

**Community Development Block Grant
Citizens Advisory Task Force**

AGENDA

**June 1, 2010
5:30PM**

The purpose of this meeting is as follows:

- Introductions
- Responsibilities of the CATF
- Conflict of Interest – Sunshine Law
- By- laws - Selection of Chair
- Citizens Participation Plan review
- Overview of the Grant Project
- Review Project Schedule

Community Development Block Grant - Citizens Advisory Task Force

9B-43 Proposed Rule (CDBG)

(6) "CATF" means Citizen's Advisory Task Force pursuant to Section 290.046(5), Florida Statutes. The CATF shall be comprised of citizens in the jurisdiction in which the proposed project is to be implemented.

(b) The local government shall establish a Citizens Advisory Task Force (CATF) comprised of at least three residents of the jurisdiction, none of which shall be elected officials and no more than one employee of the local government. The purpose of the CATF shall be to provide input on all phases of the project process. The local government must obtain consent from the Department of Community Affairs for any other type of citizen participation plan upon showing that its plan is better suited to secure citizen participation for that locality.

1. The Citizens Advisory Task Force shall conduct at least one public meeting to discuss the proposed application before the second public hearing notice is published.
2. The CATF shall provide recommendations to the local government for all aspects of the local CDBG program.

FL Statute Ch0290 (CDBG Admin)

(6) The local government shall establish a citizen advisory task force composed of citizens in the jurisdiction in which the proposed project is to be implemented to provide input relative to all phases of the project process.

CONFLICT OF INTEREST

As a member of the CATF it is important to disclose whether you are related to any of the applicants. Some conflicts of interest may be waived by the Florida Department of Community Affairs however, they must be disclosed prior to the grant award. Attached is the form we will provide for you once the ranking has been presented to you.

PUBLIC DISCLOSURE OF CONFLICT OF INTEREST UNDER THE CODE OF FEDERAL REGULATIONS 92.356

The federal regulations governing the administration of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) grants for local governments have strict guidelines relating to Conflict of Interest. Under the federal regulations the following persons are covered:

CFR 92.356 (c) and CFR 570.711 (c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent,

consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

Under the regulations a conflict exists as described in the following:
CFR 92.356 (b) and CFR 570.711 (b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG or HOME activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted or HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted or HOME-assisted activity, or with respect to the proceeds of the CDBG-assisted or HOME-assisted activity, or with respect to the proceeds of the CDBG-assisted activity or HOME-assisted, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

The regulations provide for an exception for employees who fall under the Conflict of Interest regulations and have applied for assistance under a program funded with CDBG or HOME funds. If the employee meets the income eligibility and all other eligibility requirements for the assistance HUD will consider the following exception:
CFR 92.356 (2) or CFR 570.611 (2) (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

**BY- LAWS
COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN'S ADVISORY TASK FORCE**

ARTICLE I

Name and Area of Service

The name of this organization shall be the Community Development Block Grant Citizen's Advisory Task Force, hereinafter referred to as the Task Force. The area to be served shall be Hernando County, Florida.

ARTICLE II

Purpose

Pursuant to 24CFR Section 570.486 and Rule 9B-43, Florida Administrative Code, the purpose of the Task force shall be to provide a process for community wide participation in the planning, development, implementation and performance evaluation activities related to the Hernando County Community Development Block Grant funds. To this end the Task Force shall:

1. Counsel and advise the Hernando County Board of County Commissioners concerning current programs through: meetings with staff; public hearings, participation in review of bids and selection of contracts; on-site visits to construction projects; monitoring of reports received from staff housing monitor.
2. Assist in the development of new programs through: meetings with citizens groups; visits to potential target areas, attendance at HUD or state Small Cities CDBG meetings for information and training.
3. Advocate for citizens by: establishing and monitoring a grievance procedure; appointing members to a Grievance committee; moderating unresolved complaints; acting as final hearing board for all complaints filed against a CDBG program; maintaining a close relationship with citizens of the target community.

ARTICLE III

Membership

1. Composition of Task Force. The membership shall be composed of citizens in the jurisdiction in which the proposed project is to be implemented to provide input relative to all phases of the project process. The membership should also be composed of a significant percentage of low-to-moderate income and/or minority representatives and previous grant recipients, to the extent possible.

2. Appointments and Terms. The membership shall be appointed to serve at the will of the Hernando County Board of County Commissioners. As required by the Hernando County Board of County Commissioners public advertisements will be conducted to solicit candidates for membership on the Task Force and submitted to the Hernando County Board of County Commissioners for approval.
3. Absences. If a member has an unexcused absence in excess of three (3) consecutive meetings, it shall be recommended that this member be replaced. Members shall attempt to provide notification that they will be absent at least twenty –four (24) hours prior to a meeting. A notation shall be made for reason of absence, read at the next regular meeting and become part of the minutes for that meeting. Rules on attendance or absence shall not apply to special meetings.
4. Vacancies. Any vacancy, which occurs on the Task force for any reason, shall be filled in the same manner and by the same body, which originally appointed a representative to that seat. The representative will serve at the will of the Hernando County Board of County Commissioners.

