

Part 7 – Neighborhood Revitalization

CDBG Funds and Activity Goals – Table N-1

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% Of CDBG Project Cost (Col. C ÷ Total of Col. C)	Goal Points	Activity Goal Score (D x E)
01	Acquisition (in support of)*	NA	\$		*	
03J	Fire Hydrants ^{16**}	Table II	\$		75	
03J	Fire Protection ¹	Table II	\$		75	
03I	Flood and Drainage ²	Table II	\$		90	
03I	Hazard Mitigation Activities ³	Table II	\$		50	
14A	Housing Rehabilitation – Plumbing ⁴	NA	\$		60	
03F	Parks, Playgrounds ⁵	Table II	\$		65	
03L	Pedestrian Malls/Sidewalks ⁶	Table II	\$		80	
03E	Recreation/Neighborhood Center	Table II	\$		70	
08	Relocation	NA	\$		35	
10	Removal of Architectural Barriers ⁷	Table II	\$		50	
03A	Senior Center	Table II	\$		70	
03C	Temporary Shelters ¹¹	Table II	\$		70	
03J	New Sewage Treatment Plant	Table I	\$		110	
03J	Sewage Treatment Plant Upgrades	Table I	\$		85	
03J	New Sewer Lines & Components ⁸	Table I	\$		110	
03J	Sewer Line Replacement ⁹	Table I	\$		85	
03J	Sewer Hookups ¹⁰	Table I	\$		110	
03J	Solid Waste Disposal	Table II	\$		25	
03K	Street Improvements – New Paving ¹²	Table II	\$		85	
03K	Street Improvements – Repaving ¹³	Table II	\$		70	

*Same points as the activity it supports.

**The numbered activity footnotes are located on page 22 of the Neighborhood Revitalization Instructions.

CDBG Funds and Activity Goals – Table N-1 (Continued)

A		B	C	D	E	F
1. Activity Number and Name (*Same points in the activity supported.)		Appropriate RUS Engineering Table	Enter CDBG Activity Funds	% of CDBG Project Cost (Col. C ÷ Total CDBG Project Cost)	Goal Points	Activity Goal Score (D x E)
03J	Water Hookups ¹⁴	Table II	\$		110	
03J	Water Lines, New – Potable ¹⁵	Table II	\$		110	
03J	Water Line Replacement ⁹	Table II	\$		85	
03J	New Water Tank/Well/Treatment Plant ⁶	Table I	\$		110	
03J	Water Tank/Well/Treatment Plant Improvements ⁶	Table I	\$		85	
03M	Child Care Center	Table II	\$		70	
03P	Health Facility	Table II	\$		70	
			\$		25	
			\$		25	
2. Add Column C (from both pages) to get the Total CDBG Project Cost:			\$			
3. Add the Activity Goal Scores in Column F (from both pages) to get the Total Activity Goal Score: _____						(110 Point Maximum)
4. Indicate the Appropriate RUS Used and Enter Engineering Funds:			RUS Table Used: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> Both Prorated			
4a. Basic Fee	\$					
4b. Resident Inspection Fee	\$					
4c. Preliminary Engineering Fee	\$					
4d. Additional Engineering Services:	\$					
5. Total the CDBG Engineering Fees (4a+4b+4c+4d_):		\$				
6. Enter CDBG Administrative Cost:		\$				
7. Total the CDBG Funds Requested (2+5+6):		\$				

Addressed Needs – CDBG Activities and Beneficiaries Table N-2a

Census or survey data must be compiled to complete this and the remainder of the application forms.

A		B	C	D	E	F
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
01	Acquisition (in support of)					
03J	Fire Hydrants					
03J	Fire Protection					
03I	Flood and Drainage					
03I	Hazard Mitigation Activities					
14A	Housing Rehabilitation – Plumbing					
03F	Parks, Playgrounds					
03L	Pedestrian Malls/Sidewalks					
03E	Recreation/Neighborhood Center					
08	Relocation					
14E	Removal of Architectural Barriers					
03A	Senior Center					
03C	Temporary Shelters ¹¹					
03J	Sewage Treatment Plant					
03J	New Sewer Lines & Components					

(Use the following units of measure in Column B: Barriers, Buildings, Homes, Hydrants, Lift Stations (LS), Linear Feet (LF), Plants, Sites, Tanks, Wells, and Units.)

