

City of Delray Beach



Solid Waste Authority Of Palm Beach County Blighted and Distressed Property Clean-Up and Beautification Grant Application

Demolition and Clearance Program Beautification Initiative

This project will address activities related to beautification efforts to assist in the elimination of slum and blight by demolishing structures and improvements for future development; beautification, cleanup or maintenance; removal of demolition products, rubble and other debris; physical removal of environmental contaminants, treatment/clearance for related improvements for commercial/residential units pursuant to zoning requirement within the incorporated city limits of Delray Beach. Application for the funds will be required to specify proposed projects, means and methods by which the project will be accomplished and an estimate of the total cost of project. The primary goal of this request is to assist in the cleanup or beautification of distressed, blighted or otherwise impacted properties and to maintain safe, habitable and viable neighborhoods.

Prepared by:

Ferline F. Mesidort, Neighborhood Services Administrator
City of Delray Beach
Community Improvement Department
Neighborhood Services Division
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**BLIGHTED AND DISTRESSED PROPERTY
CLEAN-UP AND BEAUTIFICATION GRANT APPLICATION**

**BEFORE SEALING YOUR APPLICATION
MAKE SURE THE FOLLOWING ARE INCLUDED**

X	1. Description of the objective for the project and end state of the property at completion of the project.
X	2. Timeframe for completion of the project.
X	3. Project schedule identifying all major activities.
X	4. Identification of the project location including the Parcel Control Number that clearly documents ownership and control by the Applicant.
X	5. Photographs of the Project Area.
X	6. Plan or Map of the Project Area.
X	7. Discussion of the plan to maintain the project location upon completion.
X	8. Project Budget.
X	9. All other pertinent information for consideration.
X	10. Carefully read all Documents, and properly complete and execute the Application Form. (Failure to properly complete and sign this document may be cause for rejection of the application)
X	11. Submit one (1) original and one (1) copy of your application to the Solid Waste Authority prior to the application deadline. Applications submitted after the deadline may be rejected.

Solid Waste Authority of Palm Beach County
Blighted and Distressed Property Clean-up and Beautification Grant Application

I. General Information

1. Project Title: Blighted and Distressed Property Clean-Up and Beautification Grant Program
2. Applicant Name: City of Delray Beach (Local Municipality)
3. Contact Person: Ferline F. Mesidort
4. Telephone: (561) 243-7282 Alternate # (561) 243-7280
5. Mailing Address: 100 NW 1st Avenue Delray Beach, FL 33444
6. Email Address: mesidort@mydelraybeach.com
7. Federal Tax Identification #: 59-6000308
8. Grant Amount Requested from SWA: \$ 60,000

I certify that the above information is correct and that I am authorized to submit this application.

Signature of Applicant: _____

Name of Applicant (printed): Ferline F. Mesidort, City of Delray Beach

Title: Neighborhood Services Administrator

Date: 12/12/2016

Table of Contents

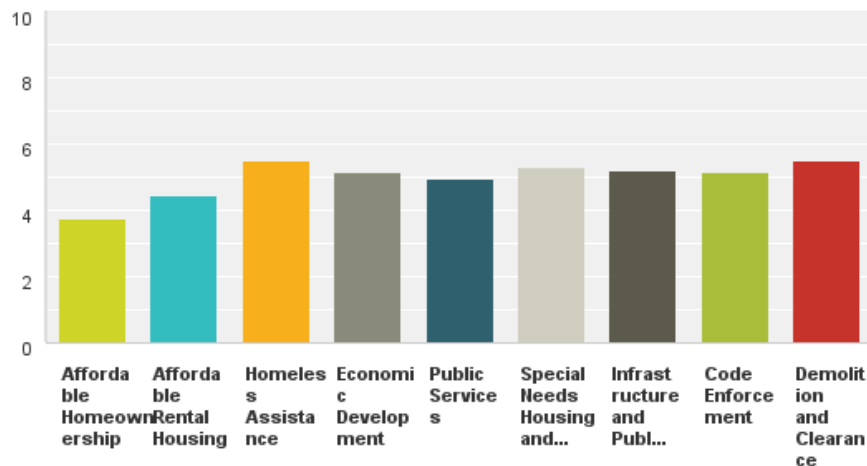
GENERAL INFORMATION	Page 5
DESCRIPTION OF PROJECT	Page 5
ESTIMATED TIMEFRAME FOR COMPLETION	Page 6
PROJECT SCHEDULE	Page 7
PROJECT LOCATION	Page 7-9
PROJECT MAINTENANCE	Page 10
PROJECT BUDGET	Page 10

