

7. Consideration of a Substantial Amendment to the City's approved Program Year 2023 Annual Action Plan for Community Development Block Grant Funds, only one hearing required.



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis S. Berardi, Community and Economic Development Acting Director

**DATE:** May 16, 2024

**RE:** Consideration of Substantial Amendment to the City's approved Program Year 2023 Annual Action Plan for Community Development Block Grant Funds, only one reading required.

### SUMMARY:

The City of Palm Bay, as a member of the Brevard County HOME Consortium, has adopted a Five-Year Consolidated Plan that is carried out through Annual Action Plans. The Annual Action Plan provides a concise summary of the actions and activities that will be undertaken during that fiscal/program year to address the priority needs and specific goals identified in the Five-Year Consolidated Plan. In accordance with 24 CFR Part 91.105, Section (a)(3), the City is required to follow the Citizen Participation Plan (CPP), which was adopted by City Council on October 6, 2022.

The City of Palm Bay notified the public that a substantial amendment is being made to the Annual Action Plan for Program Year (PY) 2023. The amendment represented herein applies only to the City of Palm Bay's Community Development Block Grant (CDBG) Program and does not affect other elements of the Brevard County HOME Consortium's Consolidated Plan.

Below are the substantial amendments, staff is requesting to be presented:

#### AMENDMENT NO. 1 - FUNDING REDUCTION

Activity Name: PY 2023 Goode Park

Original CDBG Funding Amount: \$482,379.00

Revised CDBG Funding Amount: \$121,012.00

Reallocation Amount: \$361,367.00\*

*\*Amount available to be reallocated. The quotes received for the scope of work for Goode Park came in substantially lower than originally estimated.*

#### AMENDMENT NO. 2 - FUNDING INCREASE

Activity Name: Down Payment Assistance Program

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

Original CDBG Funding Amount: \$160,731.90

Revised CDBG Funding Amount: \$522,098.90

Funding Sources: Reallocation of CDBG funding \$361,367.00\* remaining from Goode Park for a total of \$522,098.90 CDBG funding for the Down Payment Assistant Program.

The 30-day public comment period began on April 11, 2024 and ends on May 16, 2024. An increase in funding for the Down Payment Assistance Program would increase the number of affordable housing units in Palm Bay and position the City to meet the U.S Housing & Urban Development's (HUD) 1.5 expenditure ratio by the August 1, 2024 deadline.

The City's Down Payment Assistance Program is administered by Community Housing Initiative (CHI), a certified Community House Development Organization by HUD. The CDBG funding allocated to CHI from prior program years for the Down Payment Assistance Program to serve Palm Bay residents has been expended, and CHI and the City continue to receive requests for more funding for this program.

The Community Development Advisory Board (CDAB) will consider this request at the regular meeting scheduled for May 15, 2024. Because meeting minutes will not be transcribed prior to the Regular Council Meeting on May 16, 2024, staff will advise the City Manager and City Council of the Board's recommendation.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

If approved, staff will prepare a budget amendment to reduce account 112-3411-554-63.32, CDBG Parks Improvements, by \$361,367.00 and increase account 112-3411-554-38.03, CDBG Down Payment Assistance by \$361,367.00.

**STAFF RECOMMENDATION:**

Motion to approve a Substantial Amendment to the City's approved Program Year 2023 Annual Action Plan for Community Development Block Grant funds as provided.

**ATTACHMENTS:**

1. Public Notice Ad Proof
2. Public Notice Ad
3. Request for DPA Funds, CHI

<b>Account Number:</b>	1127256
<b>Customer Name:</b>	City Of Palm Bay
<b>Customer Address:</b>	City Of Palm Bay 120 Malabar Rd Se attn: Accounts Payable Palm Bay FL 32907-3009
<b>Contact Name:</b>	Chandra Powell
<b>Contact Phone:</b>	
<b>Contact Email:</b>	Chandra.Powell@palmbayflorida.org
<b>PO Number:</b>	

<b>Date:</b>	05/06/2024
<b>Order Number:</b>	10055510
<b>Prepayment Amount:</b>	\$ 0.00

<b>Column Count:</b>	1.0000
<b>Line Count:</b>	85.0000
<b>Height in Inches:</b>	0.0000

**Print**

Product	#Insertions	Start - End	Category
BRE Brevard Florida Today	1	04/11/2024 - 04/11/2024	Public Notices
BRE floridatoday.com	1	04/11/2024 - 04/11/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$177.95
Tax Amount	\$0.00
Service Fee 3.99%	\$7.10
Cash/Check/ACH Discount	-\$7.10
Payment Amount by Cash/Check/ACH	\$177.95
Payment Amount by Credit Card	\$185.05