**Addressed Needs – Activities and Beneficiaries
Table N-2a (Continued)**

A		B	C	D	E	F
Activity Number and Name		Enter # of Addressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
03J	Sewer Line Replacement					
03J	Sewer Hookups ¹⁰ (Beneficiaries calculated by Households)					
03J	Solid Waste Disposal					
03K	Street Improvements – New Paving ¹²					
03K	Street Improvements – Repaving ¹³					
03	Utility Hookups – Other (Beneficiaries calculated by Households)					
03J	Water Hookups ¹⁴ (Beneficiaries calculated by Households)					
03J	Water Lines, New – Potable ¹⁵					
03J	Water Line Replacement ⁹					
03J	New Water Tank/Well/Treatment Plant ⁶					
03J	Water Tank/Well/Treatment Plant Improvements ⁶					
03M	Child Care Center					
03P	Health Facility					

Unaddressed Needs – Activities and Beneficiaries
Table N-2b

Census or survey data must be compiled to complete this and the remainder of the application forms.

A		B	C	D	E	F
Activity Number and Name		Enter # of Unaddressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
01	Acquisition (in support of)					
03J	Fire Hydrants					
03J	Fire Protection					
03I	Flood and Drainage					
03I	Hazard Mitigation Activities					
14A	Housing Rehabilitation – Plumbing					
03F	Parks, Playgrounds					
03L	Pedestrian Malls/Sidewalks					
03E	Recreation/Neighborhood Center					
08	Relocation					
14E	Removal of Architectural Barriers					
03A	Senior Center					
03C	Temporary Shelters ¹¹					
03J	Sewage Treatment Plant					
03J	Sewer Lines & Components					

(Use the following units of measure in Column B: Barriers, Buildings, Homes, Hydrants, Lift Stations (LS), Linear Feet (LF), Plants, Sites, Tanks, Wells, and Units.)

Table N-2b (Continued)

A		B	C	D	E	F
Activity Number and Name		Enter # of Unaddressed CDBG Units	Enter # of VLI Beneficiaries ≤ 30% AMI	Enter # of LI Beneficiaries 30.01-50% AMI	Enter # of MI Beneficiaries 50.01-80% AMI	Enter # of Total CDBG Beneficiaries
03J	Sewer Line Replacement					
03J	Sewer Hookups ¹⁰ (Beneficiaries calculated by Households)					
03J	Solid Waste Disposal					
03K	Street Improvements ¹²					
03K	Street Improvements – Repaving ¹³					
03	Utility Hookups – Other (Beneficiaries calculated by Households)					
03J	Water Hookups ¹⁴ (Beneficiaries calculated by Households)					
03J	Water Lines, New – Potable ¹⁵					
03J	Water Line Replacement ⁹					
03J	New Water Tank/Well Treatment Plant ⁶					
03J	Water Tank/Well/Treatment Plant Improvements ⁶					
03M	Child Care Center					
03P	Health Facility					

Beneficiary Verification Summary by Service Area
Table N-3

A	B	C	D	E	F	G	H	I	J
Enter Service Area # / Benefit Survey Method*	Enter Activities to be Completed in Each Service Area (Use More than One Line for Multiple Activities)	Enter Total # of Households (HH in the Service Area (Universe-Col. H)	Enter Total # of Responses Required	Enter Total # of Households Responding to the Survey	Enter Total # of VLI Beneficiaries	Enter Total # of LMI Beneficiaries	Enter Total # of All Beneficiaries	Calculate Percent of VLI Benefit (F ÷ H)	Calculate Percent of LMI Benefit (G ÷ H)
								%	%
								%	%
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								%	%

* A= Random Sample, B=Small Service Area, C=Census, D= Survey from previous application, not more than five years old, where the service area is identical to the one in the previously submitted application. If a random survey was conducted, include as an appendix a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in the appendix.

Beneficiaries Scores — Table N-4

For scoring purposes, the beneficiaries of a jurisdiction-wide activity, including a water or sewage treatment plant, on which less than 10 5% of total CDBG funds are budgeted shall not be used when calculating the unduplicated beneficiary scores in this table.		1.(a) Enter the total funds requested (total CDBG request)	
1.(b) Enter the total number of grant unduplicated VLI beneficiaries:		1.(c) Enter the total number of grant unduplicated LMI beneficiaries:	
1.(d) Enter the total number of grant unduplicated beneficiaries:		1.(e) Enter the total number of unduplicated LMI households:	

