PACKAGE



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FISCAL YEARS 2007/2008 & 2008/2009

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OVERVIEW OF REQUEST FOR PROPOSAL PROCESS

Hillsborough County receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to assist primarily low-income persons and neighborhoods in the unincorporated Hillsborough County including the City of Plant City and the City of Temple Terrace. This year the County seeks to maximize the benefits of these funds by partnering with local For-Profit developers and organizations, in addition to the traditional non-profit organizations and county agencies, to conduct eligible activities.

This request for proposal booklet will review the types of Community Development Projects that are eligible for CDBG funding in Program fiscal years 2007/2008 and 2008/2009.

CDBG funds received by Hillsborough County are limited by the amount that can be used for certain categories of activities. The expenditure limits on these categories are known as spending caps. HUD has set spending caps on Public Services (15%) and Administration/Planning (20%). In the award process the County anticipates the amount of funds that will be available under each activity based on the previous year's funding. This program year the County expects to receive \$ 6,624,000 and expects a reduction by approximately 10% for the next program year. The amount of funds available under the For-Profit sector for eligible projects is an estimated \$1,500,000.

CDBG requests for proposal (RFP) are solicited from the For Profit sector for acquisition and development activities only. A summary of eligible activities is provided on page 4 of this booklet and in the HUD Regulations on pages 28-33 of the Appendix.

ELIGIBLE APPLICANTS - Applicants may be For Profit developers and organizations wishing to develop affordable housing in unincorporated Hillsborough County, Temple Terrace, and/or Plant City.

PROPOSAL DEADLINE - Proposals are due no later than 4:00 p.m. Friday, March 2, 2007 and must be date stamped by our office for official time. Proposals are to be submitted at:

Hillsborough County
Affordable Housing Office
1208 Tech Boulevard
Tampa, FL 33619

Proposals submitted by fax or email will NOT be accepted.

OVERVIEW OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

PURPOSE OF CDBG FUNDS

The Community Development Block Grant (CDBG) Program is an annual grant from the U.S. Department of Housing and Urban Development (HUD) provided on a formula basis. The main purpose of these funds is to develop viable urban communities by providing decent affordable housing and a suitable living environment, as well as expanding economic opportunities for low and moderate income persons.

ELIGIBLE ACTIVITIES

The following is a summary listing of eligible activities.

1. Acquisition of Real Property
2. Public Facilities and Improvements
3. Relocation, Clearance, and Demolition
4. Removal of Architectural Barriers
5. Housing Rehabilitation of residential and non-residential structures
6. Site Development Costs of New Housing Construction
7. Historic Preservation

INELIGIBLE ACTIVITIES

Generally, the following types of activities are ineligible:

1. Acquisition, construction, or reconstruction of buildings for the general conduct of government;
2. Political activities;
3. Certain income payments and construction of new housing by units of general local government.

The HUD CDBG regulations for eligible and ineligible activities are found in the Appendix on pages 28-33.

CDBG NATIONAL OBJECTIVES

Grant proposals must meet one of the three following HUD national objectives:

1. Benefit at least 51% low and moderate-income persons: Predominate benefits are to low or moderate income (for this purpose, income is defined as under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, e.g., those which benefit a specific sector of the community, such as homeless transitional shelters, senior housing, domestic violence shelters, must benefit a minimum of 51% low and moderate income persons. Activities, that benefit all residents within a defined geographic area, can meet the low/moderate income benefit requirement if the area contains a minimum of 48.2% low or moderate income residents, defined as being the first quartile percentage for Hillsborough County from HUD.

2. Aid in the prevention or elimination of slum or blight: HUD has strict guidelines to define aid in the elimination of slum or blight conditions. Please contact Affordable Housing Office (AHO) staff to determine if your project is eligible under this objective.

3. Meet an urgent Community Need: Address other community development needs posing a serious and immediate threat to the health or welfare of the community when other financial resources are not available to meet such needs (for example, cleanup after a hurricane or tornado).

PROPOSALS THAT FAIL TO MEET AT LEAST ONE OF THESE OBJECTIVES ARE INELIGIBLE.

ACTIVITIES BENEFITING LOW TO MODERATE-INCOME PERSONS

The Community Development Block Grant Program focuses primarily on activities that benefit low to moderate-income persons. Activities considered to benefit low to moderate-income (LMI) persons are divided into three categories:

1. Area Benefit Activities: are those acquisition, rehabilitation and/or development activities that meet the identified needs of LMI persons residing in an area where at least 48.2% of the residents are LMI persons. The benefits of this type of activity would become available to all persons in the area, regardless of income. Low to moderate income benefit area maps are attached, but projects are not limited to those areas assuming that the LMI benefit criteria are met in the project area.

Examples:

- water and sewer lines, streets, sidewalks
- neighborhood improvements

2. Limited Clientele Activities: benefit a specific group of people, at least 51% of whom are LMI persons.

Examples:

- developing housing for a specific low income group (i.e. homeless, domestic violence victims, senior housing)

3. Housing Activities: include the acquisition, development or rehabilitation of permanent residential structures that will be occupied by LMI households upon completion. The housing can be either owner or renter occupied units in either single or multi-family structures.

Examples:

- transitional housing shelters
- conversion of non-residential structures into permanent housing

ENVIRONMENTAL REVIEW

Complete the Sample Field Notes Checklist provided in the template section.

Please understand that all projects must be reviewed for compliance with the National Environmental Policy Act (NEPA) since federal funds are involved. This review will be conducted in accordance with applicable HUD regulations. This may effect project funding in the review process. HUD must complete a release of funds for any projects having a significant environmental impact.

PROPOSAL INSTRUCTIONS AND CONTENT

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in a typed format.
- Each applicant applying for CDBG funding should submit one tabbed original application in a folder with two holes punched at top and ten comb-bound tabbed copies of the application for each proposed project. **FAILURE TO INSERT TABS IN ORIGINAL AND ALL COPIES CAN RESULT IN THE LOSS OF POINTS DURING REVIEW.** It is not necessary to attach a cover letter.
- Letters from collaborating entities or other funding sources should clearly specify their role in the project or contribution (financial or in-kind) that they will make.
- If application is being made for more than one project, please prioritize each project by attaching a list of all projects submitted in a prioritized order.
- Proposals should follow the established outline and instructions and are to be compiled in the order provided on the proposal checklist.
- The proposal section being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable section.
- Proposals must be double spaced and submitted on standard 8 ½" x 11" paper, consecutively numbered pages. Font Type: Times New Roman Font Size: 11. **No handwritten submittals will be accepted.** All pages must be one-sided submissions.
- The original must contain original signatures.
- Please verify that all dates, figures, and related financial information are for the appropriate year and are accurate.
- Proposals will be evaluated based on information provided in the submitted application. Omitted information will not be accepted unless specifically requested.
- Templates are provided for certain attachments and exhibits. **Please use these templates as provided.** All other Attachments must be developed and provided by the applicant.

