



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis Berardi, Community & Economic Development Director (Acting)

**DATE:** March 21, 2024

**RE:** Consideration of the Program Year 2024 Annual Action Plan and Recommendations of Programs and Activities to be funded by CDBG, first hearing

### SUMMARY:

For Program Year (PY) 2024, the City anticipates receiving approximately \$742,119 in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) as a direct entitlement. The City of Palm Bay is an entitlement community and a member of the Brevard County Housing Consortium, along with Brevard County, Titusville, Cocoa, and Melbourne. Brevard County is the lead entity for the Consortium.

The use of CDBG funds must meet one (1) of the three (3) National Objectives: benefit low/moderate income persons; eliminate or prevent slums or blight; or meet urgent needs. HUD guidelines allows a maximum of 15 percent of CDBG funds to be allocated to public service agencies (providers) and a maximum of 20 percent of CDBG funds to be allocated for administration of the CDBG program.

All activities carried out with CDBG funds must be consistent with the priorities and needs of the City's adopted five (5) year Consolidated Plan. A one (1) year Action Plan (also known as Annual Action Plan) for the Program Year must be completed and submitted to HUD through Brevard County indicating how the Program Year funds will be expended to address the needs identified in the Consolidated Plan. Prior to submittal, a public comment period no less than 30 days and a second public hearing must be conducted. The PY 2024 Annual Action Plan must be submitted to Brevard County by August 1, 2024, for submission to HUD.

On November 30, 2023, the City published a Request for Applications/Proposals to solicit CDBG funding requests from public entities or non-profit 501(c)3 for HUD-eligible public services and activities. The City received twelve (12) applications requesting CDBG funding for public services and seven (7) applications/requests for funding under other eligible activities (non-public services).

Proposals were reviewed and evaluated according to the criteria below:

- A. Introduction/Demonstration of Need (maximum of 20 points)
- B. Description of target clientele (maximum of 10 points)
- C. Agency has set forth concise and measurable goals (maximum of 10 points)
- D. Agency's service(s) meet a strategy contained within the City's 5-Year Consolidated Plan (maximum of 10 points)
- E. Agency's ability to carry out services (maximum of 15 points)
- F. Leverage of other non-CDBG funding sources (maximum of 10 points)
- G. Agency's financial capacity (maximum of 15 points)
- H. Past performance as a CDBG subrecipient or grant subrecipient (maximum of 10 points)

The Community Development Advisory Board (CDAB) evaluated the proposals/requests for funding at the February 21, 2024 CDAB meeting and recommended approval of CDBG funding for the following entities:

- City of Palm Bay's Community & Economic Development (CED) Department - Space Coast Area Transit (SCAT) Bus Voucher Program (\$6,300)
- Greater Melbourne Police Athletic League (PAL) (\$22,950)
- Catholic Charities of Central Florida (\$33,250)
- Brevard Alzheimer's Foundation (\$25,080)
- Conklin Davis Center for the Visually Impaired (\$23,737)
- City of Palm Bay's Parks & Facilities Department - Liberty Park (\$83,840)
- City of Palm Bay's Parks & Facilities Department - Aquatic Center (\$50,710)
- City of Palm Bay's Parks & Facilities Department - Riviera Park (\$100,361)
- City of Palm Bay's Public Works Department - Streetlights and Sidewalks Project (\$247,828)

This distribution will provide a maximum of 15%, (\$111,317) for public services, \$482,379 for public facility improvements, with the remaining \$148,423 (20 percent of the CDBG allocation) for Planning & Administration for activities related to administering the CDBG program.