<p>a. VLI Beneficiary Impact Score: Calculate the Unduplicated VLI Beneficiary Percentage:</p> <p>1.(b) divided by 1. (d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated VLI Beneficiary Percentage</p> <p>30.00% or More</p> <p>20.00% to 29.99%</p> <p>10.00% to 19.99%</p> <p>Less than 10.00%</p>	<p>Score</p> <p><input type="checkbox"/> 30</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 0</p>
<p>b. LMI Beneficiary Impact Score: Calculate the Unduplicated LMI Beneficiary Percentage:</p> <p>1.(c) divided by 1. (d) = _____ %</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Unduplicated LMI Beneficiary Percentage</p> <p>70.00% and above</p> <p>66.00% to 69.99%</p> <p>61.00% to 65.99%</p> <p>56.00% to 60.99%</p> <p>51.01% to 55.99%</p>	<p>Score</p> <p><input type="checkbox"/> 125</p> <p><input type="checkbox"/> 110</p> <p><input type="checkbox"/> 90</p> <p><input type="checkbox"/> 70</p> <p><input type="checkbox"/> 50</p>
<p>c. Average Cost per Unduplicated LMI Beneficiary Score: Calculate the Average Cost per Unduplicated LMI Beneficiary:</p> <p>1.(a) divided by 1. (c) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Beneficiary</p> <p>\$11,000 or More</p> <p>\$10,000 to \$10,999</p> <p>\$9,000 to \$9,999</p> <p>Less than \$9,000</p>	<p>Score</p> <p><input type="checkbox"/> 0</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 30</p>
<p>d. Average Cost per Unduplicated LMI Household Score: Calculate the Average Cost per Unduplicated LMI Household:</p> <p>1.(a) divided by 1. (e) = \$ _____</p> <p>Based on the result, designate with an X the score that is appropriate.</p>	<p>Cost per Unduplicated LMI Household</p> <p>\$20,000 or More</p> <p>\$16,000 to \$19,999</p> <p>\$13,000 to \$15,999</p> <p>\$11,000 to \$12,999</p> <p>\$9,000 to \$10,999</p> <p>Less than \$9,000</p>	<p>Score</p> <p><input type="checkbox"/> -100</p> <p><input type="checkbox"/> -50</p> <p><input type="checkbox"/> 20</p> <p><input type="checkbox"/> 40</p> <p><input type="checkbox"/> 60</p> <p><input type="checkbox"/> 85</p>

Readiness to Proceed Score

If biddable construction plans and specifications for all “addressed need” activities have been completed, and permit applications for all infrastructure activities have been submitted to the applicable permitting agencies no later than application deadline, the applicant can claim 50 points. Otherwise, score zero points.

The following documentation must be included in Appendix G of the application when it is submitted to the Department:

- 1) A letter from the engineer or architect who prepared the construction plans and specifications, addressed to the chief elected officer of the applicant, certifying the following:
 - that the signed, sealed and dated plans and specifications are complete,
 - that the bid documentation, including the plans and specifications, provided with the application contains all of the information that a contractor would need to bid on the project, except for the Davis-Bacon wage decision(s) and the CDGB Supplemental Conditions, and
 - that applications have been submitted for all permits that are required to begin construction on the infrastructure activities included in the application. (If the only permitting agency is the applicant local government, the engineer shall certify that the applicant is the only agency from which a permit is required. If no permits are required for the project, the engineer shall certify to that effect.)
- 2) A signed and sealed copy of the plans and specifications, plus all necessary bid documents, except for the Davis-Bacon wage decision(s); the local government’s list of minority/women business enterprises, and the CDBG Supplemental Conditions;
- 3) Documentation that all required infrastructure permit applications were submitted to the appropriate agency(ies). (Receipts from UPS or the U.S. Postal Service, email or letter from permitting agency(ies) saying that the permit applications had been received.)
- 4) Deficiencies in these submissions identified during DEO’s review of the application can be cured. However, the local government must provide curing documentation no later than the end of the “completeness period” that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline or the points claimed here will be reduced to zero.

Readiness to Proceed Score: _____ (50 Points Maximum)

Health and Safety Score — Table N-5

Enter the appropriate Health and Safety Impact score. Documentation for points claimed must be included in Part 9, Appendix I. Scoring options are as follows:

Option A: A total of 75 points can be claimed if the local government can document all of the following:

- The proposed activity will be in one or more of the service areas. Activities outside a service area may only count for scoring pursuant to Chapter 73C-23, F.A.C., and
- The activity to be paid for with CDBG funds will correct the deficiencies specified in an existing enforcement action (administrative order, consent order, judicial proceeding or order by a state or federal agency). Activities conducted in lieu of fines do not qualify.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 75 points.

Option B: A total of 65 points can be claimed if the activity will provide first-time sewer or drinking water service to a service area, that a state or local agency says could have health and safety issues associated with septic tanks or other contamination sources. All CDBG-funded construction activities must meet the requirements of this option to claim the full 65 points.

