

## **RESOLUTION NO. 2021-078**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING AN APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR APPROVAL OF THE LAKE CITY COMMUNITY DEVELOPMENT BLOCK GRANT; PROVIDING FOR FIRE SUPPRESSION IMPROVEMENTS OF HANGARS THREE AND FIVE AT THE LAKE CITY GATEWAY AIRPORT; PROVIDING FOR THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH COLUMBIA COUNTY, FLORIDA, FOR THE ADMINISTRATION AND CONSTRUCTION OF THE FIRE SUPPRESSION IMPROVEMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter “City”), owns and operates the Lake City Gateway Airport (hereinafter “Airport”) located in the unincorporated part of Columbia County, Florida (hereinafter “County”) off of U.S. Highway 90, East; and

**WHEREAS**, the City is experiencing a need for economic development funds to assist the community through the creation of jobs primarily for persons from low-to-moderate income households; and

**WHEREAS**, the City and County agree that there is a need for improvements of the fire suppression system for Hangar 3 and Hangar 5 to serve the expansion of operations of HAECO, Inc. at the Airport; and

**WHEREAS**, the City and County agree to cooperate on a Community Development Block Grant application through the Florida Department of Economic Opportunity; and

**WHEREAS**, the City and County agree to cooperate on a Community Development Block Grant application through the Florida Department of Economic Opportunity to facilitate the improvements of the fire suppression systems at the Airport; and

**WHEREAS**, the City and County have agreed to execute an interlocal agreement to fulfill the requirements of the Community Development Block Grant applications and the administration and construction of the improvements of the fire suppression systems at the Airport.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**SECTION 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this Resolution.

**SECTION 2.** The Community Development Block Grant program is declared to be a workable program for providing needed physical improvements to benefit low-to-moderate income households indicated in the proposed Fiscal Funding Year (FFY) 2018 CDBG application.

**SECTION 3.** The City Council directs the Mayor or the City Manager to sign all necessary certifications of the Community Development Block Grant application and the interlocal agreement.

**SECTION 4.** The City Council directs the Mayor or the City Manager to execute and submit the FFY 2019 Economic Development CDBG application to the Florida Department of Economic Opportunity (FDEO) for state approval.

**SECTION 5.** The City Council authorizes the Mayor or the City Manager to submit additional information in a timely manner as may be required by the FDEO application, award agreement or other State or Federal request related to said application and award agreement.

**SECTION 6.** The proposed CDBG application is consistent with the local comprehensive plan.

**SECTION 7.** The proposed CDBG application is consistent with the City's adopted Community Development Plan.

**SECTION 8.** This Resolution shall take effect immediately upon its adoption.

*[Remainder of this page intentionally left blank.]*

**PASSED AND ADOPTED** at a meeting of the City Council this\_\_\_\_day  
of May 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) INTERLOCAL AGREEMENT  
BETWEEN  
COLUMBIA COUNTY, FLORIDA  
AND  
THE CITY OF LAKE CITY, FLORIDA**

**THIS AGREEMENT** entered this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the CITY OF LAKE CITY, a municipal corporation organized under the laws of the State of Florida, hereafter referred to as “CITY”, and COLUMBIA COUNTY, a political subdivision of the State of Florida, hereinafter referred to as “COUNTY”.

**WHEREAS**, the CITY owns and operates the Lake City Gateway Airport (the Airport) located in the unincorporated county off US Highway 90 West; and

**WHEREAS**, the CITY and the COUNTY agree that there is a need for upgrades of the fire suppression system for Hangar 3 and Hangar 5 to serve the expansion of operations of HAECO, Inc. at the Airport; and

**WHEREAS**, the CITY and COUNTY agree to cooperate on a Community Development Block Grant application through the Florida Department of Economic Opportunity, hereinafter referred to as “FDEO”; and

**WHEREAS**, subject to FDEO approval, the COUNTY and the CITY agree that the COUNTY shall be the 2019 CDBG applicant and seek CDBG funding for fire suppression improvements to Hangar 3 at the Airport and the CITY shall be the 2019 CDBG applicant and seek CDBG funding for fire suppression improvements to the Hangar 5 at the Airport; and

**WHEREAS**, the COUNTY and CITY desire to improve the facilities and services at the Airport for the purpose of economic development to benefit the low-to-moderate income (LMI) citizens of the COUNTY and CITY; and

