



## **AGENDA**

### **COMMUNITY DEVELOPMENT ADVISORY BOARD**

#### **Special Meeting No. 2019-02**

March 20, 2019 – 6:30 P.M.

City Hall Council Chambers

#### **CALL TO ORDER:**

#### **ROLL CALL:**

#### **ADOPTION OF MINUTES:**

1. Special Meeting No. 2018-06; December 19, 2018
2. Regular Meeting No. 2019-01; January 16, 2019

#### **PUBLIC COMMENTS:**

#### **NEW BUSINESS:**

1. Fiscal Year 2019-2020 CDBG Public Service Agency presentations
  - a. Aging Matters Request: \$26,000.00
  - b. South Brevard Women's Center Request: \$42,658.00
  - c. St. Joseph – St. Vincent de Paul Request: \$25,000.00
  - d. Daily Bread Request: \$44,850.00
  - e. Greater Melbourne PAL Request: \$21,172.00
2. Presentation of Staff Recommendations for awards of funding
3. Discussion and recommendations of awards of funding of FY 2019-2020 CDBG Public Services
4. CDBG Economic Development presentation and recommendation of award

#### **ADJOURNMENT:**

If an individual decides to appeal any decision made by the Community Development Advisory Board with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act and Section 90.6063(4), Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Land Development Division at (321) 733-3042 or Florida Relay System at 711.

## **CITY OF PALM BAY, FLORIDA**

### **COMMUNITY DEVELOPMENT ADVISORY BOARD Regular Meeting No. 2019-01**

The Community Development Advisory Board meeting was held on Wednesday, the 16th of January 2019, in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

These minutes are on file in the Housing and Neighborhood Development Services office located at 120 Malabar Road, SE, Palm Bay, Florida. The minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

#### **CALL TO ORDER:**

The meeting was called to order by Chairperson David Hernandez at 6:36 P.M.

#### **ROLL CALL:**

<b>CHAIRPERSON:</b>	David L. Hernandez (Residential Home Bldg.)	Present
<b>MEMBER:</b>	Amaya Vinuela (Advocate for low-income)	Absent
<b>MEMBER:</b>	Alan Borkowski (Banking)	Present
<b>MEMBER:</b>	Khalilah Maragh (P&Z Board)	Present
<b>MEMBER:</b>	Kristine Herndon (Real Estate)	Present
<b>MEMBER:</b>	Steven Henryy (Employers within the City)	Absent
<b>MEMBER:</b>	Rebecca Thibert (Resident of the City)	Present
<b>MEMBER:</b>	William O'Hara (Not-for-profit)	Present
<b>MEMBER:</b>	Vacant (For-profit provider)	-
<b>MEMBER:</b>	Vacant (Actively engaged in home bldg.)	-
<b>MEMBER:</b>	Jim Schmitt (Essential Services Personnel)	Present

#### **ALSO PRESENT:**

Nancy Jewell, Community Development Administrator; Ximena Escobar, Board Recording Secretary.

#### **PUBLIC COMMENTS:**

There were no public comments.

#### **ADOPTION OF MINUTES:**

##### **1. Special Meeting No. 2018-05; November 14, 2018**

Motion by Mr. Borkowski, seconded by Ms. Thibert, to adopt the minutes of Regular Meeting No. 2018-05. Motion carried with members voting unanimously.

**NEW BUSINESS:**

**1. Review and approval of proposed \$452,859 economic development activities application.**

Ms. Jewell drafted an application to be reviewed and approved by the Board as per last meeting's instructions to include a description that would be a formal application process for the proposed \$452,859 economic development activities.

Ms. Jewell would be looking for an action of approval from the Board to be presented to City Council on February 7<sup>th</sup>, 2019.

Every item on the application was discussed and reviewed in detail. No modifications were made. Discussion occurred in reference to attendance stipulations and scoring assessments.

The Board agreed to leave the scoring criteria details such as to include attendance requirements and training points to Ms. Jewell's discretion.

Ms. Jewell asked for action of approval from the Board to present drafted application to Council.