Option C: A total of 35 points can be claimed if the local government can document all of the following:

- An activity proposed to be addressed with CDBG funds has been the subject of a Federal Emergency Management Agency (FEMA) Damage Survey Report (DSR) or Project Worksheet prepared for and submitted to FEMA for review and approval and was prepared at least 30 days but no more than 30 months before the application deadline, and
- The FEMA Damage Survey Report, Data Sheet or Project Worksheet was prepared in response to a federally declared natural disaster, declared before the application deadline. An engineer's written statement that the proposed CDBG activity will prevent the recurrence of the damage specified in the FEMA Damage Survey Report, Data Sheet or Project Worksheet must be provided.

All CDBG-funded construction activities must meet the requirements of this option to claim the full ~~25~~ 35 points

Option D: A total of 45 points can be claimed if the local government can document all of the following:

1. An activity to be addressed with CDBG funds was cited, in writing, by a State or Federal Regulatory Agency, before the application deadline;
2. The citation states a violation of state or federal statutes, rules, or regulations that affect the health and/or safety of the local government's citizenry; and
3. The citation was issued to the local government and includes the following:
 - the statutory or regulatory basis for the citation,
 - a description or reference to the corrective action that the regulatory agency requires, and
 - if a specific citation form, document, or process exists by State Rule or Federal Regulation, that form, document or process must be used.

All CDBG-funded construction activities must meet the requirements of this option to claim the full 45 points.

This option shall be used for work required by a regulatory agency's inspection report that meets 1-3 above, but has not risen to the level of enforcement action described in Option A.

Health and Safety Score — Table N-5 (Continued)

Option E: A portion of the 75, 65, 35 or 45 points can be claimed if the local government documents that some activities meet the above criteria. If this option is selected, use the formula to calculate proportional points.

- e. If CDBG funds will be expended for activities that meet the criteria for more than one option, points shall be prorated for each option and then totaled together, but the total score claimed shall not exceed 50 points.

Please note that CDBG funds cannot be used to pay fines or civil penalties related to enforcement actions. Also, Health and Safety points cannot be claimed for a project that is being undertaken in lieu of fines and penalties related to enforcement actions. Health and Safety Points cannot be claimed to address the same deficiency/citation that was used to obtain funding in a previous CDBG subgrant.

If Option E was selected, complete the following equation:

Enter the cost of activities subject to A, B, C, or D		Enter the CDBG Project Cost (not including Engineering or Admin. Costs)		Enter the result (%) as a four-digit decimal		Enter the Appropriate Multiplier (75, 65, 35 or 45)		Option E Score
\$	÷	\$	=		x		=	
Check the Health and Safety Score being claimed.		<input type="checkbox"/> Option A. (75 Points) <input type="checkbox"/> Option B. (65 Points) <input type="checkbox"/> Option C. (35 Points) <input type="checkbox"/> Option D. (45 Points) <input type="checkbox"/> Option E. (Prorated) <input type="checkbox"/> N/A						

Enter the Health and Safety Score: _____
(75 Points Maximum)

Calculating the Category Summary Score	
Scores	Type of Score
	Total Activity Goal Score (from page 3)
	+ Unduplicated VLI Beneficiary Percentage Score (from page 9)
	+ Unduplicated LMI Beneficiary Percentage Score (from page 9)
	+ Cost per Unduplicated LMI Beneficiary Score (from page 9)
	+ Cost per Unduplicated LMI Household Score (from page 9)
	+ Readiness to Proceed Score (from page 10)
	+ Health and Safety Score (from page 12)
	= Category Summary Score (505 Points Maximum)

Category Summary Score: _____
(505 Points Maximum)

(Transfer this score to line 3e. in the NR column on the Application Scoring Summary page – Part 8, page 4.)

Part 7 - Neighborhood Revitalization

Instructions

Program Requirements for Neighborhood Revitalization

Neighborhood Revitalization (NR) grants assist communities with basic community development needs, including infrastructure, for low income citizens in residential neighborhoods. The following guidelines are applicable to all activities undertaken in this funding category.