**All proposals are due to the
Affordable Housing Office
by 4:00 p.m., Friday, March 2, 2007.**

Any questions, or need for further information, should be directed to:

**Affordable Housing Office
1208 Tech Boulevard, Suite 300
Tampa, FL 33619**

Malcolm Castor
Phone: 813-274-6649
e-mail: castorm@hillsboroughcounty.org

ATTACHMENTS

The following attachments and/or links are included for your information:

- Guidelines for the Preparation of Goals and Objectives
- Statement of County of Hillsborough County Community Development Objectives
- CDBG Program Strategy
- Application Review Process
- Project Eligibility
- Highlights of Federal Labor Standards Provisions
- Family Median Income Limits

PROPOSAL CHECKLIST

A complete proposal packet will include the following items and be presented in the following sequence:

- ___ Project Summary Form (Use Template Provided)
- ___ Business Plan
- ___ Applicant's History with Hillsborough County
- ___ Attachment A: Budget Summary Forms A-B-C (Use Templates Provided)
- ___ Exhibit 1: Audit (Most Recent)
- ___ Exhibit 2: Organization Budget
- ___ Exhibit 3: Articles of Incorporation and Annual Reports from the Florida Dept. of State, Division of Corporations
- ___ Attachment B: Board of Directors/Officers
- ___ Exhibit 4: Code of Conduct
- ___ Exhibit 5: Policies /Procedures for employees
- ___ Exhibit 6: Bylaws
- ___ Exhibit 7: Minutes
- ___ Exhibit 8: Organizational Chart
- ___ Exhibit 9: Letters of commitment from collaborating entities (if applicable)
- ___ Attachment C: Performance Measurement System (Use template provided)
- ___ Attachment D: Request for Funding Form
- ___ Attachment E: Environmental Sample Field Notes Checklist
- ___ Attachment F: Environmental Acknowledgement Form

PROPOSAL OUTLINE

1. BUSINESS PLAN FORMAT

The following represents a draft outline of the Business Plan Format to be used in the preparation of your Business Plan as required by the Board of County Commissioners under BOCC Policy #04.05.00.00 adopted March 2006.

1. Table of Contents
2. Executive Summary of the Business (no more than 2 pages)
 - 2.1 Provide a summary of the business.
 - 2.2 Provide a summary of your business's mission.
 - 2.3 Provide a summary of the Products/Services offered.
 - 2.4 Provide a summary of the industry and your position within the industry.
 - 2.5 Provide the corporation's Annual Report from the Florida Dept. of State, Division of Corporations. Include the Corporation's federal EIN.
 - 2.6 Provide a brief summary of key staff and Executive Director/CEO, etc...
 - 2.7 The request: Describe the purpose of the project and accomplishments expected
3. Business History
 - 3.1 Describe how, when, and why the business was created.
 - 3.2 Provide the Mission Statement of the business.
4. Projects
 - 4.1 Describe similar projects completed.
 - 4.2 Identify the targeted populations served by the proposed project and describe any public outreach that has been done or is planned to be conducted.
 - 4.3 Describe any benefits derived by the targeted populations for those projects.
 - 4.4 Describe reason for the request of monies for capital construction.
 - 4.5 Detail what will be gained as a result of the capital construction.
5. Industry, Competition, and Market
 - 5.1 Provide details on the strategy--historical & projected.
 - 5.2 Provide details on your customers--historical & projected.
 - 5.3 Provide details on your market size--historical & projected.
 - 5.4 Provide details on your competition--nature & number.
 - 5.5 Provide details on the available market.
 - 5.6 Provide details on your method of sales.
 - 5.7 Provide details on your method of determining the pricing of your product.
 - 5.8 Provide details on your customer service.
6. Operations
 - 6.1 Describe the business's overall operating plan and separately describe the new project for which the capital funds are requested.
 - 6.2 Provide a synopsis of your management reporting system/s.

7. Management, Organization, Ownership
 - 7.1 Describe the management of the business by function and show the line of reporting throughout the business.
 - 7.2 Describe and show the organizational structure and ownership of the business, current and future.
 - 7.3 Identify who has the authority to execute documents for the Board of Directors.
 - 7.4 Provide bios for your key staff and Executive Director/CEO as it relates to the business's mission.
 - 7.5 Provide information on the planned training of key staff.
8. Financial
 - 8.1 Provide audited historical financial statements for the most current 3 fiscal years
 - 8.2 Provide a pro forma breakeven analysis for 5 years, with assumptions used.
 - 8.3 Provide pro forma best case, worst case and most likely case income statements, and balance sheets for 5 years, with assumptions used.
 - 8.4 Provide a financial cost/benefit analysis of the project for which the capital funds are to be used.
 - 8.5 Provide the performance measures to be used for the new project.
9. Appendixes, if applicable

2. Organization's History with Hillsborough County

Discuss any previous projects the applicant has completed that were funded by Hillsborough County. Discuss the outcome and past performance measure and quarterly reports associated with the project(s). Do you have any other bids or applications currently pending with Hillsborough County? Are you collaborating with any entities that do?

3. Budget Summary Forms

Submit the attached *Committed (A)*, *Proposed or Pending (B)* and *Totaled (C) Budget Forms* for the service or capital project.

4. Audit

Submit a copy of the most recent annual audit by an external auditor reporting to the Applicant's Board of Directors.

5. Organization's Budget

6. Proof of Corporate Status Articles of Incorporation and Annual Report from the Florida Dept. of State, Division of Corporations

7. Board of Directors

Give a brief history of the board. Discuss the election and removal of officers, the duties and the exercise of powers. Provide a Board roster include name, address, and position. Using the template provided, complete a board characteristics and skills checklist. Provide the resume of the Executive Director and all senior administrators.

8. Organization's Bylaws and Policies

Provide a copy of the current board approved operating bylaws. Include a copy of the Code of Conduct listing prohibited behavior for board members, Executive Director or CEO, and employees.

9. Minutes

Copy of minutes authorizing submittal of an application for Hillsborough County funding

10. Organizational Chart

Copy of the organizational chart and succession in the case of the Executive Director's or CEO absence.

11. Performance Measurement System (Use template provided)

12. Request for Funding Form

Attach a copy of the project budget.

