



Santa Rosa County

Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grants Director

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

MEMORANDUM

TO: Tony Gomillion
FROM: Sheila Fitzgerald
DATE: April 5, 2016
SUBJECT: FFY 2015 Community Development Block Grant (CDBG) application

RECOMMENDATION:

Recommend approval of interlocal agreement with Pace Water System and resolution for submission of the FFY 2015 Small Cities Community Development Block Grant (CDBG) in the amount of \$750,000.00 for neighborhood revitalization for construction of sewer lines for the Legend Creek neighborhood as recommended by the Citizens Advisory Task Force (CATF).

BACKGROUND

The Department of Economic Opportunity has announced the availability of funding for non-entitlement units of local government under the Florida Small Cities Community Development Block Grant (CDBG) Program. We do not currently have an open CDBG grant and as such, we are able to apply. Applications are due April 25, 2016.

The Citizen's Advisory Task Force (CATF) met on March 2, 2016 to discuss community needs and to discuss potential projects for consideration of CATF funds. Projects were presented for consideration by county utilities and county staff. At the conclusion of the discussion, the CATF recommended that the county apply for CDBG grant funds to install sewer lines as described in the proposal submitted by Pace Water System. In summary, the project includes construction of 11,153 linear feet of new sewer lines for the Legend Creek neighborhood in Pace, Florida including sewer hookups to qualifying households. Estimated project cost is \$1,482,860 which will be funded with \$750,000 CDBG funds and matching commitments totaling \$732,860 from Pace Water System. A portion of the match will be met with waiver of sewer tap fees for qualifying households (estimated \$4,000 per house).

The first public hearing was held on March 24, 2016 with no public comment received. Upon conclusion of the first public hearing, the recommendation of the CATF was presented to the Board and direction was provided to staff to develop a grant application for sewer lines in partnership with Pace Water System. A second public hearing has been scheduled for April 12, 2016 at 6:30 pm at Pace Water System for the public to comment on specific project details.

NEXT STEPS

An interlocal agreement and resolution is required to submit the application. Project selection is expected to occur in July and if awarded, a grant agreement will be brought to the Board for discussion.

RESOLUTION NUMBER _____

WHEREAS, the Board of County Commissioners of Santa Rosa County, Florida, is hereby making known its intention to apply to the State of Florida for Community Development Block Grant Neighborhood Revitalization assistance under the provisions as set forth in Title I of the Housing and Community Development Act of 1974, as revised; and

WHEREAS, the Board of County Commissioners desires to provide new sewer line and hookups to a low-to-moderate income neighborhood in the Pace Community, and understands that the total estimated cost associated with the construction and administrative expenses being applied for is \$750,000.00; and

WHEREAS, the legislative body of Santa Rosa County, Florida, recognizes the Chairman as the appropriate County official authorized, in his/her capacity as Chairman to act on behalf of the County in such matters and further acknowledges that his/her signature shall be binding upon Santa Rosa County in such matters; therefore

BE IT HEREBY RESOLVED by the Board of County Commissioners of Santa Rosa County, Florida,

1. That it approves the submission of the FFY 15 CDBG Neighborhood Revitalization application requesting \$750,000.00 in federal grant assistance for grant funded construction of sewer improvements; and
2. That this legislative body of the Santa Rosa County, Florida, hereby authorizes the Chairman (or in his/her absence, the Vice Chairman) to act as the appropriate County official on behalf of Santa Rosa County, Florida, in dealings with the State of Florida and to sign any and all necessary application forms requesting FFY 15 CDBG assistance; as well as, submitting any additional information required and signing any necessary contracts and/or other agreements between the State of Florida and Santa Rosa County, Florida that may result from this application.
3. That Santa Rosa County hereby authorizes the County Administrator to sign any and all documents and reports for the proposed grant not expressly required to be signed by the chief elected official.

PASSED AND ADOPTED THIS ___th day of April, 2016 by a vote of ___ yeas, and ___ nays of the Board of County Commissioners.

**BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA**

BY: _____
Lane Lynchard, Chairman

ATTEST:

Donald C. Spencer, Clerk of Courts

INTERLOCAL AGREEMENT

PROPOSED FFY 2015 CDBG NEIGHBORHOOD REVITALIZATION GRANT PROJECT

WHEREAS, Santa Rosa County and Pace Water System, Inc., on _____, 2016 are entering into an Interlocal Agreement for the purpose of clarifying responsibilities concerning Santa Rosa County’s proposed FFY 2015 CDBG Neighborhood Revitalization Grant project, which will construct sewer facilities for Pace Water System, Inc. using CDBG funds and will complement the investments already made by Pace Water System, Inc. and Santa Rosa County in promoting interlocal community development and cooperation, and support and complement state and regional comprehensive plans, but which necessitates a further clarification of each parties responsibilities, and;

WHEREAS, the proposed CDBG Neighborhood Revitalization Project involves provision of sewer facilities to predominantly low and moderate income persons in the Legend Creek Neighborhood in Pace; all of the construction work will occur within unincorporated Santa Rosa County; and the Pace Water System, Inc. has sufficient capacity to provide the necessary sewer treatment capacity and will own and maintain the sewer facilities;

NOW THEREFORE BE IT RESOLVED, that Santa Rosa County and Pace Water System, Inc. agree as follows:

1. Pace Water System, Inc. shall participate in and cooperate with the processing of the grant application, as necessary.
2. Santa Rosa County shall construct the sewer facilities in the Legend Creek Neighborhood accordance with the requirements of Pace Water System, Inc. and shall, upon completion and acceptance by Pace Water System, Inc. give those facilities within the county right-of-ways and on Pace Water System, Inc. property to Pace Water System, Inc., which shall then own and maintain all sewer facilities within the county right-of way to be constructed.
3. Santa Rosa County will administer the proposed grant and will have the ultimate responsibility to assume all obligations under the terms of the grant including assuring compliance with all applicable laws and program regulations and performance of work in accordance with the grant contract.
4. Santa Rosa County will use CDBG funds to pay the actual cost to hook up all low and moderate income residents to be served in the project. In return, Pace Water System, Inc. will waive any access or impact fees, and hookup or tap charges for low and moderate income residents.
5. The Santa Rosa County Board of Commissioners will work with Pace Water System, Inc. to procure construction contractors in conjunction with the sewer line extension in the Legend Creek Neighborhood. Grant administration will be separately procured directly by Santa Rosa County.
6. It is further agreed that any change to the project design, beneficiaries, or service area, or any need for modification of construction contracts will, by necessity of CDBG funding, require prior notification of and approval by the Santa Rosa County Board of Commissioners. Pace Water System, Inc. agrees to provide such notification in writing within sufficient time to allow for the County to file any required program amendment with the Florida Department of Economic Opportunity.
7. A representative of Pace Water System, Inc. shall attend any meetings in which selection of construction contractors is discussed and shall attend the pre-construction conference and any other required construction progress conferences.
8. The Santa Rosa County Board of Commissioners retains the right to review and approve/disapprove all payments to construction contractor(s) and to make all grant disbursements.
9. Santa Rosa County shall provide copies of all contracts, pay estimates, invoices and other relevant correspondence as it is generated to Pace Water System, Inc.
10. Pace Water System, Inc. agrees to allow accessibility of its records and files pertaining to this project for inspection by the Santa Rosa County Board of Commissioners, State Examiners Office, DEO, HUD, and other monitoring agencies.
11. As required by CDBG guidelines, the Santa Rosa County Board of Commissioners and Pace Water System, Inc. will retain all records for this project for at least six years from the date of the final accepted audit.
12. Nothing contained in this agreement shall deprive Pace Water System, Inc. or Santa Rosa County of any power for zoning, development control, or other lawful authority which it presently possesses.

SEAL

Attest: Donald C. Spencer, Clerk of Courts

Lane Lynchard, Chairman
Santa Rosa County, BOCC

SEAL

Attest:

Paul O. Hinson, President
Pace Water System, Inc.