**WHEREAS**, this Agreement is necessary to fulfill the requirements of the COUNTY’S and CITY’S 2019 Community Development Block Grant Applications and other grants which the COUNTY may seek for economic development outside CITY limits; and

**WHEREAS**, Florida Statute 125.0101 and Florida Statute 180.02 respectively, authorize the COUNTY and CITY to enter into such an interlocal government agreement for provision of

the services contemplated by this Agreement; and

**WHEREAS**, the COUNTY and the CITY do hereby agree that the CITY and the COUNTY shall work together on program management such as supervising the bidding, design, construction, and all grant program requirements,

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **GRANT.** The COUNTY and CITY agree that the COUNTY shall apply for a \$1,500,000 CDBG (the "GRANT") for the fire suppression improvements to Hangar 3 at the Airport, and both also agree that the CITY shall apply for a \$1,500,000 CDBG for the fire suppression improvements to Hangar 5 at the Airport, in the 2019 Federal Funding Year.

2. **PROJECT.** The project consists of fires suppression improvements to Hangar 3 and Hangar 5 at the Airport in the unincorporated COUNTY. A project area map for the work is attached to this document and incorporated in as Exhibit A.

3. **COUNTY RESPONSIBILITIES.** The COUNTY shall be the grant administration lead and shall take a lead role in applying for and implementing the CDBG Hangar 3 grant. The COUNTY shall advertise and procure appropriate professional services to administer and implement the project. The COUNTY'S designated staff shall coordinate design, review and provide written approval of the project plans and specifications, and recommend the apparent low bidder. The COUNTY shall keep all public records associated with the grant and make them available to the CITY at any time.

4. **CITY RESPONSIBILITIES.** The CITY shall be the grant administration lead and shall take a lead role in applying for and implementing the CDBG Hangar 5 grant. The CITY shall advertise and procure appropriate professional services to administer and implement the project. The CITY'S designated staff shall coordinate design, review and provide written approval of the project plans and specifications, and recommend the apparent low bidder. The CITY shall keep all public records associated with the grant and make them available to the COUNTY at any time. The CITY, as the Airport owner, will accept and maintain the completed

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**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

Approved as to form and legality:

By: \_\_\_\_\_  
Audrey Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney



## Florida Small Cities Community Development Block Grant (CDBG)

### Application for Funding

Applicant: Lake City, Florida  
(Name of Local Government)

- |  |  |
|--|--|
| <input type="checkbox"/> Commercial Revitalization   | <input type="checkbox"/> Housing Rehabilitation          |
| <input type="checkbox"/> Neighborhood Revitalization | <input checked="" type="checkbox"/> Economic Development |

Federal Fiscal Year 2019

Application Due Date: Not Applicable

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>



## Contents

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

- ☒ **Part 1 – General Information**
- ☒ **Part 2 – Application Profile and General Scoring Criteria (Required)**
- ☒ **Part 3 – Sources and Uses of Non-CDBG Funds**
- ☐ **Part 4 – Commercial Revitalization**
- ☒ **Part 5 – Economic Development**
- ☐ **Part 6 – Housing Rehabilitation**
- ☐ **Part 7 – Neighborhood Revitalization**
- ☒ **Part 8 – Certification and Score Summary (Required)**
- ☒ **Part 9 –Supporting Documentation (Required)**
  - ☒ **Appendix A: Maps (Required)**
  - ☒ **Appendix B: Local Governing Body’s Resolutions for Signature Delegation and Application Submission (Required)**
  - ☒ **Appendix C: Comprehensive Plan Documents (Required)**
  - ☒ **Appendix D: Public Hearing/CATF Meeting Documentation (Required)**
  - ☒ **Appendix E: Leverage Documentation**
  - ☐ **Appendix F: Grant Application Preparation Cost Documentation**
  - ☐ **Appendix G: Readiness to Proceed Documentation**
  - ☐ **Appendix H: VLI/LMI Worksheets and Survey Documentation or Census Data and Maps**
  - ☐ **Appendix I: Documentation Related to Health and Safety Impact Score**
  - ☒ **Appendix J: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements**
  - ☐ **Appendix K: Housing Assistance Plan (Required for all Housing Rehabilitation Applications)**
  - ☐ **Appendix L: Historic Preservation Documents**
  - ☒ **Appendix M: Special Designation Documentation**
  - ☒ **Appendix N: Documentation for Economic Development Applications**
  - ☐ **Appendix O: Documentation for Other Community Development Activities Score (Commercial Revitalization)**
  - ☐ **Appendix P: Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)**
  - ☒ **Appendix Q: Local Government Minority Contracting and Fair Housing Score Documentation**
  - ☐ **Appendix R:**