<b>CDBG Public Services</b>	<b>Description of services to be provided</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
CED Department – SCAT Bus Voucher Program	Provide bus passes for low-income residents in Palm Bay	\$ 6,300	\$ 6,300
Greater Melbourne PAL	Youth Enrichment Mentoring program	\$22,950	\$22,950

Catholic Charities of Central Florida	Homeless Prevention Program to assist low-income households at risk of homelessness.	\$33,250	\$33,250
Brevard Alzheimer's Foundation	Non-Emergency Medical Transportation Program	\$25,080	\$25,080
Conklin Davis Center for the Visually Impaired	Supportive Services for Blind and Visually Impaired Program	\$23,737	\$23,737

<b>Public Facility Improvements</b>	<b>Description of services to be provided</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Parks & Facilities			
Liberty Park	Replacement of the backstop on all four softball fields, removal & replacement of the clay on (2) two field. Retrofit the basketball court lights to (LED) light.	\$83,480	\$83,480
Palm Bay Aquatic Center	Pool pump, controls, motor and heater replacement.	\$50,710**	\$50,710
Riviera Park	Remove & replace the existing tennis courts. Removal & replacement of the existing tennis/pickleball courts including the sub-base, associated equipment, and fence enclosure.	\$100,361	\$100,361
Public Works	Construction of an 8' sidewalk along the east side of San Filippo Boulevard	\$247,828	\$247,828

	from Wichita Blvd to Eldron Blvd.		
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\*\*Parks & Facilities reduced the amount of their ask based on the removal of the pool heater from the funding request (emergency replacement of the pool heater occurred after applying for funding and before the CDAB meeting). Parks & Facilities still needs to replace pumps, motors, and chemistry controllers related to the heater operation.

Public Facilities Improvements	\$482,379
Public Services-15% maximum allocation	\$111,317
CDBG Administration – 20% maximum allocation	
· City staff salaries - \$144,423	\$148,423
· Fair Housing - \$4,000 (required)	
<b>Total CDBG Allocation*</b>	<b>\$742,119</b>

\*Final allocation amounts have not been published for PY 2024 (October 1, 2024 - September 30, 2025). Recommended award amounts may be adjusted based on the final CDBG allocation.

A mandatory technical assistance workshop was required for any agency that has never previously received CDBG funds or had not received CDBG funds for more than two (2) years from the City of Palm Bay. All other agencies were “strongly encouraged” to request technical assistance. Technical assistance seeks to ensure the application meets all the federal requirements of the grant prior to submitting an application. Two (2) agency proposals were not presented to the CDAB: Streetside Showers application was deemed incomplete, and Veterans of America was deemed ineligible by City staff.

After the Community Development Advisory Board (CDAB) recommendations, two (2) agencies submitted appeal letters (attached): Grandparents Raising Grandchildren and Esther Theological Seminary. City staff’s response to those appeals are also attached. It should be noted that 10 public service agencies requested a total of \$300,930, and there was only \$111,317 available for public service funding under HUD’s required 15% maximum of total CDBG allocation. Only five (5) of the 10 agencies were recommended by the CDAB for funding.

As referenced in the City’s Citizen Participation Plan pertaining to federal housing and community development grants, the City is required to hold two Public Hearings. The first Public Hearing is intended to obtain citizen input and comments on housing and community development needs and approve recommendations on PY 2024 CDBG program funding. Upon City Council’s approval

during the first Public Hearing, a public comment period no less than 30 days listing proposed projects along with the corresponding Annual Action Plan will be advertised in the Florida Today newspaper. The notice will also inform the public of the date of the second and final Public Hearing, which will be held on July 2, 2024.

This is the first public hearing.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

There is no fiscal impact in the current Fiscal Year 2023-2024. The Program Year 2024-2025 CDBG funding and all awards will be allocated/budgeted during the City's normal budget process for Fiscal Year 2024-2025.

**STAFF RECOMMENDATION:**

Motion to conduct a Public Hearing to obtain citizen input and comments on housing and community development needs; approve recommendations on Program Year 2024 CDBG program funding; and provide notice to solicit public comment and notice of final public hearing scheduled for July 2, 2024.

**ATTACHMENTS:**

1. Florida Today Ad
2. Public Services Tabulation Sheet
3. Non-Public Services Tabulation Sheet
4. PY 24 CDBG Public Services Staff Summary Report
5. PY 24 CDBG Non-Public Services Staff Summary Report
6. GRG Letter of Appeal
7. GRG Letter of Appeal – City Response Letter 3-21-2024
8. Esther Theological Seminary Letter of Appeal
9. Esther Theological Seminary Appeal – City Response Letter 3-21-2024