

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2024-08

Held on Wednesday, the 21st day of August 2024, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Housing and Community Development Division Office, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Chair Thibert at approximately 6:03 p.m.

ROLL CALL:

CHAIRPERSON:	Rebecca Thibert	Present
VICE-CHAIRPERSON:	Dawn Bittar	Absent
MEMBER:	Alfred Agarie	Present
MEMBER:	Vacant	
MEMBER:	Donny Felix	Present
MEMBER:	Robert Good	Absent
MEMBER:	Jamie Hirzel	Present
MEMBER:	Henry Morin	Present
MEMBER:	Shenielle Walker	Present
MEMBER:	Vacant	
BOARD ATTORNEY:	Rodney Edwards	Present

STAFF MEMBERS:

Ibis Berardi, Assistant Director of Community & Economic Development; Rodney Edwards, Deputy City Attorney; Carmen Journey, Board Secretary.

ADOPTION OF MINUTES:

1. Regular Meeting 2024-05; May 15, 2024

Motion by Vice-Chairperson Felix, seconded by Mr. Morin, to adopt the minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

NEW BUSINESS:

1. Review of State Housing Initiative Partnership Program Annual Review (SHIP AR) for Close Out Year 21-22

Ms. Berardi provided an overview of the Close Out Report for State Fiscal Year 21-22 which primarily funded rehabilitation of single-family homes. Ms. Berardi also provided an overview of the process for income eligibility. Ms. Berardi explained the report had specific formatting which was built into the reporting system by Florida Housing Finance Corporation. Ms. Berardi covered the outline of set asides, which are specific requirements for served clientele needing to be met within the SHIP Grant, achievements, and requirements needed for submission. Ms. Berardi explained a small negative carry forward was acceptable with the Close Out report, and in some cases a small forward balance of less than \$10,000 was also acceptable. Florida Housing Finance Corporation preferred no more than \$10,000 be left as a balance, because that should go towards the improvement of a unit to preserve affordable housing. Ms. Berardi advised that twenty (20) units were assisted during this close out report and noted that the City had received program income and had recaptured funds. She also provided a brief overview of extremely low income (ELI) to moderate income categories, household characteristics, activities funded with SHIP and that the timeline to submit the report was September 15th. Ms. Berardi mentioned time for citizen comments was provided during the month of August.

Ms. Thibert questioned the maximum amount for the City for rehabilitation projects. Ms. Berardi said the maximum was \$75,000. Ms. Thibert asked if \$75,000 was an adequate amount with the cost of the construction. Ms. Berardi replied that \$75,000 could be a challenge, but the City worked very well with the contractors and the City educated the homeowners on what needs would be addressed under the Code. The State wanted to see that the City built or preserved units for senior citizens allowing for the senior citizen to age out of the unit, and not need to relocate because the unit did not accommodate for the needs of tenant.

There was no discussion from the Board and no motion was needed.

2. CDBG & HOME Timeline Training

Ms. Berardi provided a summary on the training. The purpose was to ensure timeliness and delivery of services funded by Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME), and to be able to serve the citizens of Palm Bay. A timeline of expected benchmarks was described. The timeline schedule should serve as a guide to assist the Board to anticipate some of the agenda items presented throughout the year. It also served to understand the housing grant cycles, work plans, and tasks staff collaborated for CDBG and HOME.

Ms. Berardi explained that staff certainly wanted to make sure that reporting and expenditure timelines were met because it could impact the City's allocations. The State, Brevard County and the U.S. Department of Housing and Urban Development (HUD) representatives would investigate if the City had met those timelines and expenditures.

Ms. Berardi presented the CDBG and HOME timeline schedule for one (1) fiscal year program procedure. This timeline was for any internal department applying for funds with a month by month schedule that must be met by the City. The timelines described may be adjusted throughout the year, however, reporting requirements were set by the grants and were firm deadlines.

Mr. Agarie expressed concern in relation to the request for proposal funding application process. He said there was a lot of documentation to be completed and provided. He suggested that if the City would spread the money evenly with the applicants, then every agency would receive funding. Ms. Berardi replied that his idea could be addressed with City Management.

Ms. Thibert provided a general overview of the request for the proposal process which typically included the estimated amount of funding. Agencies should be aware that the funding was limited and that they met the requirements. Ms. Berardi added there were two (2) categories -- the agency would either increase the level of service by expanding the number of CDBG income for eligible citizens served or provide a new service.

Mr. Agarie suggested educating the applicants that it was based on a first come, first served basis, and the number of applicants was limited.

Ms. Thibert suggested that staff revisit the way that the advertisement was worded and stress to the agencies that funding was limited. The agencies really needed to update the applications and meet the proposal requirements. Ms. Thibert commented that in the processing of grants, it was not typically done via first come, first serve.

Ms. Berardi shared that the department offered and facilitated a mandatory technical assistance workshop individually and via Teams with the agencies. This was a good opportunity for the agencies to relay to the department what they wanted to do, what was allowed, and set the level of expectation to put in the best proposal. During the meeting, staff explained the limited funding available.

Ms. Thibert suggested a group training session for agencies to network and would be beneficial if the agencies knew what somebody else was applying for and made it a little more competitive.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Ms. Thibert commented that the SCAT bus voucher program was great.

ADJOURNMENT:

The meeting was adjourned at approximately 7:29 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Carmen Journey, BOARD SECRETARY