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

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

**Local Government Contact Information:**

Local Government Name: City of Lake City Florida		
Street Address 205 N Marion Avenue		
Mailing Address (if different): N/A		
City: Lake City	Zip Code: 32055	County: Columbia
Main Telephone: 386-752-2031	Main Facsimile: 386-719-5837	Federal ID Number: 59-6000352
DUNS Number: 020983110	Local Government's Name in DUNS: City of Lake City	

Chief Elected Official: Stephen M. Witt	Title: Mayor
Telephone: 386-755-2863	Facsimile: 386-752-4896
E-mail Address: <a href="mailto:helfenbergerj@lcfla.com">helfenbergerj@lcfla.com</a>	

Local Government Financial Officer: Audrey Sikes	Title: City Clerk
Telephone: 386-752-2031	Facsimile: 386-752-4896
E-mail Address: <a href="mailto:sikesa@lcfla.com">sikesa@lcfla.com</a>	

Local Government Project Contact: Joseph Helfenberger	Title: City Manager
Street Address: 205 N. Marion Avenue	
City: Lake City	Zip Code: 32055
Direct Telephone: <a href="tel:386-515-2107">386-515-2107</a>	Facsimile: 386-752-4896
E-mail Address: <a href="mailto:helfenbergerj@lcfla.com">helfenbergerj@lcfla.com</a>	

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

<b>Application Preparer Information</b>		
Preparer's Name: Corbett Alday		Organization Preparing Application: <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC
Street Address: 15000 Citrus Country Drive Suite 331		
City: Dade City	State: FL	33523
Telephone: 813-943-2627	Fax: 863-583-0357	
E-mail Address: <a href="mailto:corbett.alday@guardiancrm.com">corbett.alday@guardiancrm.com</a>		

<b>Consultant Information</b>		
Consultant's Name: None yet.		<input type="checkbox"/> Private Company <input type="checkbox"/> RPC
Street Address		
City: Dade City	State:	Zip Code:
Telephone:	E-mail Address:	

<b>Demographics</b>		
U.S. Congressional District Number: FL-002	Florida Senate District Number: 5	Florida House District Number: 10
Not applicable		

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

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

<b>Citizen Participation – Public Hearings</b>	
Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published: February 23, 21	List the date when the first public hearing was held: March 1, 2021
List the date that the public notice for the second public hearing was published: 7/10/2019	List the date when the second public hearing was held: May 17, 2021

<b>Subgrant Funding Request:</b>	
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction's LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
<b>LMI Population</b>	<b>Maximum Subgrant Request</b>
1 – 499	\$600,000.00
500 – 1,249	\$650,000.00
1,250 – 3,999	\$700,000.00
4,000 – and above	\$750,000.00
Local Government's LMI Population: 5,225	Subgrant Funds Being Requested: \$ 1,500,000

## Application Profile

### Table G-1 (Continued)

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

## Project Narrative — G-2

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

**The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success:**

1. The City of Lake City is applying for \$1,500,000 in CDBG-ED funds to be used for fire suppression improvements to support the expansion of an Industrial Facility, located at the Lake City Gateway Airport in the unincorporated Columbia County. The new Hangar fire suppression system, the project, will serve an underserved rural area of Columbia County. The need for the hangar fire suppression improvements is required for the project due to the age of the facility and need to meet modern code. Construction is planned to begin within one year of award of the CDBG. The fire suppression improvements will be entirely within the Airport.
2. HAECO, Inc is the Participating Party/Grant Business Partner subject to the approval of Columbia County and FDEO. Commitments are contingent upon grant award and acceptance by the City. The Grant Business Partner would lease the job creation site. The site will be redeveloped refurbished with a fire suppression system so that HAECO can expand its operations at the Airport.
3. All jobs and investment claimed for points in this grant application will be new, not transferred from a prior location. The business development requires new job creation. The new jobs to be created by this project will generally be suited for persons with a high school education or less and will benefit primarily low-to-moderate income persons (LMI). The project will create a minimum of forty-three (43) new full-time equivalent jobs, of which a minimum of 22 (twenty-two) of these full-time equivalent positions will be held by persons from low-to-moderate income households, thus meeting the national objective. If more jobs are created as a result of the CDBG funded infrastructure, at least 51% of those new full-time equivalent positions will be made available to persons of LMI households. The types of jobs created by the expansion of HAECO will be light industrial.
4. Additional jobs may be created due to size of the project and demand for the services. Property and sales tax revenues are expected to be increased by these improvements. Spin off development is expected due to the location, access to utilities and new demands for goods and services from the HAECO expansion. HAECO will provide the staff training as needed for the project, including any LMI positions.
5. The County has requested \$1,500,000 in CDBG funds, which translates into \$34,833.72 per job created. These funds will be used for fire suppression upgrades at hangar 5 at the airport to provide additional space for HAECO operations.
6. The project is located within Columbia County. All necessary construction permits for the grant funded project will be obtained from the City and County as they may apply. The City and the County have approved an interlocal agreement on working together in the best interests of the grant. No other parties are required for the project to go forward and be successful other than those described in this narrative.
7. Tracking of job creation will continue until a cost per job of \$10,000 is reached or until on year following the completion of the CDBG funded infrastructure, whichever occurs first.

