



1015 Cultural Park Blvd.
Cape Coral, FL 33990

AGENDA

CDBG CITIZEN'S ADVISORY BOARD

March 26, 2024

4:30 PM

Council Chambers

1. Call to Order

A. Recording Secretary - Stacey Pasek

2. Roll Call:

A. Bridges, Hartman, Hill, and McGrail

B. Member Introductions

C. Election of Chair and Vice Chair

3. Approval of Minutes

A. Meeting Minutes - May 22, 2023

4. Business

A. Community Development Block Grant (CDBG) Program Discussion

B. PY 24 CDBG Grant Cycle Schedule

C. Public Comment on PY 24 Community Development Needs and Priorities

5. Public Input: A maximum of 3 minutes per individual is set for input of citizens.

6. Other Business

7. Date and Time of Next Meeting

A. Tuesday, May 21, 2024 at 4:30 p.m. in Council Chambers

8. Adjourn

In accordance with the Americans with Disabilities Act and Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

If a person decides to appeal any decision made by the Board/Commission/Committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Item Number: 3.A.
Meeting Date: 3/26/2024
Item Type: Approval of Minutes

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Meeting Minutes - May 22, 2023

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
Meeting Minutes - May 22, 2023	Backup Material

**MINUTES FROM THE CITIZENS ADVISORY BOARD FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

MAY 22, 2023

COUNCIL CHAMBERS

4:30 P.M.

Chair Hartman called the meeting to order at 4:31 p.m.

ROLL CALL: Members Hartman, Hill, and Sand were present. Member Bridges was excused. Vice Chair DeFederico resigned.

ALSO PRESENT: Amy Yearsley, City Planning Manager
Millie Babic, Senior Planner
Patty L. Cummings, Council Liaison

APPROVAL OF MINUTES

Meeting Minutes – March 27, 2023

The minutes of the March 27, 2023 regular meeting of the Citizens Advisory Board for Community Development Block Grant was presented for approval.

Member Sand moved, seconded by Member Hill, to approve the March 27, 2023 meeting minutes, as presented. Voice poll: All “ayes.” Motion carried.

BUSINESS

APPROVAL OF AGENDA

Member Hill moved, seconded by Member Sand, to approve the May 22, 2023 meeting agenda, as presented.

Committee polled as follows: Hartman, Hill, and Sand voted “aye.” All “ayes.” Motion carried 3-0.

CDBG 2023-2024 Applications

Applicant Presentation

City Planning Manager Yearsley provided a brief presentation on the Board's background and objections. She presented the following slides:

- CAB – CDBG Meeting – May 22, 2023
- Allocation and Funding Determination
- Staff Historical Recommendations (two slides)

- Chart of History Allocation Amount
- CDBG Allocation Sheet

City Planning Manager Yearsley discussed the following:

- Amount recommended by CDBG would be presented for Council consideration
- CDBG Action Plan
- Public Works for sidewalks did not apply this year

Chair Hartman inquired about Staff's recommendation of the minor decrease in funding this year of \$234 for Sunrise Community ADT facility.

City Planning Manager Yearsley explained the slight decrease.

Chair Hartman stated that the Staff recommendations were close to the amounts being requested by the individual agencies.

Discussion held regarding established deadlines for funding and spending.

Jennifer Benton, CEO, Abuse Counseling and Treatment (ACT), explained the following:

- Services for Victims of Domestic Violence, Sexual Assault, and Human Trafficking in Lee, Hendry, and Glades Counties since 1978 (44 years)
- Shelter in Cape Coral continued open for COVID and Hurricane Ian
- 24 hours a day; 365 days a year
- CDBG funding important to ACT
- Funding allocated for portion of salary for one Counselor which provides case management counseling, crisis intervention, education, and a variety of other services toward assistance in finding jobs, housing, and schooling or daycare

Discussion held regarding:

- Number of Counselors - 6
- Funding to supplement the salary for 1 counselor

Julie Ferguson, Executive Director, Cape Coral Caring Center, explained the following:

- Emergency food pantry
- Help people when they are experiencing serious illness or sudden job loss
- CDBG helps pay for food purchases as well as assist individuals in need with their utility bills, such as LCEC and water bills
- CDBG funding used to pay overhead so that money coming in could be used to helping others in the community
- Goal to provide a better life and access to things needed, such as job opportunities

Discussion held regarding no damages during COVID or Hurricane Ian, remained open providing services to community.