13. Environmental Sample Field Notes Checklist

14. Environmental Acknowledgement Form

CDBG Templates

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION**

BOARD CHARACTERISTICS

APPLICANT _____

Race	Female	Male	Total	Executive Committee
Asian				
American Indian/Alaskan Native				
Black/African American				
White				
Other				
Ethnicity				
Hispanic				
Non-Hispanic				

Occupation	Female	Male	Total	Executive Committee
Business/Industry				
Civic				
Education				
Government				
Health				
Organized Labor				
Professional				
Religious				
Retired				
Social Services				
Other				

Length of Service	Total
20 years or more	
10-19 years	
7-9 years	
3-6 years	
Less than 3 years	

Board Attendance	Total
Maximum Size Board	
Average number of vacancies in last 12 month	
Average attendance in last 12 month	

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION**

PRERFORMANCE MEASUREMENT SYSTEM

APPLICANT: _____ Name of Program _____

	Goal# 1	Goal # 2	Goal # 3
GOALS – Proposed solutions to problems			
INPUTS – resources dedicated to or consumed by program			
ACTIVITIES – What the program does with the inputs to fulfill its mission.			
OUTPUTS – benefits that result from the program			
COMMUNITY IMPACT – benefits/impact of the outcomes on the Hillsborough County or on persons assisted			

**_Office of Affordable Housing
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

Committed Funds Summary Form

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimates	Source of Funds										
		CDBG Funds		Applicant's Funds		1.		2.		3.		
		Amount		Amount		Amount		Amount		Amount		
SOURCE TOTAL												
	TOTAL PROJECT COST											

BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS

**_Office of Affordable Housing
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

Proposed or Pending Funds Summary Form

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimates	Source of Funds						
		CDBG Funds		Applicant's Funds		1.	2.	3.
		Amount		Amount		Amount	Amount	Amount
SOURCE TOTAL								
	TOTAL PROJECT COST							

BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS

**Office of Affordable Housing
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

Total Committed, Proposed and Pending funding Summary Form

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimates	Source of Funds											
		CDBG Funds		Applicant's Funds		1.		2.		3.			
		Amount		Amount		Amount		Amount		Amount			
SOURCE TOTAL													
	TOTAL PROJECT COST	<u>BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS</u>											

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION**

Request for Funding Form

Applicant: _____

Title of Project: _____

Amount of Funding Requested: _____

Certification

This certifies that, if funding is approved by the Hillsborough County Board of County Commissioners, the Applicant understands it will enter into an Agreement with the Hillsborough County Board of County Commission and must meet all programmatic, fiscal, and contractual requirements deemed appropriate by the County (including insurance requirements). The Applicant also agrees to comply will all requirements and conditions to provide documentation supporting the application and project work.

The Applicant certifies that the information contained in this Application is true and complete. It also understood that if an Applicant provides false, incorrect information and misrepresentation in their application the Applicant will automatically be disqualified. Funds will not be released until all requirements have been met, the U.S. Department of Housing and Urban Development has released the funds, environmental reviews have been completed, and agreements have been fully executed between all parties.

The Application is submitted under the authority of:

Signature of Board Chairperson

Date Signed

Sample Field Notes Checklist

Project Number:

HUD Program:

Project Name:

Location (street, city, county, state, zip code):

Number of Dwelling Units:

- New construction
- Rehabilitation

Project site is in a location described as:

- Central City
- In-fill urban development
- In undeveloped area
- Suburban
- In developing rural area

Note to Reader: An Environmental Assessment (EA) is a concise public document that a Federal agency must prepare in order to comply with the National Environmental Policy Act (NEPA) and the related Federal environmental laws and authorities. The EA must support the decision making process and provide a clear rationale, justification, and documentation for ratings assigned.

Instructions

It is recommended that this checklist be used by HUD staff who prepare the Environmental Assessment (EA; form HUD-4128). It will constitute full documentation for many factors on the EA, and partial documentation for others. It will avoid narrative reports and expedite the environmental review process. This checklist, which is a slightly revised version of Appendix C of the Handbook 1390.2, should be used pending revision of Handbook 1390.2.

- The number for each checklist topic is the number that appears on the form HUD-4128. Also, each checklist title/heading is followed by a reference to where the topic appears in the current Handbook 1390.2.

Before the site visit, review the Phase I and all background information submitted with the application (if applicable). During the site visit, the preparers of form HUD-4128 are to: (i) answer all relevant questions on the checklist; (ii) use the spaces provided for comments to include supplemental information as well as to record any recommended mitigation measures or requirements for project approval; (iii) key your answers to the relevant questions (using additional sheets of paper to provide more detailed information); and (iv) use the

9. Environmental Report

List the Federal, State, or local agencies contacted to obtain their existing environmental reports and other data for the HUD environmental review for the proposed project:

List the major reports obtained: (attach the report(s) or otherwise list the title, author, and publication date)

10. Planning Findings

Is the project in compliance or conformance with the local zoning?

- Yes No Not Applicable (If no or not applicable, explain) _____

Is the project located within a coastal management zone (CZM)?

- Yes No Not Applicable

spaces provided for source documentation to cite the information source used (*e.g.*, title of a technical report, map, or special study; site inspection/field observation, name and location of the qualified data source(s) that provided the information, for example, the local planning agency, the State environmental protection agency, the State Historic Preservation Officer, or other qualified data source.) Preparers are to obtain and use, as appropriate, any environmental report (Federal, State, or local) that may have already been prepared for the property or area in which the property is located.

Several different types of maps will be useful in completing the review, such as the project plan or plot map, a location map showing major features and facilities in the vicinity, the USGS topographic map and FEMA flood map for the site area, and zoning/land use maps. **Many of the conditions can and should be recorded directly on the project plan.** Distances to major features and facilities (*e.g.*, schools and fire stations) and a description of the surrounding area are examples. The plan can then be referenced as “source documentation” on the form HUD-4128.

If your answer is YES, the State Coastal Zone Management (CZM) Agency must make a finding that the project is consistent with the approved State CZM program

Is the State's finding attached to this check sheet?

Yes No

Is the project in compliance with the air quality State Implementation Plan (SIP)?

Yes No Not Applicable

Comments: _____

Source documentation: _____

Are there any unresolved conflicts concerning the use of the site?

Yes No

If your answer is YES, briefly explain: _____

16. Coastal Barrier Resources

Is the project located within a coastal barrier designated on a current FEMA flood map or Department of Interior coastal barrier resources map?

Yes No

If your answer is YES, the law prohibits Federal funding of projects in designated coastal barriers.

17. Flood Management (24 CFR Part 55) (see CF 3 and 4 of Handbook 1390.2)

Is the project located within a floodplain designated on a current FEMA flood map?

Yes No Identify FEMA flood map used to make this finding:

Community Name and Number: _____

Map Panel Number and Date of Map Panel: _____

If your answer is YES, use § 55.12 and the floodplain management decision-making process (§ 55.20) to comply with 24 CFR Part 55.

Comments: _____

Source documentation: (attach § 55.20 analysis): _____

18. Historic Preservation (see CF 2 of Handbook 1390.2)

Has the SHPO been notified of the project and requested to provide comments?

Yes No

Is the property listed on or eligible for listing on the National Register of Historic Places?

Yes No

Is the property located within or directly adjacent to an historic district?