8. General Narrative Requirements:

a. counted for leverage:

<b>ECONOMIC DEVELOPMENT ACTIVITIES</b>	<b><u>CDBG Budget</u></b>	<b><u>LMI %</u></b>	<b><u>Participating Party Leverage Funds</u></b>	<b><u>Quantity</u></b>	<b><u>Street Locations</u></b>	<b><u>CDBG Budget</u></b>
<b>Fire Suppression</b>	<b>\$1,220,000</b>	<b>51%</b>	<b>\$0</b>	<b>1 each</b>	<b>3526 W US 90</b>	<b>\$1,220,000</b>
<b>Administration</b>	<b>\$120,000</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$120,000</b>
<b>Engineering</b>	<b>\$160,000</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$160,000</b>
<b>TOTAL PROJECT</b>	<b>\$1,500,000</b>	<b>51%</b>	<b>\$0</b>	<b>N/A</b>	<b>N/A</b>	<b>\$1,500,000</b>

The development will be located at the Lake City Gateway Airport, which is located at 3526 W US Highway 90 in Lake City, Columbia County. The City will construct the new fire suppression system at the project site. After construction, it will be City owned and maintained. Design would be as soon as the CENST environmental review exemption is clear and the construction can begin as soon as the design is complete and the environmental assessment release of funds.



- a. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction. All activities. An interlocal agreement with the County has been executed.
- b. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity. None.
- c. The project is not within the 100-year Floodplain area. The County participates in the National Flood Insurance Program.
- d. No complementary activities are being undertaken.
- e. No removal of public building architectural barriers to handicapped persons is being paid for with CDBG funds.
- f. Economic Development grant income surveys will be conducted during the job application and hiring process.
- g. The City has a Community Development Plan.
- h. The project is in conformance with the comprehensive plan and current zoning is appropriate for HAECO.
- i. The HUD environmental review will commence at the time of application to be completed as early as possible.
- j. The County owns the land for the proposed fire suppression improvements.
- k. Significant jobs (100+) and spin off development and economic demand are expected from the overall project by the development of the HAECO expansion.
- l. The City operates and maintains the Airport.
- m. The approximate dates on start and finish of CDBG construction are March 2022-December 2022.
- n. The development will be located on Airport property, which is located at West US 90.
- o. The project is expected to increase the property and sales tax base with new industrial facilities that will utilize the hangar building with needed fire suppression.

### General Scoring Criteria — Table G-3

<b>1. Community-Wide Needs Score (CWNS)</b> The CWNS for each non-entitlement local government is posted on the Department's website at: <a href="http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants">http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants</a> <b>(Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)</b>		<b>Score: 75.54</b>
<b>2. Special Designation Score</b> Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) <b>(Transfer this score to line 3a. of the Application Scoring Summary page.)</b>		<b>Score: 20</b>
<input checked="" type="checkbox"/> Rural Area of Opportunity (RAO)	<input type="checkbox"/> Rural Community as defined by §288.0656, F.S.	
<input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.	<input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.	
<b>3. Grant History Score:</b> If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. <b>(Transfer this score to line 3b. of the Application Scoring Summary page.)</b>		<b>Score: 0</b>
<b>4. CATF Score:</b> The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)		
<b>4a.</b> If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, <b>score 10 points, or</b>  <b>4b.</b> If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, <b>score 5 points.</b> <b>(Transfer this score to line 3c. of the Application Scoring Summary page.)</b>		<b>Score: 0</b>
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	