Andy Waeger, Cape Coral Mini-Bus/Paratransit, located at the Lake Kennedy Center, provided through the Parks and Recreation Division, explained the following:

- Providing transportation services to disadvantaged Cape Coral residents
- Transportation to life-sustaining services such as medical appointments and grocery shopping within Cape Coral
- Cost per rider \$2.00 for round trip
- CDBG funding subsidizes staffing, vehicles upkeep, fuel, and maintenance
- FEMA utilized building during Hurricane Ian recovery process
- Program was put on hold during this time; building opened today
- Goal to kick-start services again and get the word out to the community

Discussion held regarding:

- Is the \$2 round trip fee still considered expensive to some individuals?
- No one has complained about the fee; inexpensive for most riders
- Compared to one bus trip which is \$1.50, this is affordable price
- Pick up arrangements from individual's homes
- Includes to and from services to medical appointments and shopping
- Phone number dedicated to Minibus Program for pick ups
- Get to locations within 5-10 minutes
- Routes in Cape Coral and only service Cape Coral residents

Keri Rams, Senior Recreation Specialist, Child Care Services, Parks and Recreation Department, explained the following:

- Provides affordable afterschool care assistance to qualifying families enrolled in the Cape Coral Parks and Recreation Tigers After School Program
- Most local schools provide free busing to the Youth Center
- Tigers Program currently at capacity with a waitlist
- CDBG funds allocated toward after school assistance tuition and program
- DCF approved program providing 140 elementary students services
- Program hours 2:00 p.m. to 6:00 p.m. Monday through Friday
- Staffed and operated by the City of Cape Coral Parks and Recreation
- Reduced rate by 50% for 30 families for the 2023-2024 school year
- Operates for 39 weeks of programming
- Other services include community services

Discussion held regarding:

- Tiger After School Program offered to 30 families
- Application process/guidelines, eligibility requirements; income-based program
- Other projects include cards for Veterans and different art projects for community
- Licensed DCF Program and monitored by Children and Family Department
- Waitlist process
- Total families of the Tiger's Club – 140; 27 on the grant; prefer to have 30 families
- Typically, at the beginning of the year about 5-10 families placed on the waitlist

Kate Major, Social Services Education Director, Community Cooperative, explained the following:

- Feeding people and nourishing life
- Primary campus located in Ft. Myers and have mobile food pantries in Cape Coral
- Assist families with electric deposits, water deposits, and past due balances
- Income guidelines for the assistance
- Proactive approach to provide resources through United Way and mobile food pantries
- Opened during and after Hurricane Ian providing MREs and water
- CDBG funding goes back into the community
- About meeting clients where they are and helping them become sustainable

Amy Turner, Executive Director, Sally J. Pimentel Deaf and Hard of Hearing Center, Inc., explained the following:

- 40 years establishment servicing 5 different Counties
- Nonprofit agency with 5 employees
- Top accomplishments past year included teaching basic sign language to Cape Coral Emergency Operations, FD, and CERT Volunteers
- Provide equal access for communications to deaf individuals
- Hired a Deaf Youth Program Coordinator
- 3 Deaf Programs at one of the Lee County Schools
- CDBG funding assists with Deaf Mentor ability to provide services weekly to deaf students in Lee County
- Provide ASL sign language classes, interpreting services, and deaf mentoring
- Lost Sign Language location in Cape Coral due to Hurricane Ian
- Actively working with United Way and looking for alternate location

Melissa Bonner, Executive Director, Dr. Piper Center for Social Services, Inc., explained the following:

- Servicing community for 48 years
- Enhance social and economic welfare of low-income seniors
- Positive impact on frail home-bound elderly and at-risk children
- Two programs funded by CDBG: Foster Grandparent Program and Senior Companion Program
- Volunteers work with the frail home-bound elderly providing companionship and transportation for grocery shopping, medical appointments, and more
- CDBG grant used for volunteers and clients living in Cape Coral
- Senior volunteers receive a modest stipend mileage reimbursement

Discussion held regarding the need for this service due to rise of gas prices.