- (a) The primary objective of the Neighborhood Revitalization category is to preserve and revitalize declining, primarily residential, low- and moderate-income service area neighborhoods by addressing the major infrastructure problems contributing to such decline.
- (b) Measurement of Program Impact. Specific criteria used to calculate the total 660 points for Program Impact are found in the Neighborhood Revitalization section of the application.
- (c) Service Area Requirements.
 - 1. An activity conducted in a primarily residential service area will be considered to benefit low-and moderate-income persons when at least 51 percent of the residents of that service area are low- and moderate-income persons. Such a service area must contain all households that will benefit from the activity. All activities shall meet the national objective of LMI benefit as specified in 24 CFR 570.483(b), as incorporated in Rule 73C-23.0030, F.A.C.
 - 2. Any survey of the beneficiaries of a service area must correspond to the requirements established in paragraph 73C-23.0051(9)(b)2, F.A.C.
 - 3. Sewer and water hookups shall only be provided in a service area where new or replacement sewer or water lines are being installed. Eligibility for a hookup shall be based on LMI certification of household income and sources not more than one year before the hookup is provided. If requested, LMIs shall provide verification of the household income. Hookup beneficiaries are reported by household.
 - 4. CDBG funded activities may not extend beyond the location of the last LMI beneficiary except where it is required for sound engineering, operation, or design as certified by a licensed engineer.

(d) Additional Completeness Review Items for Neighborhood Revitalization Applications.

During the completeness review period, the Department shall review applications that propose land assembly or site preparation for new housing construction for low- and moderate-income persons to determine whether documentation is provided to show:

- 1. An executed agreement between the developer and the Applicant that requires the developer to provide the applicant with a construction performance bond equal to the amount of the funding request prior to a subgrant being executed between the applicant and the Department;
- 2. Documentation of ownership or an option on the land to control the sale to or ensure use by low- and moderate-income persons; and,
- 3. Documentation that the proposed site is properly zoned.

- (f) An Applicant for a Neighborhood Revitalization subgrant, which is available in Part 7 of the Application for Funding, Form SC-60, shall meet a national objective by demonstrating that its activities will be carried out in distinct service areas characterized by the concentration of persons of low- or moderate-income.

Activities Location

All activities must take place in, or benefit, a service area that is predominately residential. If activities, or benefits, take place in a service area, or a portion of a service area that is not predominately residential, the cost of the activities in that portion of the service area shall be funded from non-CDBG funds and shall be excluded from the eligible construction costs for calculating CDBG allowable engineering fees.

A service area's boundaries must include all homes that benefit from the activity, regardless of whether any work is taking place in front of the home. If more than one activity is proposed in a service area, all activities must benefit all homes. Otherwise, additional service areas must be created for an activity that benefits only a portion of the initial service area. **Each service area must meet the 51% LMI benefit national objective.**

CDBG funds cannot be used for construction beyond the last LMI home unless such construction is required to provide benefit to an LMI home, except where it is required for sound engineering, operation, or design as certified by a licensed engineer. If a non-LMI home benefits from the activity, it must be included in the service area for scoring and national objective determination purposes even if it is located beyond the last LMI home.

Special Assessments for LMI Households

No special assessments may be charged to very low, low or moderate-income households.

Complementary Activities

Complementary activities are eligible activities required by the primary activity or project scored in the CDBG application for which grant funds are being requested. The use of CDBG funds for complementary activities shall not exceed 35 percent of the CDBG funds requested for the primary activity in NR; otherwise the complementary activity shall be treated as a primary activity and scored appropriately. For NR grants, eligible complementary activities on a housing unit are limited to rehabilitation of units to construct bathrooms where no bathrooms exist or to make plumbing repairs to meet local code prior to being hooked up to a sewer or water system funded by the NR project or another funding source.

Meeting the LMI National Objective

To complete several of the forms in this section, you will need to enter the number of low and moderate income (LMI) persons as well as the number of very low income (VLI) persons. The following definitions relate to LMI and VLI:

1. "LMI household" means a household whose annual income does not exceed 80 percent of the median income for the area as most recently determined by HUD.
2. "LMI person" means a member of LMI households.
3. A VLI household is one whose annual income does not exceed 30 percent of the median income for the area as most recently determined by

HUD. This information can be found in the HUD adjusted census data in the elements titled FAMVLOW and NFAMVLOW.

4. "VLI person" means a member of a VLI household. This information can be found in the HUD adjusted census data in the element titled PVLOW.

The NR Category Score Section requires applicants to specify project activities, outline the project budget, document VLI and LMI benefit, and identify "addressed" and "unaddressed" needs. The applicant must provide supporting documentation with the application as indicated. The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score
- Very-Low Income (VLI) Beneficiary Impact Score
- Low-to-Moderate Income (LMI) Beneficiary Impact Score
- Average Cost Per Unduplicated LMI Beneficiary Score
- Average Cost Per Unduplicated VLI Household Score
- Readiness to Proceed Score
- Health and Safety Impact Score

Provide the proposed CDBG budget by activity; determine the goal scores and the total project activity goal score.