I. GENERAL INFORMATION

The City of Delray Beach is a local municipality located in the Southern most region of Palm Beach County as defined in Section 1.2 of the application. The City currently administers a demolition and clearance as well as beautification (Curb Appeal Program) strategies within its Community Development Block Grant (CDBG) and Community Redevelopment Agency (CRA) boundaries using the U.S. Department of Housing and Urban Development CDBG and CRA funds. The Neighborhood Services Division administers the overall programs. Demolition and Clearance was the #1 need identified by resident survey completed last year during the City's "Needs Assessment and shown below in Table 1. The City enhance the quality of life and a visitors experience in the entertainment and business district of the Downtown area through its Clean and Safe Division program implemented in the last fiscal year. The City intends to supplement this request with the following granted dollars: Community Redevelopment Agency (CRA) funds in the amount of \$50,000 and Solid Waste Authority in the amount of \$63,200. .

II. Table 1 – AREAS OF GREATEST NEED

Please rank the following items which you feel are of greatest need for the residents of Delray Beach. 1 through 9, with 9 being the greatest need:



III. DESCRIPTION OF PROJECT

- The City of Delray Beach Demolition and Clearance Program is a beautification initiative used to assist in the demolition of blighted residential and commercial structures. The Demolition and Clearance activity includes the removal of dilapidated structures, junk vehicles, scrap materials, junk, debris and other hazard or nuisance items from the property in order to make it a safe and sanitary condition. The City intends to expand this beautification and revitalization effort to include the removal of invasive plants, trees and/or shrubs and installation of vegetation that will improve the aesthetics of the residential/commercial area identified. To enhance the Clean and Safe District, the focus will not only be on cleanliness and maintenance, but special attention will be given to ensure the condition of landscaping, including plant/tree removal, relocation and installation (if applicable). Ensuring area is well-maintained and appear to be in “new” condition versus appearing rundown.

The City maintains its efforts to demolish vacant and abandoned structures and promote public safety, stabilize property values and enhance economic development opportunities throughout the City limits. Project will include structures deemed to be unsafe via inspections and approval of owner. Projects that require

Eligible projects are:

- Properties involving demolition of buildings or beautification improvements that are part of a development project with funding commitments.
- Projects involving demolition of blighted residential structures.
- Projects involving the installation of plants, trees, landscape materials to enhance the aesthetics
- Demolition of blighted buildings in business districts, downtowns or commercial corridors.
- Landscape improvements to occupied buildings in business districts, downtowns or commercial corridors.

Ineligible projects:

- Demolition of properties listed in the National Register of Historical Places (either individually or as part of a historic district)
- Other reasons as indicated

IV. ESTIMATED TIMEFRAME FOR COMPLETION

Activities can start immediately upon grant approval. Inspections will occur on a rolling basis and utilize properties listed on the priority list. Upon award, approved

funding will be expended within a 6 to 12 month period ending twelve months from the execution of agreement. The maximum benefit of the funds will be in areas with more than 50% low to moderate income (LMI) households but not limited to. The City will follow all procurement policy and procedures of the City's Purchasing Division. The bidding process takes no more than 30 - 45 days from initial submission to advertise. All parties are to enter an agreement specifying terms and conditions. Approved grant will be paid out in no more than three (3) payment requests for work in place pending permit, necessary disconnects and inspection approval. Final payment will be paid out upon submission of Certificate of Completion.