Motion by Mr. Borkowski, seconded by Mr. O'Hara, to approve as recorded for presentation put forward to the Board. Motion carried with members voting unanimously.

**ADJOURNMENT:**

The meeting was adjourned at approximately 7:16 p.m.

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David Hernandez, Chairperson

ATTEST:

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Ximena Escobar, Secretary

## **Aging Matters**

**Request:** \$26,000

### **Summary of Program:**

Aging Matters is the countywide agency providing Meals on Wheels and Seniors At Lunch programs for senior citizens.

### **Number of Persons/Households to be served:**

Aging Matters intends to serve 57 seniors by Meals on Wheels meal delivery at 140 meals per week and 35 meals daily at its Palm Bay meal site for an entire year.

### **Leveraging (how much additional funding is being dedicated to this project):**

Aging Matters reports that an additional \$509,204 is being provided for this program from other sources

### **HUD CDBG National Objective:**

Aging Matters meets CDBG National Objective: Creating a Suitable Living Environment

### **City of Palm Bay CDBG Consolidated Plan Priority:**

This program meets the City's Consolidated Plan Priority: Improving availability and accessibility of assistance to Palm Bay's low- and moderate-income persons/households through allocation to Public Services agencies serving these populations

### **City of Palm Bay Consolidated Plan Needs Assessment:**

This program meets the City's Consolidated Plan Needs Assessment: Public Services: Senior Services

### **City of Palm Bay Consolidated Plan Goal:**

This program addresses Goal 4 of the City's Consolidated Plan: Public Services benefitting low/moderate income persons/households

### **Staff Comments:**

Staff is confident in this agency's ability to compliantly administer/implement CDBG Public Service funding.

### **Staff Recommendation:**

Staff recommends funding of this agency in the amount of \$26,000

## **South Brevard Women's Center**

**Request:** \$42,658

### **Summary of Program:**

The South Brevard Women's Center provides transitional housing to women and children. Their program offers additional support services that include: mental health assessment/referral; routine case management; job training; educational assistance; childcare assistance; and more.

### **Number of Persons/Households to be served:**

The agency intends to serve 10 households

### **Leveraging (how much additional funding is being dedicated to this project):**

South Brevard Women's Center reports that an additional \$121,721 is being provided for this program from other sources

### **HUD CDBG National Objective:**

The agency's program meets CDBG National Objective: Decent Housing

### **City of Palm Bay CDBG Consolidated Plan Priority:**

This program meets the City's Consolidated Plan Priority: Improving availability and accessibility of affordable housing to Palm Bay's low- and moderate-income persons/households

### **City of Palm Bay Consolidated Plan Needs Assessment:**

This program meets the City's Consolidated Plan Needs Assessment: Affordable Housing

### **City of Palm Bay Consolidated Plan Goal:**

This program addresses Goal 4 of the City's Consolidated Plan: Public Services benefitting low/moderate income persons/households

### **Staff Comments:**

Staff is confident in this agency's ability to compliantly administer/implement CDBG Public Service funding.

### **Staff Recommendation:**

Staff recommends funding of this agency in the amount of \$31,548

## **St. Joseph Church – St. Vincent de Paul**

**Request:** \$25,000

### **Summary of Program:**

St. Vincent de Paul of St. Joseph Church provides assistance for low/moderate income households for delinquent rent and/or delinquent utilities in an effort to prevent homelessness.

### **Number of Persons/Households to be served:**

St. Joseph Church intends to serve 360 households with rent and/or utility assistance.

### **Leveraging (how much additional funding is being dedicated to this project):**

St. Joseph Church reports that an additional \$15,000 is being provided for this program from other sources

### **HUD CDBG National Objective:**

St. Joseph Church meets CDBG National Objective: Creating a Suitable Living Environment

### **City of Palm Bay CDBG Consolidated Plan Priority:**

This program meets the City's Consolidated Plan Priority: Improving availability and accessibility of assistance to Palm Bay's low- and moderate-income persons/households through allocation to Public Services agencies serving these populations

### **City of Palm Bay Consolidated Plan Needs Assessment:**

This program meets the City's Consolidated Plan Needs Assessment: Public Services: Affordable Housing

### **City of Palm Bay Consolidated Plan Goal:**

This program addresses Goal 4 of the City's Consolidated Plan: Public Services benefitting low/moderate income persons/households

### **Staff Comments:**

Agency did not entirely comply with the application. Of 7 narratives, agency responded to 6. Agency neglected to submit a letter that indicated the agency's ability to complete the work and understands that funding is on a reimbursement basis.