Enter the proposed CDBG budget, excluding administrative and engineering costs, in Column C for each planned activity. Typical eligible NR activities are listed in Column A.

The Cost Standard Used to estimate costs must be available at the local government for review during the site visit. Department staff will review the standard for cost reasonableness and may request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.

CDBG Funds and Activity Goals Score (Table N-1)

1. To complete the CDBG Funds and Activity Goals Score, total Column C (CDBG Project Cost). Engineering and administrative costs are not included in the CDBG Project Cost.
2. Enter the percentage of each activity's cost relative to the CDBG Project Cost (Column D) and enter the corresponding activity goal score for each activity (Column F).
 - To determine each activity's percentage of the CDBG Project Cost, divide activity cost by the CDBG Project Cost. Enter this percentage as a four-digit decimal number (e.g., 100% = 1.000, 9.87% = .0987, and 35.12% = .3512).
 - To determine each activity's goal score, multiply the percentage entered in Column D by the goal points in Column E. This score cannot exceed 50 points.
3. Indicate the appropriate Rural Utilities Service (RUS) Table used to establish the maximum amount of basic and inspection engineering fees which can be paid with CDBG funds and enter proposed CDBG engineering fees as outlined in Column B. Please see the RUS Charts in the Appendices for information concerning these costs. Preliminary engineering may not exceed 0.5% of estimated construction cost. "Additional engineering" is limited to those services defined as such in Chapter 73C-23, F.A.C.

4. Enter the CDBG Engineering Fees in Column B; total the engineering fees provided in Column C, line 5.
5. In Column C, line 6, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for Neighborhood Revitalization cannot exceed 8% of the total CDBG funds requested.
6. Add the CDBG Project Cost (2C), the total CDBG engineering fees (5C), and the CDBG Administrative Funds (6C) to arrive at the total funds requested. This figure must equal the amount requested in the Application Profile.

Divide the administrative funds requested (6C) by the total funds requested (7C) to determine the percentage of CDBG administrative funds to be requested. This amount cannot exceed 8% of the total CDBG funds requested.

Neighborhood Revitalization Activity Notes

Activity	Activity Notes
Fire Hydrants ¹⁶	Adding fire hydrants to an existing water line.
Fire Protection ¹	Water lines for fire protection only or other fire protection facilities, such as fire stations. May include household reconnects but no new household hookups. Includes Fire Hydrants.
Flood and Drainage ²	Not part of another activity.
Hazard Mitigation Activities ³	In a service area included in a federally declared disaster.
Housing Rehabilitation – Plumbing ⁴	Plumbing work needed as part of a hookup activity to connect a home to the system.
Parks, Playgrounds ⁵	Includes open-space recreational facilities and equipment (no enclosed buildings).
Pedestrian Malls/Sidewalks ⁶	Includes accouterments.
Removal of Architectural Barriers ⁷	In a public building.
Sewage Treatment Plant	Includes accouterments.
Sewer Lines & Components ⁸	No prior central sewage treatment service to beneficiaries and hooking up LMI beneficiaries.
Sewer Line Replacement ⁹	Replacement or rehabilitation of existing lines with only reconnects, including other service components.
Sewer Hookups ¹⁰	Sewer hookups with abandonment of septic or other system.
Temporary Shelters ¹¹	Can be shelters for victims of domestic violence, transitional facilities for the homeless and itinerant farm workers, group homes for the developmentally disabled, and shelters for disaster victims.
Street Improvements ¹²	Not previously hard surfaced (i.e., asphalt, concrete, brick, etc.)
Street Improvements – Repaving ¹³	Previously hard surfaced.
Water Hookups ¹⁴	Water hookups with the disconnection of the well to the housing unit
Water Lines, New – Potable ¹⁵	New potable water lines, where potable water service to beneficiaries did not previously exist, with LMI beneficiary hookups. Includes fire hydrants.
Water Line Replacement ⁹	Replacement, including enlargement, or rehabilitation of existing lines with only reconnects, including other service components.
Water Tank/Well Treatment Plant ⁶	Includes accouterments.

Needs – Activities and Beneficiaries (Tables N-2a and N-2b)

These tables do not include engineering or administrative activities. Summarize all project Addressed Needs activities as a whole and all Unaddressed Needs activities as a whole. Do not summarize the activities by service area on these tables. This information, as well as the remainder of the application, cannot be completed until the surveys and worksheets have been completed, if applicable.