Yes No

Does the property's area of potential effects include an historic district or property?

Yes No

If your answer is YES to any of the above questions, consult with the State Historic Preservation Officer (SHPO) and comply with 36 CFR part 800.

Has the SHPO been or is being advised of HUD's finding?

Yes No

Comments: _____

Source documentation: _____

19. Noise Abatement (see CF 1 of Handbook 1390.2)

Is the project located near a major noise source, i.e., civil airports (within 5 miles), military airfields (15 miles), major highways or busy roads (within 1000 feet), or railroads (within 3000 feet)?

Yes No

If your answer is YES, comply with 24 CFR 51, Subpart B which requires a noise assessment for proposed new construction. Use adopted DNL contours if the noise source is an airport.

Comments: _____

Source documentation (attach NAG worksheets): _____

20. Hazardous Industrial Operations (see CF 5 of Handbook 1390.2)

Are industrial facilities handling explosive or fire-prone materials such as liquid propane, gasoline or other storage tanks adjacent to or visible from the project site?

Yes No

If your answer is YES, use HUD Hazards Guide and comply with 24 CFR Part 51, Subpart C.

Comments: _____

Source documentation (attach ASD worksheets): _____

21. Airport Hazards (see CF 5 of Handbook 1390.2)

Is the project within 3,000 feet from the end of a runway at a civil airport?

Yes No

Is the project within 2-1/2 miles from the end of a runway at a military airfield?

Yes No

If your answer is YES to either of the above questions, comply with 24 CFR Part 51, Subpart D.

Comments: _____

Source documentation: _____

22. Protection of Wetlands (E.O. 11990) (see CF 3 and 4 of Handbook 1390.2)

Are there drainage ways, streams, rivers, or coastlines on or near the site?

Yes No

Are there ponds, marshes, bogs, swamps or other wetlands on or near the site?

Yes No

For projects proposing new construction and/or filling, the following applies:

Is the project located within a wetland designated on a National Wetlands Inventory map of the Department of the Interior (DOI)?

Yes No

If your answer is YES, E.O. 11990, Protection of Wetlands, discourages Federal funding of new construction or filling in wetlands, and compliance is required with the wetlands decision-making process (§ 55.20 of 24 CFR Part 55. Use proposed Part 55 published in the Federal Register on January 1, 1990 for wetland procedures).

Comments: _____

Source documentation: (attach § 55.20 analysis for new construction and/or filling) _____

23. Toxic Chemicals and Radioactive Materials (see CF 5 of Handbook 1390.2)

Has a Phase I (ASTM) Report been submitted and reviewed?

Yes No

If your answer is NO, is a Phase I (ASTM) report needed?

Yes No

Are there issues that require a special/specific Phase II report before completing the environmental assessment?

Yes No

Is the project site near an industry disposing of chemicals or hazardous wastes?

Yes No

Is the site listed on an EPA Superfund National Priorities or CERCLA, or equivalent State list?

Yes No

Is the site located within 3,000 feet of a toxic or solid waste landfill site?

Yes No

Does the site have an underground storage tank?

Yes No

If your answer is YES to any of the above questions, use current techniques by qualified professionals to undertake investigations determined necessary and comply with § 50.3(i).

Are there any unresolved concerns that could lead to HUD being determined to be a Potential Responsible Party (PRP)?

Yes No

Comments: _____

Source documentation: (attach § 55.20 analysis for new construction and/or filling) _____

24. Other

a. Endangered Species (see EF 3.4 of Handbook 1390.2)

Has the Department of Interior list of Endangered Species and Critical Habitats been reviewed?

Yes No

Is the project likely to affect any listed or proposed endangered or threatened species or critical habitats?

Yes No

If your answer is YES, compliance is required with Section 7 of the Endangered Species Act, which mandates consultation with the Fish and Wildlife Service in order to preserve the species.

Comments: _____

Source documentation: _____

b. Sole Source aquifers

Will the proposed project affect a sole source or other aquifer?

Yes No

Comments: _____

Source documentation: _____

c. Farmlands Protection (see EF 3.3 of Handbook 1390.2)

If the site or area is presently being farmed, does the project conform with the Farmland Protection Policy Act and HUD policy memo?

Yes No

If your answer is YES, compliance is required with 7 CFR Part 658, Department of Agriculture regulations implementing the Act.
Comments: _____

Source documentation: _____

d. Flood Insurance

Is the building located or to be located within a Special Flood Hazard Area identified on a current Flood Insurance Rate Map (FIRM)?

Yes No

If your answer is YES, flood insurance protection is required for buildings located or to be located within a Special Flood Hazard Area as a condition of approval of the project. In addition, compliance with § 55.12 and the floodplain management decision-making process (§ 55.20) is required (refer to item #17 above). Document the map used to determine Special Flood Hazard Area in above item #17 pertaining to community name and number, map panel number and date of map panel.

e. Environmental Justice

Is the project located in a predominantly minority and low-income neighborhood?

Yes No

Does the project site or neighborhood suffer from disproportionately adverse environmental effects on minority and low-income populations relative to the community-at-large?

Yes No

If your answer is YES, compliance is required with E.O. 12898, Federal Actions to Address Environmental Justice.

Comments: _____

Source documentation: _____

25. Unique Natural Features and Areas (see EF 3.2 of Handbook 1390.2)

Is the site near natural features (i.e., bluffs or cliffs) or near public or private scenic areas?

Yes No

Are other natural resources visible on site or in vicinity? Will any such resources be adversely affected or will they adversely affect the project?

Yes No

Comments: _____

26. Site Suitability, Access, and Compatibility with Surrounding Development (see EF 1.1 and 1.3 of Handbook 1390.2)

Has the site has been used as a dump, sanitary landfill or mine waste disposal area?

Yes No

Is there paved access to the site?

Yes No

Are there other unusual conditions on site?