V. PROJECT SCHEDULE

Task	Start Date	Completion Date	Entity Responsible
Identification of Properties	12/2016	3/2017	City/Neighborhood Services
Notice to Owners	1/2017	4/2017	City/Neighborhood Services
Title Search	2/2017	6/2017	City/Code Enforcement
Advertisement	3/2017	7/2017	City/NS
Bid/Award	4/2017	8/2017	City/NS
Demolition/Beautification	4/2017	1/2018	Awarded Contractor
Clearing	4/2017	1/2018	Awarded Contractor
Payment/Close-Out	5/2017	2/2018	City/Neighborhood Services

VI. PROJECT LOCATION

The City has identified two immediate properties that meet the requirements of the Blighted Property Grant program. The locations are within the incorporated City limits, to the North and South of Atlantic Avenue (City's main corridor) and East of Congress Avenue in the heart of the CDBG and CRA target area. Photograph, map and parcel control number have been provided below. Site inspections reveal that properties have deteriorated but have been made boarded up and made secure. Process comprises:

1. Identification
2. Title Search/Advertisement
3. Bid/Award

4. Demolition & Clearance and/or Beautification
5. Payment/Close-Out

Property 1 – Auburn Trace Delray Beach, FL 33444 (Vacant)

PCN # 12-43-46-2056-002-0000

Status: Pending approval to clear and beautify

Aggregate 6.0651 Acres

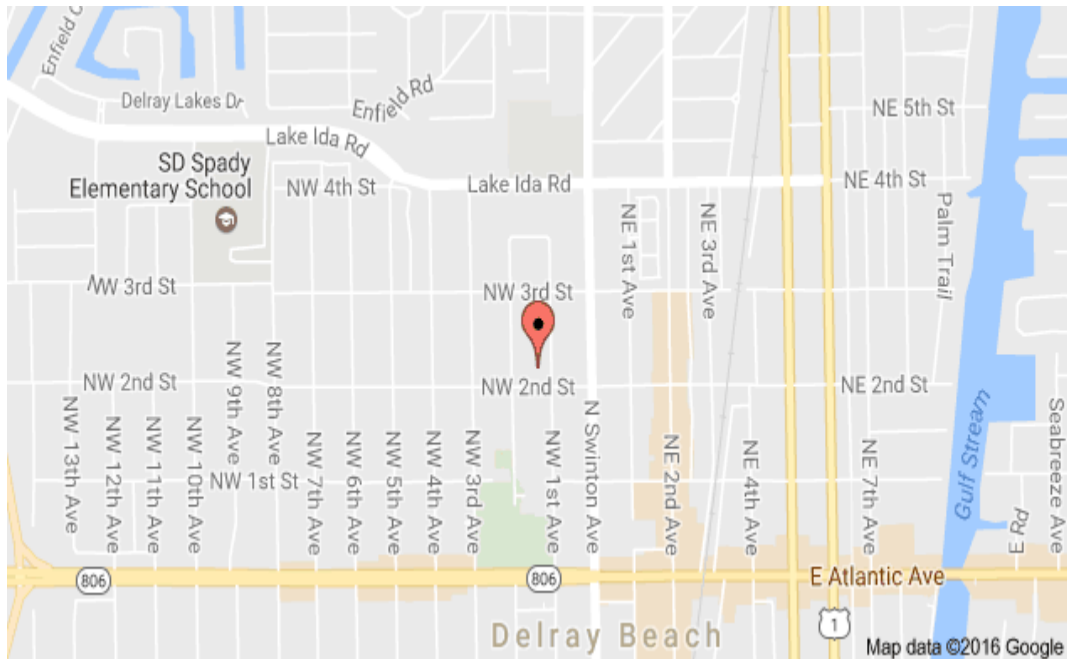


Property 2 – 200 NW 1st Avenue Delray Beach, FL 33444

PCN # 12-43-46-17-49-050-0010

Status: Pending approval to clean-up and beautify

Aggregate 6,080 Square Ft.



Properties identified by City's Demolition and Clearance Program would not be eligible under this grant application. There are a total of fourteen (14) identified parcels which if awarded this grant would maximize funding and would make dollars available for demolition of structures that do not qualify under this grant.

PROJECT MAINTENANCE

The City and/or General Contractor awarded will be responsible to remove, as needed, any dilapidated structures, junk vehicles, scrap materials, junk, debris and other hazards or nuisances from the property in order to place it in a safe and sanitary condition. Following completion of the work, the City agrees to continuously maintain the property in good condition free from articulation of junk, solid waste, and other hazards or nuisances and will insure that the property is kept in compliance with all applicable City Codes. The properties will be maintained by the City's Parks and Recreation Department. Periodic monitoring will be conducted by the Community Improvement Staff .