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

<b>5. Outstanding Performance in Equal Employment Opportunity (EEO)</b>						
<b>M/WBE Contracting:</b> The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to DEO for that subgrant and enter a score based on the achievement reported.						
<b>Most Recent Administratively Closed Small Cities CDBG Contract Number:</b>						
0 Amount Awarded to M/WBE firms	÷	0 Total Prime Contracts Amount	X 100 =	0 M/WBE %		
<b>M/WBE %</b>		<b>Points</b>		<b>5a. M/WBE Contracting Score:</b>  <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">           0 (Maximum 20 points)         </div>		
0.0 – 4.99%		0				
5.0 – 14.99%		5				
15.0 – 19.99%		10				
20.0 – 24.99%		15				
25.00%+		20				
If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points.						
<b>Local Government Minority Employment:</b> The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.						
Number of Permanent Full-time Equivalent Minority Applicant Employees  41	÷	Number of Permanent Full-time Equivalent Applicant Employees  233	=	Applicant's Percentage of Minority Employees  17.60		
Enter percentage of minorities in the applicant's county: 21.9%						
If the "Prorated 60 Points Score" is claimed, complete the following equation:						
Applicant's Percentage of Minority Employees  17.60	÷	Percentage of Minorities in Applicant's County  21.90	=	Applicant's Percentage of Minority Employees  .8037	X 60 =	Points Claimed  48.30

If the applicant has three or less employees, 40 points may be claimed.		
<b>5b. Local Government Minority Employment Score (60 Points Maximum):</b>		<u>48.30</u>
<b>6. Outstanding Performance in Fair Housing</b>		
The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline. See instructions for guidelines and documentation requirements.		
	<b>Date</b>	<b>Score</b>
6a. Date Fair Housing Ordinance Adopted:	<u>01/07/1988</u>	<u>5</u>
6b. Date of Fair Housing Workshop:	<u>3/4/21</u>	<u>5</u>
<b>6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):</b>		<u>5</u>

**Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score:** 58.30  
 (Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)  
 (90 points maximum)

## 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)
		0	0	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Totals		\$ 0	0	
Total Funds Claimed for Leverage Scoring		\$ 0		

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

### Leverage Score Summary

#### Leverage Points Calculation for NR, CR, and HR

##### Communities with a LMI Population of 1,249 or Less

$$\underline{\$0} \div \$1,000 = \underline{0} \text{ Points}$$

(25 Points Maximum)

#### Leverage Points Calculation for NR, CR, and HR

##### Communities with a LMI Population of 1,250 or More

$$\underline{\$0} \div \$2,000 = \underline{0} \text{ Points}$$

(25 Points Maximum)

#### Leverage Points Calculation for ED

$$\underline{\$0} \div \$10,000 = \underline{0} \text{ Points}$$

(125 Points Maximum)

**Leverage Score:** 0

(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.)

## **Part 5 – Economic Development**

## Job Creation/Retention and LMI Benefit Impact Score

### Table E-1

<b>1. Average Cost per Beneficiary Score</b>	
Cost per FTE job: (\$34,999 max.)	1a. $\frac{1,500,000}{43} = \$34,833$ <div style="text-align: center; font-size: small;">             Total CDBG funds requested ÷ Total # of FTE jobs created or jobs retained = Cost per FTE job           </div>
Enter points based on the following:	
\$ 1.00 - \$9,999.99	175 points
\$ 10,000.00 - \$19,999.99	160 points
\$ 20,000.00 - \$34,999.99	150 points
\$ 35,000.00 or more	Loss of funding reservation
<b>1b. Enter Score:</b> <u>150</u> (175 Points Maximum)	
<b>2. Low-to-Moderate Income (LMI) Beneficiary Impact Score</b>	
2a.	$\frac{22}{43} = 51.16\%$ <div style="text-align: center; font-size: small;">             Number of FTE jobs to be created/retained for LMI persons ÷ Total number of FTE jobs created/retained = % of jobs that are LMI           </div>
Enter points based on the following:	
0 to 50.99%	Loss of funding reservation
51% and above	0 points
Or If a national objective is to be attained under the provisions of 24 CFR Section 570.483(b)(4)(iv) or (v)	0 points
<b>2b. Enter Score:</b> <u>0</u> (0 Points Maximum)	