1. Column A lists scored eligible CDBG activities. Use the blank spaces for any unlisted eligible activities, **which receive 25 goal points**.
2. For Table N-2a, enter the number of “Addressed Need” activity units for all service areas in Column B. The units to be addressed that are identified in Column B will serve as the minimum number of required accomplishments for the applicant’s CDBG-funded activities. The number of units entered must adhere to unit of measure for each activity as outlined below.
3. For Table N-2b, enter the number of “Unaddressed Need” activity units for all service areas in Column B. Requests to modify the subgrant agreement to undertake additional activities will be limited to those activities identified as “Unaddressed Needs” on Table N-2b. A modification to add “Unaddressed Needs” to the subgrant agreement budget shall not be approved until all “Addressed Need” activities that will be reimbursed with CDBG funds have been procured. However, if an “Addressed Need” activity cannot be undertaken because a state or federal regulatory agency refuses to issue a required permit or the affected residents of the community decide that they do not want the activity, the Department will consider a waiver request.

If the Recipient locates non-CDBG funds that can be used to complete a subgrant activity, a modification can be submitted to use any remaining CDBG funds to fund “Unaddressed Needs” activities.

Modifications to the number of units needed to complete an activity (i.e., square feet or linear feet) based solely on final engineering is not an amendment rejection issue as long as the same scope of the activity is to be constructed (i.e., Point A to Point B, as reflected on the service area map) and the same beneficiaries are to be served.

If any inconsistencies exist between the location of needs stated in the narrative and the location reflected on the service area map, the service area map will be the determining document.

At the site visit, the Department will review documentation of the number of units needed.

4. Enter the number of VLI beneficiaries in Column C. (VLI Household Income \leq 30% Area Median Income (AMI))
5. Enter the number of LI beneficiaries in Column D. (LI Household Income = 30.01-50% AMI)
6. Enter the number of MI beneficiaries in Column E. (MI Household Income = 50.01-80% AMI)
7. Enter the total number of beneficiaries in Column F. (Total Beneficiaries = VLI + LI + MI + Over Income (\geq 80.01% AMI))

Note 1: Where VLI or LMI benefit requires water or sewer hookups, the number of beneficiaries enter in Column D and Column E based on the LMI and VLI homes to be hooked up as “addressed need.” Unless the specific homes to be hooked up have been identified, use the average number of persons per LMI or VLI home from the survey results or census to calculate VLI and LMI beneficiaries. (Hookup beneficiaries are reported by household.)

Note 2: Where VLI or LMI benefit requires water or sewer hookups, total beneficiaries shall be calculated using all homes, including those which could be hooked up, including above income homes, unless no CDBG funds are used for the water or sewer plant or lines.

Note 3: Do not use decimals for any beneficiary total. Round up or down based on the worksheet totals.

Beneficiary Verification Summary by Service Area (Table N-3)

This form requires the applicant to summarize beneficiary data by service area and identify the source of beneficiary data.

1. Enter the service area number and the methodology used to verify beneficiaries in Column A. Each service area must be numbered in the application narrative. Please use the following codes to indicate the beneficiary verification survey methodology utilized:

A = HUD-adjusted Census Data

C = Small Service Area Survey

B = Random Sample Survey

D = Prior Grant Survey

Census Data Note:

When using census data, the following fields in the HUD adjusted census data shall be used:

- 1) Number of LMI persons: FAMPMOD plus NFAMPMOD (or PMOD)
- 2) Number of VLI persons: PVLOW
- 3) Number of LMI households: FAMMOD plus NFAMMOD (or HHMOD)

Random Sample Notes:

For each random survey include, as an appendix, a description of the methodology which describes the basis of the universe, the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. The sample and alternates must be selected from a random number generator (such as random.org) and a print out of those numbers included in the Appendix.

Unless there is a logical explanation for another procedure, numbering of homes in each service area map for surveying purposes shall begin at one corner of the service area and proceed horizontally or vertically along each street and then on to an adjacent street until the opposite end of the service area is reached.

General Note:

When a service area includes both an area for which census information is available and an area for which census information is not available, it is acceptable to conduct a survey of the area for which no census information is available and combine the survey results with the census information to establish the beneficiary information for the entire service area. (Reference: HUD State CDBG Program Guide, page 3-11)

2. Enter each activity to be undertaken in the corresponding service area in Column B.

A single service area may have more than one activity to be undertaken. Please refer to the CDBG Funds and Activity Goals Score form (Table N-1) to ensure that the activities reflected accurately.