VII. PROJECT BUDGET

The City of Delray Beach through grant will aim to eliminate slum and blight throughout the incorporated Delray Beach neighborhoods for up to two (2) properties. Please note that the City of Delray Beach, Neighborhood Services Division was awarded a Solid Waste Authority (SWA) grant during FY15-16 in the amount of \$63,200 and a Community Redevelopment Agency (CRA) grant in FY 16-17 in the amount of \$50,000 to demolish unsafe, vacant structures within the City/CRA district in an effort to stabilize the neighborhoods and increase property values. These funds will continue to be used to supplement committed funds.

The primary goal of the initiative is to maintain safe, habitable and suitable living environments; to haul away debris and site leveling and prepare cleared site for redevelopment and to increase property values.

The Neighborhood Services Division staff has over 28 years of combined experience in housing rehabilitation/including demolition and clearance and has successfully administered local, state and federally funded affordable housing programs since 1992. Staff will perform the functions of administration, grants management, inspections, bid preparation and all oversight of demolition and clearance. General contractors selected per the City's procurement policy will perform demolition work.

The City of Delray Beach, through its Neighborhood Services Division, have identified and prioritized approved parcels deemed unsafe and unsanitary. All properties have met criteria based on the program requirements.

Initial Property Criteria for demolition will include:

- Property must be owned by the City
- Must be distressed or blighted with/without derelict or damaged structures, or with structures requiring maintenance or repairs; or
- Subject to trespass or illegal entry; or
- Subject to chronic illegal dumping or littering; or
- Otherwise eligible at the discretion of the Authority.

This grant request provides the City of Delray Beach the opportunity to enhance its funding capacity to demolish buildings/structures or preparing a site for improvement/future development purposes, which is consistent with the national objectives for clearance activities under the U.S. Department of Housing and Urban Development demolition and clearance strategy.

This request also supports clearance activities eligible under the CDBG program:

- Demolition of buildings and improvements;
- Removal of demolition products, rubble, and other debris;
- Physical removal of environmental contaminants or treatment of such contaminants to render them harmless; and
- Movement of structures to other sites.

As a component of the City's Community Development Block Grant Program and Housing Rehabilitation Programs, the City currently provides a demolition and clearance activity to remove, as needed, any dilapidated structure, junk vehicles, scrap materials, junk debris and other hazard of nuisances from the property in order to place it in a safe and sanitary condition. The City has been very successful in demolishing between one per year through this initiative with several pending approval; dependent on funding, at an average of approximately \$9,000 per unit.

By implementing the City of Delray Beach Demolition and Clearance Program, the community will immediately benefit in the following ways:

- Increase of property value impacts of nearby distressed properties;

- Decrease the negative impact that demolition of distressed properties has on neighboring real estate equity;
- Decrease the impact that demolition has on localized mortgage-foreclosure rates.
- Removal of dilapidated properties making it safer, providing increased levels of protection for residents.
- Reduce future property losses due to instability/hurricane force winds.
- Increase a parcel's resale value.

The City expects to demolish and/or make improvements to up to two (2) properties within this strategy. The neighboring areas surrounding the aforementioned properties are residential and at least 51% low to moderate income (LMI) households.

To date, in FY15/16, the City allocated \$35,000 of Community Development Block grant funds towards the demolition and clearance strategy to demolish up to three properties. Two (2) have been completed, one (1) is in the contract signing stage and three others are pending final approval from the building official. In FY16/17, the City has been allocated \$50,000 through an interlocal agreement with the CRA to demolish up to four properties in preparation for future redevelopment. Several have been identified and are in the title search phase.

Costs associated to the goal and scope of work of the project includes the Contractor providing all labor, materials, and equipment to beautify and/or demolish the site/structures listed within Sample Quote request (Exhibit "B"). The structure is to be demolished and all debris removed from the property. "Site" shall mean physical location site. "Structure" shall mean the residence, garage, shed, or building. The Contractor shall remove and haul from the property and dispose of all accumulative trash, refrigerators, stoves, etc. The site shall be completely cleaned of all construction debris. The site shall be brought to a level grade, fill shall be provided if necessary, in order to provide a smooth, aesthetically pleasing condition free of any hazards. If applicable, site shall be cleared of all debris to receive installation of new landscape improvements to increase the aesthetic appearance.