<b>Order Confirmation Amount</b>	<b>\$177.95</b>
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# Ad Preview

Ad#10055510 4/11/2024  
CITY OF PALM BAY  
PUBLIC NOTICE  
SUBSTANTIAL AMENDMENT TO  
PROGRAM YEAR 2023 COMMU-  
NITY DEVELOPMENT BLOCK  
GRANT (CDBG) ANNUAL  
ACTION PLAN

The City of Palm Bay, as a member of the Brevard County HOME Consortium, has adopted a Five-Year Consolidated Plan that is carried out through Annual Action Plans that provide concise summary of the actions and activities that will be undertaken to address the priority needs and specific goals identified in the Consolidated Plan. The City of Palm Bay is hereby notifying the public of the reduction in funding for PY2023 Community Development Block Grant (CDBG) Goode Park Project. This amendment applies only to the City of Palm Bay's Community Development Block Grant (CDBG) Program and does not affect other elements of the Brevard County HOME Consortium's Consolidated Plan.

## AMENDMENT NO. 1 – FUNDING REDUCTION

Activity Name: PY2023 Goode Park  
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## AMENDMENT NO. 2- FUNDING INCREASE

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Revised CDBG Funding Amount: \$522,098.90

Funding Sources: Reallocation of CDBG Funding \$361,367.00 remaining from Goode Park for a total of \$522,098.90 CDBG Funding.

The public comment period shall begin on April 11, 2024 and end on May 16, 2024. The City of Palm Bay will hold a Public Hearing to review this change and to receive public comments at the regularly scheduled City Council Meeting to be held on Thursday, May 16, 2024 at 6:00 PM in Council Chambers, Palm Bay City Hall, 120 Malabar Road SE, Palm Bay, Florida 32907. Comments will be received in writing, orally and at the public hearing. The substantial Amendment is available online at [www.palmbayflorida.org](http://www.palmbayflorida.org) or at 120 Malabar Road SE, Palm Bay, FL 32907.

Persons with disabilities requiring special accommodations to participate in the Public Hearing or persons requiring information in a language other than English should call Siph Chinyanganya, Housing Administrator, at (321) 952-3408 or use 7-1-1 (Florida Relay Services) at least forty-eight (48) hours prior to the Public Hearing.

Interested persons are encouraged to provide written comment to:  
City of Palm Bay  
Housing & Community Development  
Division  
120 Malabar Road SE, Palm Bay,  
FL 32907  
Siphikelelo.Chinyanganya@palmbay  
florida.org

**CITY OF PALM BAY  
PUBLIC NOTICE  
SUBSTANTIAL AMENDMENT TO PROGRAM YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) ANNUAL ACTION PLAN**

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Interested persons are encouraged to provide written comment to:

City of Palm Bay

Housing & Community Development Division

120 Malabar Road SE, Palm Bay, FL 32907

Siphikelelo.Chinyanganya@palmbayflorida.org

**From:** [Nicole Tenpenny](#)  
**To:** [Ibis Berardi](#)  
**Subject:** Down Payment Assistance Program  
**Date:** Monday, April 8, 2024 4:26:10 PM  
**Attachments:** [image001.png](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Ibis,

As the City's current administrator of the Down Payment Assistance Program, I want to express my overall gratitude and appreciation of our partnership. I would like to provide you with an update on the success of the program.

In September 2023, C.H.I. was awarded an additional \$140,000.00 of CDBG funds to continue the administration of the Down Payment Program. C.H.I. closed three households with this additional funding. As of today, C.H.I. has expended all the City's CDBG funds.

	Closing Date	AMI	Amount of Assistance
Hester, Patricia	11/22/2023	73%	\$50,000.00
Foster, Kimberly	11/29/2023	77%	\$60,000.00
Mohamed, Latoya	2/22/2024	47%	\$55,856.72

Every day, our office continues to receive tremendous telephone interest in the City of Palm Bay's program which means there continues to be a huge demand for program!

I would be very interested in talking with you more on the possibility of additional funds being allocated to the Down Payment Program. Please contact me if you'd like any other information or if you have any questions regarding our administration of this program. I again thank you for this partnership and hope it's one that will continue in the future.

Thanks for your consideration and I look forward to speaking with you soon.

***Thanks!***

*Nicole Tenpenny, M.B.A.*  
*Executive Director*  
*Community Housing Initiative, Inc.*  
A HUD Approved Housing Counseling Agency  
HUD Certified Housing Counselor, 8JXRW3/81271  
PO Box 410522  
Melbourne, FL 32941-0522  
Office: 321.253.0053x11  
Visit Us Online at [CHIBrevard.org](http://CHIBrevard.org)