**Job Creation/Retention and LMI Benefit Impact Score — Table E-1 (Continued)**

<b>3. Full-time Equivalent LMI Jobs Score</b>	
3a. Number of hours to be worked on an annual basis by all created/retained LMI job employees <u>44,000</u> divided by 2,000 hours = <u>22</u> Total Number of FTE LMI jobs.	
Enter the points below based on the following number of FTE LMI jobs.	
Under 12 jobs	150 points
12-18 LMI jobs	160 points
19 or more LMI jobs	175 points
<b>3b. Enter Score:</b> <u>175</u> (175 Points Maximum)	

<b>4. Unemployment Level Score</b>	
Applicants (Cities and Counties) may score points if the most recent unemployment percentage for their County exceeds the most recent Seasonably Adjusted Unemployment percentage for the entire State by .01 or more. Locate the range below that reflects the most recent unemployment percentage above the applicant's county unemployment percentage and enter score.	
Under .1% Over State Unemployment Level	0 points
.1% to 1.0% Over State Unemployment Level	10 points
1.01% to 1.75% Over State Unemployment Level	15 points
1.76% to 2.50% Over State Unemployment Level	25 points
2.51% to 3.25% Over State Unemployment Level	35 points
3.26% to 4.0% Over State Unemployment Level	45 points
4.01% + Over State Unemployment Level	55 points
<b>4a. Enter Score:</b> <u>0</u> (55 Points Maximum)	

## Other Community Development Activities

<b>5. Economic Development Element of the Local Government's Comprehensive Plan Score</b>	
<p>Has the local government adopted an Economic Development Element to its Comprehensive Plan in conformance with Chapter 163, F.S.?</p> <p><input type="checkbox"/> Yes (20 points) <input checked="" type="checkbox"/> No (0 points)</p> <p>If yes, include a copy of the Economic Development Element with the application and include evidence of adoption of the Element by the local government.</p> <p style="text-align: right; color: red;"><b>5a. Score:</b> <u>0</u> (20 Points Maximum)</p>	
<b>6. Investment Ratio – For CDBG Loans Only</b>	
<p>For projects where a loan is proposed, calculate the ratio of CDBG loan funds requested by each Participating Party to all eligible leverage funds. If the CDBG funds to be loaned to a Participating Party constitute more than 50% of the total funds to be invested by the Participating Party at the job creation location, the project cannot be funded.</p>	
<p>Name of Participating Party: <u>N/A</u></p>	
<p>6a. CDBG Funds Requested for a CDBG loan to a Participating Party (does not include requested CDBG administrative cost)</p>	<p>\$ <u>0</u></p>
<p>6b. Total private funds to be spent at the job creation location by a Participating Party:</p>	<p>\$ <u>0</u></p>
<p>6c. Private Investment Ratio carried to four decimal places</p>	<p>6b ÷ 6a = <u>N/A</u></p>
<p><b>If 6c is .9999 or less, the application cannot be funded. If 6c is 1.0 or greater, the application can proceed through the review process.</b></p>	
<p><b><i>If proposing to offer a CDBG loan to more than one Participating Party, a separate calculation must be done for each Participating Party.</i></b></p>	

**Total Funds Required for CDBG Project — Table E-2**

	A	B	C	D	E	F	G
Activity #	Activity Name (If you wish to undertake an activity that is not listed below, contact the CDBG Program for assistance.)	RUS Engineering Table	CDBG Funds	Participating Party Leverage Funds	Public Leverage from Local & Non-Local Sources	Other Funds Required-Not Scored as Leverage	Total Funds Contributed to Project
17A	Acquisition (in Support of)	N/A	\$	\$	\$	\$	\$
17C	Building Construction	Table II	\$	\$	\$	\$	\$
04	Demolition of Vacant Dilapidated Buildings	N/A	\$	\$	\$	\$	\$
17B	Water Facilities (Treatment Plants, Tanks, Wells)	Table I	\$	\$	\$	\$	\$
17B	Water Lines	Table II	\$	\$	\$	\$	\$
17B	Sewer Facilities (Treatment Plants)	Table I	\$	\$	\$	\$	\$
17B	Sewer Lines (Lines and Lift Stations)	Table I	\$	\$	\$	\$	\$
17B	Fire Protection	XX	\$1,220,000	\$0	\$0	\$0	\$1,220,000
17B	Flood and Drainage	Table II	\$	\$	\$	\$	\$
17B	Street Improvements	Table II	\$	\$	\$	\$	\$
17D	Parking Facilities	Table II	\$	\$	\$	\$	\$
17C	Relocation of Utilities to Underground	Table II	\$	\$	\$	\$	\$
17B	Solid Waste Disposal	Table II	\$	\$	\$	\$	\$
08	Relocation	N/A	\$	\$	\$	\$	\$
17C	Rehabilitation of Commercial Buildings	Table II	\$	\$	\$	\$	\$
10	Removal of Architectural Barriers in Public Buildings	Table II	\$	\$	\$	\$	\$
18A	Direct Assistance to For Profits	As Applicable	\$	\$	\$	\$	\$
16B	Historic Rehabilitation and Preservation	Table II	\$	\$	\$	\$	\$