ARTICLE IV

Officers

Officers shall consist of Chairperson, Vice-Chairperson and Secretary, and they shall be elected by the membership of the Task Force. Officers shall serve for the period of the current grant contract. In the event the chair becomes vacant, the Vice-Chairperson shall automatically become the Chairperson for the remainder of the unexpired term. Should other offices become vacant, they shall be filled by election for the unexpired terms.

Duties of Officers

1. Chairperson. The Chairperson shall be the principal representative of the Task Force and shall in general supervise all the business and affairs of the Task Force and preside at all meetings of the Task Force. The Chairperson shall perform all duties related to the office of the Chairperson and the Task Force may prescribe such other duties as from time to time.
2. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence of that officer as well as perform such other duties as may be assigned by the Task Force.
3. Secretary. The secretary shall perform or cause to be performed, the following activities:
 - a. Record the minutes of Task Force meetings
 - b. See that all public notices are duly provided in accordance with the provisions of these by-laws and as required by State Law.

- c. Maintain the minutes of the Task Force.
- d. Keep a register of the contact information for each member of the Task Force.

The Secretary shall perform all duties incident to the office of Chairperson in the absence of both the Chairperson and the Vice-Chairperson.

ARTICLE V

Meeting Procedure and Quorum

1. Regular Meetings. Meetings shall be held on an as needed basis, at a time and place to be designated by the Task Force.
2. Special Meetings. The Chairperson or the local governing body or its representative shall call special meetings as necessary.
3. Quorum. A quorum shall consist of 51% of the membership.
4. Notice of Meetings. Notice of regular meetings shall be sent to each member not less than five (5) working days prior to the scheduled meeting. The notice shall be in writing and shall specify the time, date, location and agenda for the meeting. Public notification of such meetings will occur at least five days prior to the meeting and in compliance with Government-in-the-Sunshine-Law (See Section 286.011, Florida Statutes).
5. Minutes. Minutes shall be kept of all meetings, sent to Task Force members, and made available to members of the public. Minutes from a meeting shall be reviewed and approved at the next regularly scheduled meeting.
6. Voting. All members shall have the right to vote. Members shall abstain from voting on issues, which constitute a conflict of interest, and such abstention shall be recorded in the minutes. Approval of any motion shall be by simple majority of those voting, unless otherwise specified in these by-laws.

ARTICLE VI

General Provisions

Meetings of the Task Force or any sub-unit thereof shall be open to the public and shall operate within the Government-in-the-Sunshine-Law (See Section 286.011, Florida Statutes).

ARTICLE VII

Enactment Provision

These by-laws shall be submitted to the Hernando County Board of County Commissioners for approval. Notice shall be sent to Task Force members no less than five (5) working days prior to the meeting at which these by-laws are acted upon. These by-laws shall become effective immediately upon approval by the Hernando County Board of County Commissioners.

Revised: June 17, 2008

HERNANDO COUNTY
CITIZEN PARTICIPATION PLAN

In order to provide citizens with information concerning the Community Development Block Grant (CDBG) program, Hernando County will take the following actions:

- a. Make available to the public, in a reasonable and timely manner, information concerning the amounts of funds available for various activities and the range of activities that may be undertaken.
- b. Provide citizens with adequate notice of public hearings, which are to be held at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. If a significant number of non-English speaking residents could reasonably be expected to attend a public hearing, an interpreter will be provided for the language expected to be represented.
- c. If any party representing low to moderate income persons requests assistance for developing a proposal for the CDBG, the governing body shall determine the eligibility of the proposed activity. If such activity is eligible for funding, the party's ideas will be discussed at the First Public Hearing in the CDBG application or amendment stage. Information available from the state regarding the application process will be provided to interested parties.
- d. Hold at least one Public Hearing to obtain the views of citizens on community development needs.
- e. A citizen advisory task force shall be established (composed of citizens of the jurisdiction) to provide input relative to all phases of the project process. Residents of low and moderate income neighborhoods shall be included in this task force. The task force members will be appointed by the governing body before the Second Public Hearing on the project. Members may be reappointed as a standing committee.

The task force will meet at its discretion and will offer recommendations as it deems appropriate.

- f. Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments.