The Contractor will be responsible for obtaining Utility, Police, and Fire Department signoffs prior to issuance of permits. The Contractor also shall maintain at its sole expense, at all times during the term of Agreement (unless a different time period is otherwise stated), at least the minimum insurance coverage designated within Article 6 of attached Sample Agreement (Exhibit "C") in accordance with the terms and conditions.

The City estimates \$60,000 will be spent on the direct cost associated with the demolition of the property. \$800.00 will be spent on administrative costs relating to

advertisements and title search to include postage, paper supplies etc.

The Landscape Inspector will spend 30% of his time performing technical work in conducting eligibility process for participation in the program. This work involves performing inspection duties. The match amount for this position is approx. \$12,500. The administrator will spend about 5% performing project administration. The match amount is \$3,400.

CURRENT FINANCIALS

The City of Delray Beach Comprehensive Annual Financial Report (CAFR) is submitted to all of our grant agencies to satisfy the Single Audit OMB Circular A133 Compliance Requirement and the Florida Single Audit Act 215.97 Compliance Requirement as stipulated in each of our grant award agreements. The City of Delray will submit a formal e-mail notification that the CAFR for the Year End is available on the City of Delray Beach Official website.

PROJECT TEAM

The Neighborhood Service Division staff has successfully administered local, state and federally funded affordable housing programs since 1992. As a component of the City's Community Development Block Grant Program Housing Rehabilitation Programs, the City currently provides demolition and clearance measures to residents to remove, as needed, any dilapidated structure, junk vehicles, scrap materials, junk debris and other hazard of nuisances from the property in order to place it in a safe and sanitary condition. The City follows approved purchasing policies and procedures utilized with current programs to assure management of the initiative.

Project Manager

Ferline F. Mesidort, Neighborhood Services Administrator, will supervise and provide overall project management of program. She has over fourteen (14) years of experience working with the Division. She manages the implementation of community and economic development activities. She is responsible for the overall coordination and management of neighborhood outreach initiatives; creating partnerships and services directed at creating and sustaining quality neighborhoods. Other functions and responsibilities include:

- Serve as the primary point of contact for Local, State and Federal programs in Delray Beach.

- Oversee and collaborate in a broad range of program areas and functions requiring the application of sound management and business acumen tied to the theories, dynamics and factors underlying local economic community.
- Communicate and perform outreach and represent the City before various stakeholder, constituent, client and customer groups on programs, funding opportunities, regulations, guidelines and investment activities.
- Prepare and present reports, analysis, informational briefings and status updates to regional and headquarters regarding policies, procedures, regulations, program status, special initiatives and sudden severe economic dislocations.
- Manage application and proposal pipeline of assigned areas of responsibility.
- Managing grants ranging from \$50,000 to \$4 million for the delivery of housing and economic development
- Plan programs and prepares performance reports and budgets.
- Supervise Neighborhood Services staff of three.
- Ensure work performance compliance to applicable Federal, State, and City regulations.
- Coordinate and implement all programs and services for Neighborhood Services with diverse collaborative partnerships.
- Ensure compliance with HUD & State regulations pertaining to the Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), State Housing Initiatives Partnership (SHIP), Residential Construction Mitigation Program (RCMP), Community Redevelopment Agency grants and others.
- Serves as administrator for the City's HUD IDIS and Department of Economic Opportunity system(s); tracks and reports on all drawdown expenditures.
- Track spending of grant funds and plots out strategies to ensure timely spending of grant dollars.
- Prepare monthly, quarterly and annual reports.
- Oversees real estate activities pertaining to City's NSP properties, including purchasing properties, determining and selling surplus properties, showing properties, determining the value for real estate transactions and negotiations.
- Preparing Division requisitions/purchase orders.
- Over fourteen (14) years combined experience and knowledge of the following grants:
 - Community Development Block Grant (CDBG)
 - State Housing Initiatives Partnership (SHIP)
 - Disaster Recovery Initiatives (DRI)
 - Neighborhood Stabilization Program (NSP)
 - Residential Construction & Mitigation Program (RCMP)
 - Curb Appeal Program
 - CRA Demolition and Clearance Program

Team Members

Staff has over 28 years of combined experience in housing rehabilitation and grants management. Staff will perform the functions of administration, grants management, client intake, inspections, bid preparation and all oversight of rehabilitation. Work will be performed by general contractors currently on the City's approved vendor list.