17D	ED Other – Describe Gas Main	Table II	\$0	\$0	\$0	\$0	\$0
18C	Micro-Enterprise Assistance	N/A	\$	\$	\$	\$	\$

**Total Funds Required for CDBG Project — Table E-2 (Continued)**

A (Non-CDBG Funds)	B	C	D	E	F	G
Initial Inventory (Start-Ups Only)	N/A	\$	\$	\$	\$	\$
Increase Inventory	N/A	\$	\$	\$	\$	\$
Non-Capitalized Tools and Equipment	N/A	\$	\$	\$	\$	\$
Other – Describe		\$	\$	\$	\$	\$
Totals (Columns C, D, E and F)		\$1,220,000	\$0	\$0	\$0	\$1,220,000
Total Funds Required to Complete CDBG Project (all sources); excluding Engineering & Administration, add columns C, D, E, & F						
Indicate the RUS Used and Enter Engineering Funds RUS Table Used: <input type="checkbox"/> I <input type="checkbox"/> II <input checked="" type="checkbox"/> Both Prorated						
Basic Fee		\$80,000	\$	\$	\$	\$80,000
Resident Inspection Fee		\$40,000	\$	\$	\$	\$40,000
Preliminary Engineering Fee		\$5,000	\$	\$	\$	\$5,000
Additional Engineering Services		\$35,000	\$	\$	\$	\$35,000
Total Engineering Fees by Source		\$160,000	\$	\$	\$	\$160,000
Enter Administrative Funds		\$120,000	\$	\$	\$	\$120,000
Totals by Source		\$1,500,000	\$0	\$0	\$1,500,000	\$1,500,000

**Category Summary Score (1b+2b+3b+4a+5a):** 325

(Transfer this score to line 3e. in the ED column on the Application Scoring Summary page – Part 8, page 4.)  
(Cannot exceed 405 points.)

**Participating Party with an Existing Business  
Current Employee and Jobs Documentation — Table E-3**

Participating Party: Not applicable

A	B	C	D	E	F
Job Titles of Jobs to be Retained	Total FTE Jobs Currently Existing	Total FTE Jobs to be Retained for LMI Persons	Hourly Pay Rate or Annual Pay Rate	Total Annual Payroll for This Job Title	Total Annual Payroll For Jobs Held by LMI Persons
Interior Technician	40		\$20hr	\$1,664,000	\$
Structures Technician	60		\$24hr	\$2,995,200	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Totals:	100	0		\$4,659,200	\$

(Use additional sheets if necessary.)

## Participating Party Jobs Creation Information

### Table E-4

Name of Participating Party: \_\_\_\_\_

A	B	C	D	E	F	G
Job Titles of Jobs to be Created	Total FTE Jobs to be Created	Total FTE Jobs to Be Created for LMI Persons	Hourly Pay Rate or Annual Pay Rate	Total Annual Payroll for This Job Title	Total Payroll for Jobs Created for LMI Persons	Proposed Hiring Date Month/Year
Structures Technician	20	11	\$18hr	\$748,800.00	\$411,840.00	immediately
Interiors Technician	25	13	\$16hr	\$832,000.00	\$432,640.00	immediately
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
Totals	45	24		\$1,580,800	\$844,4.00	

(Use additional sheets if necessary.)