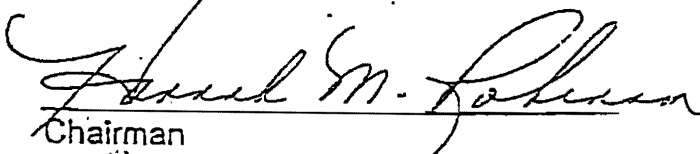
- g. Consider any comments and views expressed by citizens on the proposed application and, if appropriate, modify the proposed application.
- h. Hold at least one Public Hearing to obtain the views of citizens on the final application prior to its submission to the department.
- i. Hold at least one Public Hearing during the grant implementation process to review the program performance. This may be combined with the Public Hearing on amendments, if any such hearings are required.

The following Complaint/Grievance Procedure will be followed for the CDBG program:

- a. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives, on the basis of their belief that the CDBG program design or implementation is inappropriate or illegal based upon such factors as environmental considerations or civil rights.
- b. Complaints shall be issued in writing to the County Manager within 30 days of the perceived problem and delivered or mailed to the official address of the local government.
- c. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days.
- d. The investigation may be performed by local officials, staff, consultants, the citizen advisory task force, or others as determined appropriate by the local government.
- e. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Community Affairs.
- f. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines.

HUD: 1-800-424-8590
State: 1-800-342-8170

Adopted by the County Commission this 24th day of FEBRUARY, 1998.


Chairman

OVERVIEW OF THE NEIGHBORHOOD CATEGORY GRANT PROPOSED

Type of Grant: Neighborhood Revitalization: This grant would fund water and sewer upgrades in areas of need for public health and safety. See preliminary engineer's narrative and project map.

Amount of Grant: \$750,000.00

Beneficiaries: The grant will be able to assist an area of low and moderate income receive upgraded public water facilities and new public sewer facilities and sewer connections. (Note: LMI is defined at 80% of the median income for the MSA area). Sewer and water mains upgrades requires an income survey. After grant award, households that wish to receive a hook-up grant will have to be income certified.

Household Size	1	2	3	4	5
Income Limits	\$33,250	\$38,000	\$42,750	\$47,500	\$51,300

Use of Grant Funds: The neighborhood grant beneficiaries must reside in the unincorporated area of the County. The grant funds will be used to pay for the construction of water and sewer improvements and grants administration. The proposed target area is within South Brooksville and focuses on water and sewer needs of the areas. See preliminary engineer's narrative and project map.

Type of Assistance: Assistance is in the form of a area benefit grant to pay for one time construction of CDBG eligible water, sewer and hook-ups. Through inter-local agreement the facilities would be transferred to the City of Brooksville utilities for long term operation and maintenance.

Matching Funds: The CDBG project would be leveraged in concept with proposed impact fee waivers from the City of Brooksville.

1. Review the program and discuss.
2. Consider the beneficiary area and income survey and develop plan for obtaining income surveys for grant application.
3. Discuss the agenda of the next CATF meeting.

CDBG NEIGHBORHOOD GRANT PROCESS

Grant Writing and Surveying

Grant Application

Grant Site Visit by the State

Grant Award

Grant Agreement

Environmental Review and Release of Funds

Bid Documents

Bidding and Award of Construction

First Monitoring by the State

Notice to Proceed

Punch List Walk Through

Final Monitoring by the State

Project Complete

Grant Closeout Report

Utility Narrative

As part of the overall South Brooksville Visioning Plan Phase I project, there will be improvements associated with Water Supply and Sanitary Sewer. While a sizable portion of the South Brooksville neighborhood is served by public water and sewer lines, there are some streets lacking sewer and others that do have access to public water are served by substantially undersized mains (some as small as ¾ inch). Additionally there are areas that currently have less than acceptable fire flows. The specific improvements associated with water and sewer are further described below:

Water Supply

The water supply improvements more specifically will include installation of new potable water lines as described below:

1. Install 8" WM with service and hydrant connections along Easy St., from Newgate to MLK Blvd.
2. Install 8" WM with service and hydrant connections along St. Francis St., from Newgate to MLK Blvd.
3. Install 8" WM along MLK Blvd., between Easy St. and St. Francis St.
4. Install 8" WM with service and hydrant connections along Hazel St., from MLK Blvd. to north end of Hazel St.
5. Jacking and Boring and Directional Drilling for service and main line connections.