The following staff will be responsible for implementing the program to efficiently measure performance, control cost and maintain schedules:

- *Steven Lee, Housing Rehabilitation Inspector* has been working for the City since 2002. Steve's duties include performing technical work conducting the initial property inspections, perform work write-ups, write specs, draw floor plans, and cost estimates, monitor work in progress, conduct bid openings and evaluate contractors proposals, check and complete pay request forms from contractors.
- *Theresa Gardner-Williams, Staff Assistant II*, is responsible and detailed oriented. She handles the administrative secretarial work performing general office secretarial work and participates directly in the work of individual(s) supported. Theresa prepares forms, memos, correspondence, spreadsheets, reports using normal office equipment and resources; enters and updates relevant information as needed; files, provides accurate information and assistance to employees, and applicants, as needed. Review forms, correspondence, spreadsheets, letters, and other general office documents for accuracy and completeness prior to submission.
- *Jennifer Costello, Community Improvement Coordinator*, acts as support staff, providing outreach and marketing of the program to neighborhoods and/or citizens. Jennifer has worked for the city since 1987. As the Community Improvement Coordinator, she is responsible for the development, coordination, planning and evaluation of specific neighborhood programs, managing the Neighborhood Resource Center, providing technical assistance to neighborhood leaders and volunteers in the creation, development, operation and management of neighborhood associations; serves as the City's representative to the various neighborhood and organizations; functions as a liaison between various City departments, the CRA, neighborhoods and/or citizens; addresses and identifies solutions to matters concerning residents and/or organizations. Acts as the point person central command and control facility responsible for carrying out the

principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency.

- *David Glover, Landscape Inspector*, performing inspection duties including landscape plan design.

General Contractors. Competitive bids/quotes are solicited during advertisement to find qualified general contractors. Contractors will be expected to comply with applicable equal opportunity, civil rights laws and Section 3 rules and regulations.

VIII. REFERENCES

The Neighborhood Services staff has successfully administered Local, State and Federally funded housing rehabilitation programs since 1992. As a component of the City’s Community Development Block Grant and State Housing Initiative Partnership Program(s) Housing Rehabilitation Programs, the City currently provides demolition and clearance measures to residents to remove, as needed, any dilapidated structure, junk vehicles, scrap materials, junk debris and other hazard of nuisances from the property in order to place it in a safe and sanitary condition as well as the Curb Appeal program for minor exterior property improvements that can improve the aesthetics of a dwelling and increase property value. The City will follow approved purchasing policies and procedures utilized with current programs to assure management of the initiative.

Agencies listed are for information in regards to management and implementation of programs.

Agency	Program	Contact
Delray Beach Community Redevelopment Agency (CRA)	Curb Appeal & Neighborhood Stabilization Program	Jeff Costello, (561)276-8640, costelloj@mydelraybeach.com
Florida Housing Finance Corporation (FHFC)	State Housing Initiatives Partnership (SHIP)	Robert Dearduff, (850) 488-4197 Robert.Dearduff@floridahousing.org
Palm Beach County Department of Economic Sustainability (DES)	Disaster Recovery Initiative Program (DRI)	Nancy Palilonis, (561) 233-3691, npalilonis@pbcgov.org
State of Florida, Department of Economic	Neighborhood Stabilization Program (NSP)	Jeannie Russell, (850)717-8410, Jeannie.russell@deo.myflorida.com

Opportunity (DEO)		
U.S. Department Housing and Urban Development (HUD)	Community Development Block Grant Funds (CDBG)	LaVora Bussey, (305) 536-4431, lavora.b.bussey@hud.gov

The City will be responsible for implementing the program to efficiently measure performance; control cost and maintain schedules by implementing the necessary timelines and actions:

Attachments:

1. Exhibit A - Budget Form (*Provided by Solid Waste Authority of Palm Beach County*)
2. Exhibit B - Sample Quote
3. Exhibit C - Sample Agreement
4. Permit Application Package
5. Funding Commitments
6. Target Area Maps (CDBG & CRA)