## ED Loan Narrative — Table E-5

If applying for an Economic Development subgrant and a loan will be made from the CDBG funds, provide the following information:

1. Specify the exact corporate, personal, or partnership name of the proposed borrower(s) and guarantor(s).			
2. Specify the amount of the CDBG loan request, the proposed interest rate, the proposed term of the loan, and the frequency and amount of payment. The interest rate may be no less than 5.5 percent per annum below the prime interest rate as of the date of the application, but in no case may be it less than 2.0 percent per annum.			
Loan Request: \$	Proposed Interest Rate: %	Proposed Term of Loan:	Frequency and Amount of Payment:
3. Specify the type and value of collateral offered and proposed lien or mortgage position of the CDBG loan.			
Type of Collateral:	Value of Collateral: \$	Proposed Lien or Mortgage Position:	
4. Specify below why a loan of CDBG funds to a Participating Party is necessary for the project to work. A declarative statement by the Participating Party or the local government is not adequate. A quantitative explanation must be provided that justifies the amount and terms of the CDBG loan based on:			
<ul style="list-style-type: none"> <li>Filling a documented and quantified financial gap, or</li> </ul>			
<ul style="list-style-type: none"> <li>Providing a funding mechanism to motivate a Participating Party to locate within an economically distressed area of the jurisdiction by paying the increased cost of locating to that distressed area, or</li> </ul>			
<ul style="list-style-type: none"> <li>Creating a reasonable rate of return for a Participating Party when, without the infusion of CDBG funds, the rate of return is such that the Participating Party will not make the investment necessary for the job creation to occur, or</li> </ul>			
<ul style="list-style-type: none"> <li>Providing a funding mechanism to “level the playing field,” from a cost perspective in a Participating Party’s decision to choose between locating in the local government’s jurisdiction and locating in another state.</li> </ul>			



## Documentation Requirements

Submit the documentation, explained in the following pages, in the Supporting Documentation Section. If items are missing, the application will be returned to the applicant for resubmission. Documentation must be on the appropriate letterhead and signed by an individual authorized to make the commitment. Unsigned letters shall not serve as a letter of commitment. The following items, if applicable, must be included with an ED application. Please include a label at the top of each page of each document submitted using the titles displayed below.- Number the pages and indicate the page number where each of these items can be found.

	Documentation and Page Number
A. Local Government Commitment:	Appendix N
B. Local Government Cost Estimate:	Appendix N
C. Multi-Jurisdictional Activity Information:	Appendix J
D. Commitment of Non-CDBG Funds to be Spent by the Local Government:	N/A
E. Comprehensive Plan Conformance and Relevant Excerpts:	Appendix C
F. Initial Participating Party Commitments:	Appendix N
G. Business Plan:	Appendix N
H. Participating Party(s) Current Employee Information, if Applicable:	Page 23
I. Participating Party(s) Proposed New Job Creation Information:	Page 24
J. Financial Information for Participating Parties which are expanding or to whom a CDBG Loan Is Proposed:	N/A

## **Part 8 – Certification and Score Summary**

*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.

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.

<b>Signature of Chief Elected Official or Designee</b>
Signature: _____
Typed Name and Title: Stephen M. Witt
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.

<b>Signature of Application Preparer if not an employee of the Local Government</b>
Signature: _____
Typed Name and Title:
Name of Firm or Agency:

## 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.

<b>Applicant Name:</b> Columbia County			(For DEO Use Only) Application Number: _____			
<b>Enter Type of Application:</b> <input type="checkbox"/> <b>Commercial Revitalization</b> <input checked="" type="checkbox"/> <b>Economic Development</b> <input type="checkbox"/> <b>Housing Rehabilitation</b> <input type="checkbox"/> <b>Neighborhood Revitalization</b>						
<b>Title/Score</b>	<b>Part</b>	<b>Page</b>	<b>CR</b>	<b>ED</b>	<b>HR</b>	<b>NR</b>
1. Community-Wide Needs Score (250 Points Maximum)				75.54		
2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (90 points maximum)				58.03		
3. Program Impact:						
3a. Special Designation Score (20 Points Maximum)				20		
3b. Grant History Score (100 Points Maximum)				0		
3c. CATF Score (10 Points Maximum)				0		
3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)				0		
3e. Category Summary Score				325		
3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum)				345		
4. <b>Total Application Score</b> (1+2+3f) (1000 Points Maximum)				478.57		
Less Penalties Assessed (For DEO Use Only)						
Final Score (For DEO Use Only)						

## **Part 9 –Supporting Documentation**

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.

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