If selected for funding, staff is relatively confident in this agency's ability to compliantly administer/implement CDBG Public Service funding. With 2 Catholic churches in Palm Bay that run St. Vincent de Paul services, the churches routinely alternate their applications for Palm Bay CDBG annually. Previous funding to St. Vincent de Paul administered by Our Lady of Grace

church experienced challenges that staff believes may continue to challenge St. Joseph. Staff will provide technical assistance as needed.

**Staff Recommendation:**

Staff recommends funding of this agency in the amount of \$20,000.00

## **Daily Bread**

**Request:** \$44,850

### **Summary of Program:**

Daily Bread provides resources and assistance to 200 homeless people currently living in Palm Bay and Melbourne.

### **Number of Persons/Households to be served:**

Daily Bread intends to serve 200 persons

### **Leveraging (how much additional funding is being dedicated to this project):**

Daily Bread reports that an additional \$8,000 is being provided for this program from other sources

### **HUD CDBG National Objective:**

Daily Bread meets CDBG National Objective: Creating a Suitable Living Environment

### **City of Palm Bay CDBG Consolidated Plan Priority:**

This program meets the City's Consolidated Plan Priority: Improving availability and accessibility of assistance to Palm Bay's low- and moderate-income persons/households through allocation to Public Services agencies serving these populations

### **City of Palm Bay Consolidated Plan Needs Assessment:**

This program meets the City's Consolidated Plan Needs Assessment: Public Services: Affordable Housing

### **City of Palm Bay Consolidated Plan Goal:**

This program addresses Goal 4 of the City's Consolidated Plan: Public Services benefitting low/moderate income persons/households

### **Staff Comments:**

Agency did not provide complete responses to all required narratives requested in the application. Through careful review, the 4 ½ page agency-designed submission did not appropriately answer 2 of the 7 narratives requested in the application. Agency did not provide a letter acknowledging that it is prepared to complete the work and understands that funding is on a reimbursement basis. Agency also did not provide any evidence of previous CDBG funding (or acknowledge that it had not ever received CDBG funding in the past).



If selected for funding, staff is relatively confident in this agency's ability to compliantly administer/implement CDBG Public Service funding. Staff will provide technical assistance as needed.

**Staff Recommendation:**

Staff recommends funding of this agency in the amount of \$20,000

## **Greater Melbourne Police Athletic League**

**Request:** \$21,172

### **Summary of Program:**

Greater Melbourne PAL provides mentoring and summer camp to low-income youth.

### **Number of Persons/Households to be served:**

Greater Melbourne PAL intends to serve 36 Palm Bay youth with mentoring and summer camp scholarships.

### **Leveraging (how much additional funding is being dedicated to this project):**

Greater Melbourne PAL reports that an additional \$73,000 is being provided for this program from other sources

### **HUD CDBG National Objective:**

Greater Melbourne PAL meets CDBG National Objective: Creating a Suitable Living Environment

### **City of Palm Bay CDBG Consolidated Plan Priority:**

This program meets the City's Consolidated Plan Priority: Improving availability and accessibility of assistance to Palm Bay's low- and moderate-income persons/households through allocation to Public Services agencies serving these populations

### **City of Palm Bay Consolidated Plan Needs Assessment:**

This program meets the City's Consolidated Plan Needs Assessment: Public Services: Youth Services

### **City of Palm Bay Consolidated Plan Goal:**

This program addresses Goal 1 of the City's Consolidated Plan: Public Services benefitting youth

### **Staff Comments:**

Staff is confident in this agency's ability to compliantly administer/implement CDBG Public Service funding.

### **Staff Recommendation:**

Staff recommends funding of this agency in the amount of \$20,000