Sanitary Sewer

The sanitary sewer improvements more specifically will include installation of sewer lines as described below:

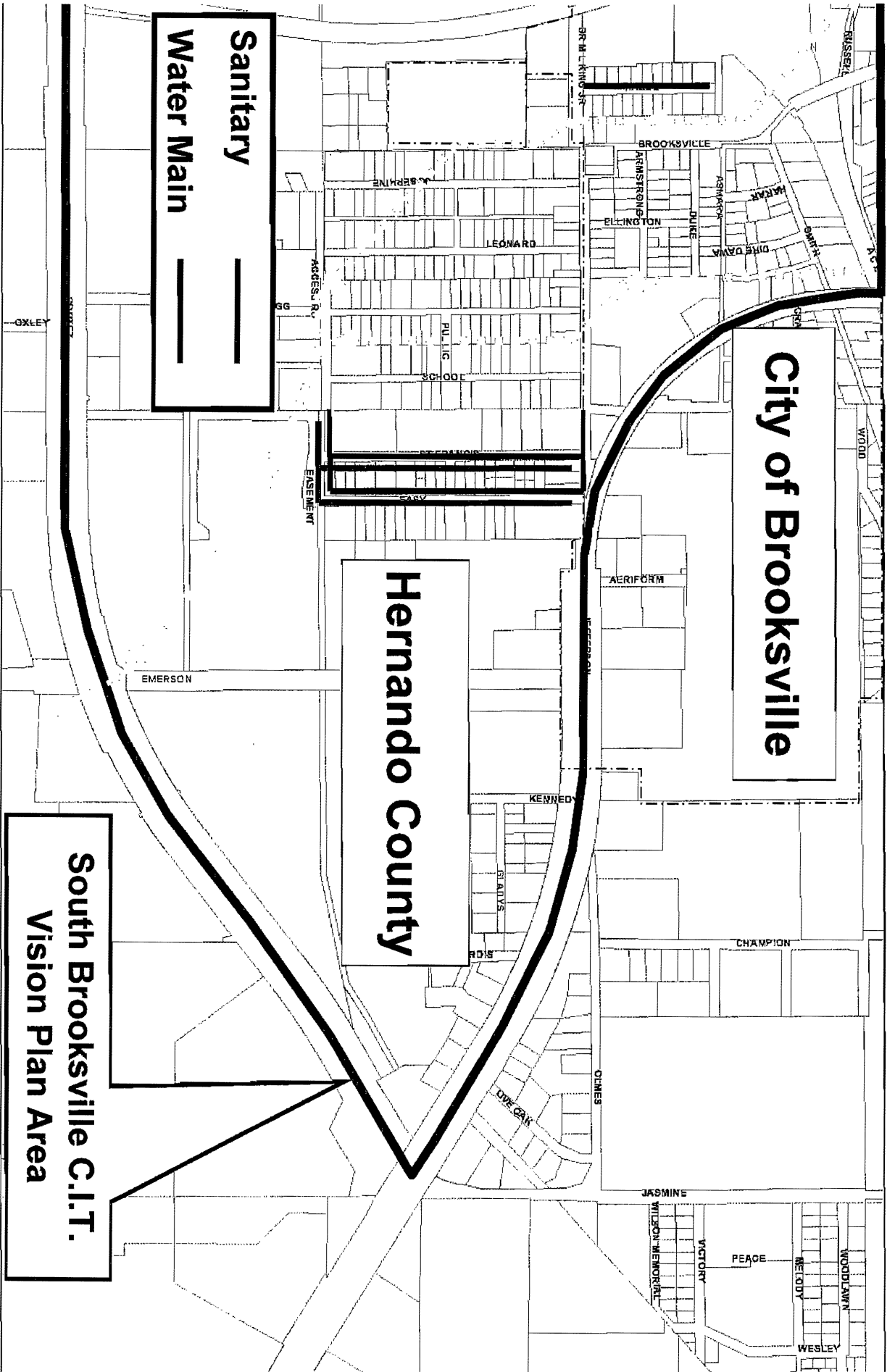
1. Install manholes, service connections, and 8" gravity sewer along Newgate, from Easy St. to lift station between St. Francis St. and School Street.
2. Install manholes, service connections and 8" gravity sewer along Easy St., from Newgate to MLK Blvd.
3. Install manholes, service connections and 8" gravity sewer along St. Francis St. to MLK Blvd

Drainage, Roadway and Other Incidental Restoration

To allow for the utility installation a number of improvements will be necessary to restore the area to its original conditions. Specifically, the drainage and roadway improvements are described below:

1. Approximately 300 LF of new pavement on Newgate St, between Easy St. and School St.
2. Pavement Restoration along Easy St., from MLK Blvd. to approximately 500 FT north of Newgate St.
3. Pavement restoration along St. Francis St., from MLK Blvd. to Newgate St.
4. Culvert, driveway, and sidewalk replacement throughout the project limits.

An engineer's estimate of cost associated with the Water, Sewer, Restoration work is \$978,760.



City of Brooksville

Hernando County

Sanitary
———
Water Main
- - - -

**South Brooksville C.I.T.
Vision Plan Area**