Yes No

Is there indication of:

	Yes	No		Yes	No
distressed vegetation	<input type="checkbox"/>	<input type="checkbox"/>	oil/chemical spills	<input type="checkbox"/>	<input type="checkbox"/>
waste material/containers	<input type="checkbox"/>	<input type="checkbox"/>	abandoned machinery, cars, refrigerators, etc.	<input type="checkbox"/>	<input type="checkbox"/>
soil staining, pools of liquid,	<input type="checkbox"/>	<input type="checkbox"/>	transformers, fill/vent pipes, pipelines, drainage structures	<input type="checkbox"/>	<input type="checkbox"/>

Is the project compatible with surrounding area in terms of:

	Yes	No		Yes	No
Land use	<input type="checkbox"/>	<input type="checkbox"/>	Building type (low/high-rise)	<input type="checkbox"/>	<input type="checkbox"/>
Height, bulk, mass	<input type="checkbox"/>	<input type="checkbox"/>	Building density	<input type="checkbox"/>	<input type="checkbox"/>

Will the project be unduly influenced by:

	Yes	No		Yes	No
Building deterioration	<input type="checkbox"/>	<input type="checkbox"/>	Transition of land uses	<input type="checkbox"/>	<input type="checkbox"/>
Postponed maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible land uses	<input type="checkbox"/>	<input type="checkbox"/>
Obsolete public facilities	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate off-street parking	<input type="checkbox"/>	<input type="checkbox"/>

Are there air pollution generators nearby which would adversely affect the site:

	Yes	No		Yes	No
Heavy industry	<input type="checkbox"/>	<input type="checkbox"/>	Large parking facilities (1000 or more cars)	<input type="checkbox"/>	<input type="checkbox"/>
Incinerators	<input type="checkbox"/>	<input type="checkbox"/>	Heavy traveled highway (6 or more lanes)	<input type="checkbox"/>	<input type="checkbox"/>
Power generating plants	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Oil refineries	<input type="checkbox"/>	<input type="checkbox"/>			
Cement plants	<input type="checkbox"/>	<input type="checkbox"/>			

Comments: _____

Source documentation: _____

27. Soil Stability, Erosion, and Drainage (see EF 1.2 of Handbook 1390.2)

Slopes: Not Applicable Steep Moderate Slight

Is there evidence of slope erosion or unstable slope conditions on or near the site?

Yes No

Is there evidence of ground subsidence, high water table, or other unusual conditions on the site?

Yes No

Is there any visible evidence of soil problems (foundations cracking or settling, basement flooding, etc.) in the neighborhood of the site?

Yes No

Have soil studies or borings been made for the project site or the area?

Yes No Unknown

Do the soil studies or borings indicate marginal or unsatisfactory soil conditions?

Yes No

Is there indication of cross-lot runoff, swales, drainage flows on the property?

Yes No

Are there visual indications of filled ground?

Yes No

If your answer is YES, was a 79(g) report/analysis submitted?

Yes No

Are there active rills and gullies on site?

Yes No

If the site is not to be served by a municipal waste water disposal system, has a report of the soil conditions suitable for on-site septic systems been submitted?

Yes No N/A.

Is a soils report (other than structural) needed?

Yes No

Are structural borings or a dynamic soil analysis/geological study needed?

Yes No

Comments: _____

Source documentation: _____

28. Nuisances and Hazards (see EF 1.3 and 1.4 of Handbook 1390.2)

Will the project be affected by natural hazards:

	Yes	No		Yes	No
Faults, fracture	<input type="checkbox"/>	<input type="checkbox"/>	Fire hazard materials	<input type="checkbox"/>	<input type="checkbox"/>
Cliffs, bluffs, crevices	<input type="checkbox"/>	<input type="checkbox"/>	Wind/sand storm concerns	<input type="checkbox"/>	<input type="checkbox"/>
Slope-failures from rains	<input type="checkbox"/>	<input type="checkbox"/>	Poisonous plants, insects, animals	<input type="checkbox"/>	<input type="checkbox"/>
Unprotected water bodies	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous terrain features	<input type="checkbox"/>	<input type="checkbox"/>

Will the project be affected by built hazards and nuisances:

	Yes	No		Yes	No
Hazardous street	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate screened drainage		
Dangerous intersection	<input type="checkbox"/>	<input type="checkbox"/>	Catchments	<input type="checkbox"/>	<input type="checkbox"/>
Through traffic	<input type="checkbox"/>	<input type="checkbox"/>	Hazards in vacant lots	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate separation of			Chemical tank-car terminals	<input type="checkbox"/>	<input type="checkbox"/>
pedestrian/vehicle traffic	<input type="checkbox"/>	<input type="checkbox"/>	Other hazardous chemical storage	<input type="checkbox"/>	<input type="checkbox"/>
Children's play areas located next to			High-pressure gas or liquid petroleum		
freeway or other high traffic way	<input type="checkbox"/>	<input type="checkbox"/>	transmission lines on site	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate street lighting	<input type="checkbox"/>	<input type="checkbox"/>	Overhead transmission lines	<input type="checkbox"/>	<input type="checkbox"/>
Quarries or other excavations	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous cargo transportation routes	<input type="checkbox"/>	<input type="checkbox"/>
Dumps/sanitary landfills or mining	<input type="checkbox"/>	<input type="checkbox"/>	Oil or gas wells	<input type="checkbox"/>	<input type="checkbox"/>
Railroad crossing	<input type="checkbox"/>	<input type="checkbox"/>	Industrial operations	<input type="checkbox"/>	<input type="checkbox"/>

Will the project be affected by nuisances:

	Yes	No		Yes	No
Gas, smoke, fumes	<input type="checkbox"/>	<input type="checkbox"/>	Unsightly land uses	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	Front-lawn parking	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	Abandoned vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Glare from parking area	<input type="checkbox"/>	<input type="checkbox"/>	Vermin infestation	<input type="checkbox"/>	<input type="checkbox"/>
Vacant/boarded-up Industrial nuisances buildings	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Source documentation: _____

29. Water, Supply, Sanitary Sewers, and Solid Waste Disposal (see EF 2.1, 2.2, and 2.4 of Handbook 1390.2)

Is the site served by an adequate and acceptable water supply:

Yes No Municipal Private;

sanitary sewers and waste water disposal systems:

Yes No Municipal Private;

and trash collection and solid waste disposal:

Yes No Municipal Private.

If the water supply is non-municipal, has an acceptable "system" been approved by appropriate authorities and agencies?

Yes No

If the sanitary sewers and waste water disposal systems are non-municipal, has an acceptable "system" been approved by appropriate authorities and agencies?

Yes No

Comments: _____

Source documentation: _____

30. Schools, Parks, Recreation, and Social Services (see U/EF 4, 5, and 6 of Handbook 1390.2)

Will the local school system have the capability to service the potential school age children from the project?

Yes No

Are parks and play spaces available on site or nearby?

Yes No

Will social services be available on site or nearby for residents of the proposed project?

Yes No

Comments: _____

Source documentation: _____

31. Emergency Health Care, Fire, and Police Services (see U/EF 7, 8, and 9 of Handbook 1390.2)

Are emergency health care providers located within reasonable proximity to the proposed project?

Yes No Approximate response time: _____

Are police services located within reasonable proximity to the proposed project?

Yes No Approximate response time: _____

Is fire fighting protection () municipal () volunteer adequate and equipped to service the project?