3. Enter the total number of households in each service area (the universe) in Column C. Enter this number and all other numbers relating to the service areas.
4. Enter the minimum number of responses required per HUD survey guidelines (Notice CPD-05-06 issued July 26, 2005, Suggested Survey Methodology) in Column D. The number of responses will be based on the universe size identified in Column C. If using a Small Service Area survey, enter the total number of households in the service area.
5. Enter the total number of households responding to the survey in Column E. These responses must be obtained by application deadline. Please verify that the number of responses received meets the minimum number of responses required based upon the size of the service area universe.
6. Enter the total number of VLI beneficiaries (Column F), the total number of LMI beneficiaries (Column G), and the total number of all beneficiaries (Column H). Round up the nearest whole number.
7. In Column I, enter the percentage of VLI benefit by dividing Column F by Column H. Round the percentage to two decimals.
8. In Column J, enter the percent of LMI benefit by dividing Column G by Column H. Round the percentage to two decimals.

If a random survey was conducted, include a description of the methodology in Appendix H, which describes the basis of the universe, how the sample was selected, if any alternate were the confidence interval selected, and the procedures used to contact the initial sample before surveying an alternate. **The initial sample and alternates must be selected from a random number generator website (such as random.org) and a print out of those numbers included in Appendix H.**

If only HUD census data is used, complete only Columns A, B, C, G, H and J.

Beneficiaries Score (Table N-4)

The form requires the applicant to summarize information for all service areas and calculate project beneficiary scores. Unless census data is used, the information for this section will be calculated using the Random Sample Survey worksheet which must be included as Appendix H. For scoring purposes, the beneficiaries of a jurisdiction-wide activity, including activities at a water or sewage treatment plant that serves all residents of the jurisdiction that are connected it, on which less than 5% of total CDBG funds are expended shall not be used when calculating the unduplicated beneficiary scores in this table.

1. Enter the requested information on lines 1(a) to 1(e). This section requests data for unduplicated beneficiaries. Because activity and/or service area overlapping is possible, some beneficiaries may be duplicated in one or more service areas. Make the appropriate adjustment for duplication by counting the beneficiaries and households only once. Department staff will confirm beneficiary overlap during the site visit. Be sure that the maps reflect overlaps.
2. Enter the percentage of VLI Beneficiaries served by the project and the appropriate score. (Note: less than 51% LMI benefit is a rejection issue.)
3. Enter the percentage of LMI Beneficiaries served by the project and the appropriate score.
4. Enter the average cost per unduplicated LMI beneficiary and indicate the appropriate score.
5. Enter the average cost per unduplicated LMI household and indicate the appropriate score.

Readiness to Proceed Score

Points for "Readiness to Proceed" can be claimed for Neighborhood Revitalization projects if the following are completed and submitted with the Application for Funding before 5:00 p.m. on the final day of the application cycle:

1. Biddable construction plans and specifications for all addressed needs The plans must be signed, dated and sealed by the engineer responsible for developing them;
2. Documentation that all required permit applications for infrastructure activities were submitted to the applicable agencies prior to the CDBG application deadline. If the only agency that must issue permits for the activities is the Applicant, then documentation to that effect must be included in the application If permits are required from an agency other than the local government, include a copy of the page(s) reflecting the permitting agency name and project description and third-party proof of mailing, such as certified mail receipt, to the permitting agencies; and
3. A written certification from the engineer or architect who prepared the plans and specifications to the Chief Elected Official of the Applicant. The certification must list the date that the biddable construction documents were completed, that the plans and specifications contain all of the information that a contractor would need to submit a bid, except for the wage decision, the local government's list of minority/women business enterprises, and CDBG Supplemental Conditions and state that all required permit applications for all infrastructure activities have been submitted to the applicable agencies or that no permits are required for the project except from the applying local government.

Include documentation for two and three above in Appendix G

Deficiencies with the readiness to proceed documentation can be cured after the application deadline for the purpose of getting the points. However, the local government must provide curing documentation for minor deficiencies no later than the end of the "completeness period" that verifies that the plans and specifications were completed prior to the application deadline and that all required applications for permitting were submitted to the appropriate permitting agencies prior to the application deadline.

The Department will review the plans and specifications for completeness during the application review process, but the plans and specifications cannot be accepted by the Department until the Applicant has been issued the environmental release of funds for the project.

A signed and sealed copy of the completed construction plans and specifications must be included with the application to get the points.

Health and Safety Score — Table N-5

Follow the instructions in the table to determine if the local government is entitled to claim Health and Safety points.

An administrative order, citation, consent order, FEMA report, judicial proceeding, order by a state or federal agency or a notice of violation cannot be used to claim health and safety points if it has been previously used to claim points in an application that was awarded funding.