Yes No Approximate/estimated response time: _____

Comments: _____

Source documentation: _____

32. Commercial/Retail and Transportation (see U/EF 10 and 11 of Handbook 1390.2)

- Are commercial/retail shopping services nearby?
 Yes No
- Is the project accessible to employment, shopping, and services by
 public transportation or private vehicle?
Is adequate public transportation available from the project to these facilities?
 Yes No
- Are the approaches to the project convenient, safe, and attractive?
 Yes No

11. Conditions and Requirements for Approval:

- Are mitigation measures required?
 Yes No
- If your answer is YES, list and describe: _____
-
-
-
-
-
-
-
-

Brief Description of the Project: _____

Field Inspection on: (date) _____ By: (signature) _____

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION**

Environmental Assessment Acknowledgement

Applicant: _____

Title of Project: _____

Acknowledgement

The Applicant acknowledges that, if the initial environmental assessment reveals conditions requiring the completion of a Format 2 detailed environmental assessment prior to release of funds for this project, the Applicant must complete or retain the services of a qualified environmental consultant to complete all required assessment activities necessary to resolve, mitigate, or otherwise resolve the environmental conditions that required performance of that detailed assessment. The Applicant also agrees to comply will all requirements and conditions resulting from or identified by the environmental assessment to complete the project.

This Acknowledgement is submitted under the authority of:

Signature of Board Chairperson

Date Signed

Proposal Attachments

Attachment I

Affordable Housing Office COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

DESCRIPTION OF REVIEW PROCESSES

REVIEW PROCESS

Applications seeking CDBG funding will be evaluated by a Review Committee. The Review Committee will make recommendations, and the Affordable Housing Officer and the Hillsborough County Board of County Commissioners will determine which applications will be funded. HUD reviews and gives final approval on the allocation of funds.

Applicants will be required to do a 3 to 5 minute presentation, making a case as to why their proposal should be funded. The presentation will be followed by a question and answer session by the Review Committee. These presentations will be open to attendance by the public and other applicants.

1. The Review Committee ensures that each proposal contains all the information and documents required to verify that the proposal is appropriate for CDBG funding (i.e., it meets one of the National Objectives and is an eligible CDBG activity as determined by HUD guidelines). This committee will:

- Evaluate the content of the proposals;
- Submit the application for an independent underwriting review;
- Determine if the proposed project appropriately addresses the identified problem;
- Determine if the proposed project complies with existing state and county laws, ordinances, regulations and policies;
- Determine if implementation of the project would be delayed by the application and processing of required permits;
- Evaluate the feasibility of timely implementation of the project; and
- Review the accuracy of cost estimates.

Committee Members may visit the proposal sites, prior to the final funding recommendation.

If a proposal is determined to be ineligible, the applicant will be informed and the proposal will be withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the County's HUD representative will be consulted for a decision. **Staff will evaluate proposals based on information provided in the submitted application and will not request missing information.**

2. Following the review of proposals and consideration of all relevant information available, the Review Committee will develop a listing of all proposals received. This listing will contain the information below will be presented to the Affordable Housing Officer for consideration.

- a. Eligible proposals recommended for funding are in accordance with the approved priorities in the approved Consolidated Plan. An excerpt from the Consolidated Plan showing the priorities is provided on page 36 of this application;
- b. Eligible proposals which are not recommended for funding, but listed as "alternatives;" and,
- c. Proposals which do not comply with federal Community Development Block Grant eligibility requirements.

3. The Affordable Housing Officer will evaluate the Review Committee's recommendations and will also evaluate and forward recommendations to the Hillsborough County Board of County Commissioners. All recommendations for grant awards will be included in the County's annual Action Plan for projects funded with HUD program funds.

4. Citizen input on the draft Action Plan will be obtained through a public hearing process in the summer of 2007. Notices will be published in local newspapers at least two weeks in advance of the Public Hearings

5. The Hillsborough County Board of Commissioners will approve the annual Action Plan by resolution following the citizen comment period. The approved Action Plan will be submitted to the U.S. Department of Housing and Urban Development for final approval.

6. Once approved by the U.S. Department of Housing and Urban Development's Office of Community Planning and Development each applicant will be notified in writing regarding their grant application status.

CRITERIA FOR DECISION-MAKING

Proposals will be critiqued in all areas requested in this application: project, project management, and finances. Primary priority will be given to applications that provide projects that are targeted to low income households. Secondary priority will be for projects located in the CDBG Target areas. All projects must further the County's strategic objectives. The proposals will also be evaluated based on the Applicant's ability to justify its need for CDBG funding and the overall need for the project in Hillsborough County. To see the County's Strategic Plan see the following link:

<http://www.hillsboroughcounty.org/bocc/resources/publications/strategicplan.pdf>

The Board of County Commissioners makes the final decisions regarding project funding, which are then incorporated into the overall CDBG budget submitted to HUD in the annual Action Plan.

CONTRACT PROCEDURES

Mandatory training is held for the applicants to provide information that will enable them to carry out their contractual responsibilities. Information is given on the proper completion of financial reports and the proper documentation required for reimbursements. Monthly/Quarterly Reports (depending on the activity proposed) are required to be submitted.

Once funds are received from HUD, the County executes contracts with each of the selected applicants. If the approved funding level is different than that requested on the proposed budget, a revised budget and performance measurement system must be submitted before a contract is executed.

REPORTING FOR DISBURSEMENT OF FUNDS

The County will reimburse the applicant each month for the purposes and amount specified in the contract upon receipt of required documentation.

MONITORING

Monitoring is an ongoing process that assesses the quality of program performance over the duration of the contract. Monitoring provides information for making informed judgment about program effectiveness and management efficiency, as well as identifies internal weaknesses that may contribute to fraud or abuse. The procedures established are to ensure program compliance with the requirements of the County and other applicable laws and regulations. The Monitoring Approach is listed below.

Desk Monitoring

Desk monitoring is the review of pertinent program/project documents submitted by the applicant. Staff uses the contract agreement and its amendments as a basis for conducting the desk monitoring of specific projects. Monthly/Quarterly reports and reimbursement requests forms submitted by the applicant is the primary information used by the staff for desk monitoring. Desk monitoring also includes a self-monitoring component where an audit of the county files is conducted through a data collection tracking system to ensure complete and accurate documentation is being maintained.

Onsite Monitoring

Onsite monitoring may include but is not limited to; 1.) Review of program and financial records, 2.) Project files to verify supporting documentation is available and maintained, and 3.) Internal policies and procedures as applicable to the program Onsite reviews will be conducted annually to assess capabilities of the applicant and its staff in implementing projects in accordance to the terms of the contract agreement.

Monthly/Quarterly Reports

Reporting is a requirement of the contract agreement. The reports consist of a status report that permits County staff to monitor program and financial performance of the applicant and allows early identification of potential compliance problems. The reports are required to be submitted regardless of the level of activity or expenditure. (For samples please see below attachments)

Attachment II

Affordable Housing Office

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

**Community Development Block Grant Program - Guide to
National Objectives and Eligible Activities for Entitlement
Communities**

**The CDBG Guide to National Objectives and Eligible Activities can be found in the
attached link or at HUD's website at:**

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>

Attachment III

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

**COMMUNITY DEVELOPMENT BLOCK GRANT
STATEMENT OF COMMUNITY DEVELOPMENT OBJECTIVES**

1. Provide for the orderly development of adopted CDBG Target Areas, recognizing priorities of the Consolidated Plan. Please see the attached link to view the CDBG target area maps. Priorities of the Consolidated Plan are listed below.

<http://www.hillsboroughcounty.org/hcce/resources/publications/home.cfm>
2. Provide affordable, long-term housing opportunities for eligible, low and moderate income residents of the Urban County, with emphasis on low income residents, in accordance with the Hillsborough County Consolidated Plan.
3. Aid in the rehabilitation of the housing stock with preference to projects within designated eligible areas.

Hillsborough County Funding Priorities

The funding priorities for Hillsborough County’s Consolidated Plan are segmented into HUD-eligible housing activities, and HUD-eligible public services and community improvements. According to HUD regulations, HUD-eligible housing activities received 65% of total HUD funding and HUD-eligible public services and community improvements received 15% of total funding. 0 describes the total estimated HUD funding for five-year period October 1, 2006 to September 30, 2011, the estimated total funding allocation for HUD-eligible housing activities and the estimated total funding allocation for HUD-eligible public services and community improvements.

Estimated Five Year Total HUD Funding, Housing Activities Funding and Public Services and Community Improvement Funding, 2006-2010			
Estimated 5-Year Total Funding	Estimated Housing Activities 5-Year Total Funding	Estimated Public Services and Community Improvement 5-Year Total Funding	Administration and Operation Costs
100%	65%	15%	20%
\$39,531,281	\$25,695,333	\$5,929,692	\$7,906,256
Source: Hillsborough County Housing and Community Code Enforcement Department, 2006			

HUD-Eligible Housing Activities Priorities

As discussed in the previous section HUD-eligible housing activities receive 65% of the total HUD funding allocated to Hillsborough County. After weighing all factors equally the County determined five high priority needs for HUD-eligible housing activities. These funding priorities include:

- Housing for persons with disabilities;
- Rental housing for elderly persons;
- Housing for victims of domestic violence;
- Rental housing for extremely low and very low income households; and
- Homeowner assistance.

0 through 0 describe the estimated funding levels for each of the five high priority needs and their objectives. The tables also illustrate that each of the five high priority needs will receive an equal share (20% each) of HUD-eligible housing activities funding throughout the Consolidated Plan period. It is evident that the five high priority needs focus on addressing the HUD priorities of providing decent housing, creating a suitable living environment and expanding economic opportunities. The high priority needs also aim to focus the resources on households and persons most in need while offering an opportunity to gain self-sufficiency and experience an improved quality of life.

High Priority Need: Rental Housing for Persons with Disabilities

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$1,254,930.69	<ol style="list-style-type: none"> 1. Production of rental units 2. Barrier removal 3. Universal design
2007/08	\$1,129,437.53	
2008/09	\$1,016,493.79	
2009/10	\$914,844.45	
2010/11	\$823,360.07	
Total Funding	\$5,139,066.53	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Rental Housing for the Elderly

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$1,254,930.69	<ol style="list-style-type: none"> 1. Rental units with 2 bedrooms or less. 2. Households with incomes below 50% of AMI 3. Universal design
2007/08	\$1,129,437.53	
2008/09	\$1,016,493.79	
2009/10	\$914,844.45	
2010/11	\$823,360.07	
Total Funding	\$5,139,066.53	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Housing for Victims of Domestic Violence

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$1,254,930.69	<ol style="list-style-type: none"> 1. Transitional Housing 2. Shelters 3. Supportive Services
2007/08	\$1,129,437.53	
2008/09	\$1,016,493.79	
2009/10	\$914,844.45	
2010/11	\$823,360.07	
Total Funding	\$5,139,066.53	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Rental Housing for Extremely Low Income and Very Low Income Households

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$1,254,930.69	<ol style="list-style-type: none"> 1. Tenant-based Rental Assistance¹ 2. Housing for extremely low-income and very low-income households 3. Housing for homeless prevention
2007/08	\$1,129,437.53	
2008/09	\$1,016,493.79	
2009/10	\$914,844.45	
2010/11	\$823,360.07	
Total Funding	\$5,139,066.53	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Homeowner Assistance

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$1,254,930.69	<ol style="list-style-type: none"> 1. Down payment assistance 2. Funding for housing rehabilitation for households at or below 80% AMI 3. Retro-fitting housing for energy efficiency
2007/08	\$1,129,437.53	
2008/09	\$1,016,493.79	
2009/10	\$914,844.45	
2010/11	\$823,360.07	
Total Funding	\$5,139,066.53	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

HUD-Eligible Public Service and Community Improvement Priorities

¹ Tenant-based Rental Assistance (TBRA) is a rental subsidy that local contracting agencies such as Hillsborough County can provide to help individual households afford housing costs. Eligible TBRA activities include rental assistance programs, self-sufficiency programs, homebuyer programs, targeted population programs, anti-displacement programs, and security programs.

As previously discussed, HUD-eligible public service and community improvement priorities receive 15% of the total HUD funding allocated to Hillsborough County. Considering all factors equally, the County agreed on the following high priority needs for HUD-eligible public services and community improvements:

- Programs for the elderly;
- Programs for the homeless;
- Early childhood programs; and
- Community anti-crime interventions.

Programs for the elderly, programs for the homeless and early childhood programs each received 30% of the total public services and community improvement funding; while community anti-crime interventions received 10% of the public services and community improvement funding. 0 through 0 indicate the estimated amount of program funding each high priority need will receive during the Consolidated Plan period. The tables also describe the main objectives of the four high priority needs.

Again, these high priority needs were determined in the County prioritization process and specifically agreed upon in order to provide decent housing, create a suitable living environment and expand economic opportunities. It was also clear that the high priority needs identified in this section were strongly supported by County residents as shown in the telephone and written surveys.

High Priority Need: Programs for the Elderly		
Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$434,399.09	1. Daycare services 2. Nutrition services 3. Healthcare services
2007/08	\$390,959.15	
2008/09	\$351,863.24	
2009/10	\$316,676.93	
2010/11	\$285,009.26	
Total Funding	\$1,778,907.65	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Programs for the Homeless		
Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$434,399.09	1. Employment training 2. Healthcare services 3. Daycare for children
2007/08	\$390,959.15	
2008/09	\$351,863.24	
2009/10	\$316,676.93	
2010/11	\$285,009.26	
Total Funding	\$1,778,907.65	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Early Childhood Programs

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$434,399.09	<ol style="list-style-type: none"> 1. After school and before school programs 2. Nutrition services 3. Evening childcare services
2007/08	\$390,959.15	
2008/09	\$351,863.24	
2009/10	\$316,676.93	
2010/11	\$285,009.26	
Total Funding	\$1,778,907.65	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

High Priority Need: Community Anti-Crime Intervention

Funding Year	Estimated Yearly Funding	Main Objectives
2006/07	\$144,799.70	<ol style="list-style-type: none"> 1. Youth programs 2. Community re-entry programs 3. Gang interventions
2007/08	\$130,319.72	
2008/09	\$117,287.75	
2009/10	\$105,558.98	
2010/11	\$95,003.09	
Total Funding	\$592,969.22	

Source: Hillsborough County Housing and Community Code Enforcement, 2006

Attachment IV

Affordable Housing Office

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR PROPOSAL

CDBG PROGRAM STRATEGY

Community Development Block Grant (CDBG) funds will be allocated within CDBG Target Areas, to implement affordable housing development and residential rehabilitation.

1. Affordable Housing Development

CDBG funds may be used for property acquisition, acquisition and rehabilitation, of housing, site improvements, and predevelopment costs to stimulate housing development for lower-income households. Projects may be located outside designated CDBG Target areas but extra points will be provided for those projects developed in the Target areas.

2. Residential Rehabilitation

CDBG funds may be used for a Residential Rehabilitation Program within the unincorporated area and participating cities, including low interest amortized and deferred loans or grants.

Attachment V

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

SAMPLE CDBG REPORTING FORMS

THIS QUARTER: _____ **PERIOD ENDING:** _____

I certify the information contained in this report is accurate and the program is operating according to the terms, guidelines and requirements set forth in the Sub-Recipient Agreement.

Person preparing this Report: (Please print) _____

SIGNATURE of Person Preparing this report: _____

PHONE : _____

FAX: _____

E-MAIL: _____

	PROJECT COSTS	FUNDS EXPENDED TO DATE	REMAINING BALANCE OF FUNDS	PERCENTAGE OF FUNDS DRAWN
CDBG Allocation				
CDBG Program Income				
Other Funds				
Total Project Costs				

1. Describe briefly the project accomplishments this quarter: (% completion, national objective met, etc.)

2. Please note briefly any proposed changes to project's description, budget or accomplishments.
(Attach an additional page if necessary)

CDBG QUARTERLY PROGRESS REPORT

(AHO use only)

Applicant:		
Project Name:		
IDIS Activity Number:	Matrix Code:	National Objective Code:

SECTION I - PROJECT STATUS - (Progress and/or Delays)

SECTION II – ANNUAL GOALS AND SERVICE AREA

Annual Goal:	<input type="checkbox"/> City	<input type="checkbox"/> Unincorporated Area	<input type="checkbox"/> Countywide	<input type="checkbox"/> Other
--------------	-------------------------------	--	-------------------------------------	--------------------------------

SECTION III – BENEFICIARIES - Income, Ethnicity and Race Data

Number of Households or Persons Assisted (H or P)

Qtrs.	Qtr Period	Income Categories				Ethnicity – Hispanic & Elderly					
		Low/Mod (50% - 80% MFI)	Very Low (30-50% MFI)	Extremely Low (<30% MFI)	Total of Columns A, B & C	Total Number Assisted (H or P)	#Female headed house- holds	Total of Hispanic Ethnicity	Elderly 55+	#Handi- capped	
		A	B	C	D	E	F	G	H	I	
1	10/1-12/31										
2	1/1 – 3/31										
3	4/1 – 6/30										
4	7/1 – 9/30										
Total Y-T-D											

Race Categories (See below for descriptions)

Qtrs	Race Categories									Total Beneficiaries Assisted	
	Single Race Categories					Multiple Race Combinations					Balance/ Other
	1	2	3	4	5	6	7	8	9	10	
1											
2											
3											
4											

Race Categories

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. American Indian or Alaska Native 2. Asian 3. Black or African American 4. Native Hawaiian or Other Pacific Islander 5. White 6. American Indian or Alaska Native and White 7. Asian and White | <ol style="list-style-type: none"> 8. Black or African American and White 9. American Indian or Alaska Native and Black or African American 10. Balance/Other
(The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.) |
|--|---|

Attachment VI

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR PROPOSAL

HIGHLIGHTS OF FEDERAL LABOR STANDARDS PROVISIONS (DAVIS-BACON ACT)

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wages and fringe benefits effective at the time the job is contracted must be paid. (This information is provided by HUD through the County Affordable Housing Office).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and applicant must maintain all records for a minimum of four years of the completion of the project.

Attachment VII

**Affordable Housing Office
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION FOR PROPOSAL**

SAMPLE REQUEST FOR REIMBURSEMENT FORM

AGENCY: _____

PROGRAM NAME: _____ **BOCC DOC NO:** _____

FOR THE MONTH OF: _____ **REQUEST NO:** _____

FINANCIAL STATUS REPORT:

BUDGET CATEGORIES	TOTAL APPROVED BUDGET	EXPENDITURES			REMAINING BALANCE
		Previous Payments:	AMOUNT OF THIS REQUEST:	Payments to Date:	
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I certify that the goods and/or services covered by this request have been provided to Hillsborough County in accordance with the terms and conditions of the contracts and are documented by the attachment(s).

AUTHORIZED SIGNATURE

DATE

Please attach documentation substantiating expenditures.

FOR COUNTY USE ONLY

INDEX CODE _____

PO NO: _____

SUBJECT CODE _____

RCCW NO: _____

APPROVED TOTAL
\$ _____

FISCAL _____
Authorized Signature

PROGRAMMATIC _____
Authorized Signature

I verify that the goods and services have been received by the County and documentation is attached and subject to final audit.

Howie Carroll, Housing Officer
Office of Affordable Housing

Date

Attachment VIII

Hillsborough County CDBG Income Limits

Effective March 8, 2006		Number of Person(s) in Household							
City (County)	Percentage Category	1	2	3	4	5	6	7	8
Tampa –St. Petersburg- Clearwater MSA Median \$54,400	20%	7,620	8,700	9,800	10,880	11,760	12,620	13,500	14,360
	30%	11,400	13,050	14,650	16,300	17,600	18,900	20,200	21,500
	35%	13,335	15,225	17,150	19,040	20,580	22,085	23,625	25,130
	40%	15,240	17,400	19,600	21,760	23,520	25,240	27,000	28,720
	45%	17,145	19,575	22,050	24,480	26,460	28,395	30,375	32,310
	50%	19,050	21,750	24,500	27,200	29,400	31,550	33,750	35,900
	60%	22,860	26,100	29,400	32,640	35,280	37,860	40,500	43,080
	80%	30,450	34,800	39,150	43,500	47,000	50,450	53,950	57,400
	100%	38,100	43,500	49,000	54,400	58,800	63,100	67,500	71,800
	120%	45,720	52,200	58,800	65,280	70,560	75,720	81,000	86,160