Margaret Feldman, Sunrise Community of SWFL, explained the following:

- Founded in 1995, 501(c)(3) non-for-profit organization
- Serving people with moderate to severe developmental and physical disabilities

- Variety of locations in the State of Florida
- Provide residential services and Adult Day Training Center
- Monday – Friday program to learn social, life, communications, and educational skills
- Intent to assist individuals reach their own individualized growth
- CDBG funding would provide day programming to three adults with disabilities

Karen Rodriguez, Vice President of Family Services, Habitat for Humanity of Lee and Hendry Counties, explained the following:

- Need for affordable housing in City of Cape Coral
- Offering affordable homeownership programs, stability, and permanent housing
- HUD-approved housing counselors who help them prepare for homeownership
- Build in different areas in Lee County, Cape Coral with greatest demand
- Currently building 10 homes in City of Cape Coral; families already assigned to homes
- Program requires family to contribute a minimum of 300 hours of sweat equity, \$2,000 toward closing costs, and attend 20 hours of training workshops
- Plan to build additional 9 homes in the next 6 months due to demand
- Lender services offering zero percent interest rate mortgage; no mortgage insurance
- CDBG funding needed to continue helping more and more families

Discussion held regarding:

- Estimated cost of \$100,000 per family
- CDBG funding would go toward building 6 homes
- St. James Place home built for a disabled person; Down-syndrome supported living
- Hurricane repairs and appliances replaced
- Where do you get land for houses? Habitat owns the land and purchases lots
- Checking land inventory; looking for opportunities to buy more land
- 38 families that are home-buyer ready in Cape Coral waiting
- Currently in the pipeline overall 410 families waiting to become home-buyer ready
- Eligibility, application, and assessment process
- Household size, income, and debt criteria

Sandra Plazas, Director of Community Education, Goodwill Industries of Southwest Florida, Inc., explained the following:

- 13 years in Cape Coral
- MicroEnterprise Program helps aspiring entrepreneurs in the low to moderate income level on how to start a business, developing feasibility and business plan
- Six-week program, two nights weekly
- Income based program
- Offer three classes throughout the grant cycle
- Collaborations with local entities
- Requested \$40,000
- SWFL MicroEnterprise Project funded by CDBG since 2012 in Cape Coral
- Enrolled 426 people, 300 have graduated with feasibility plans
- Out of 420 businesses; 289 are still viable businesses in Cape Coral and Lee County

Discussion held regarding:

- 70% still conducting business in Cape Coral
- Various local businesses in Cape Coral still in business and viable
- Help businesses to work with what they have

Member Hill moved, seconded by Member Sand, to approve the Staff Recommendations, as presented.

Board polled as follows: Hartman, Hill, and Sand voted "aye." Three "ayes." Motion carried 3-0.

Public Input

No Speakers

Other Business

None

Date and Time of Next Meeting

The next Community Development Block Grant/Citizens Advisory Board meeting was to be determined.

Adjournment

There being no further business, the meeting adjourned at 5:25 p.m.

Submitted by,

Betty Castillo, CMC
Assistant City Clerk

Item Number:	4.A.
Meeting Date:	3/26/2024
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:
Community Development Block Grant (CDBG) Program Discussion

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:	
Description	Type
▢ 1. CDBG 24 25 CAB Meeting - Presentation	Backup Material



Coconut Cove Senior Apartments – Photo Credit: Department of Community Development

City of Cape Coral Community Development Block Grant Program



History of Program

- The CDBG Program is authorized by Title I of the Housing and Community Development Act of 1974.
- Funds are a block grant that can be used to address critical and unmet community needs including those for housing rehabilitation, public facilities, infrastructure, economic development, public services, and more
- Primary objective is to develop viable urban and rural communities, by expanding economic opportunities and improving the quality of life, principally for persons of low and moderate income.

History of Program

- Since 1974, it has invested \$144 Billion in communities nationwide.
- Appropriation level has varied over the 40-year program history
- Individual Community determines the need and use of funds.
- Each year approximately 95% of funds are invested in activities that primarily benefit low- and moderate-income persons
- Allocations are made based on formula to qualifying cities

Program Requirements

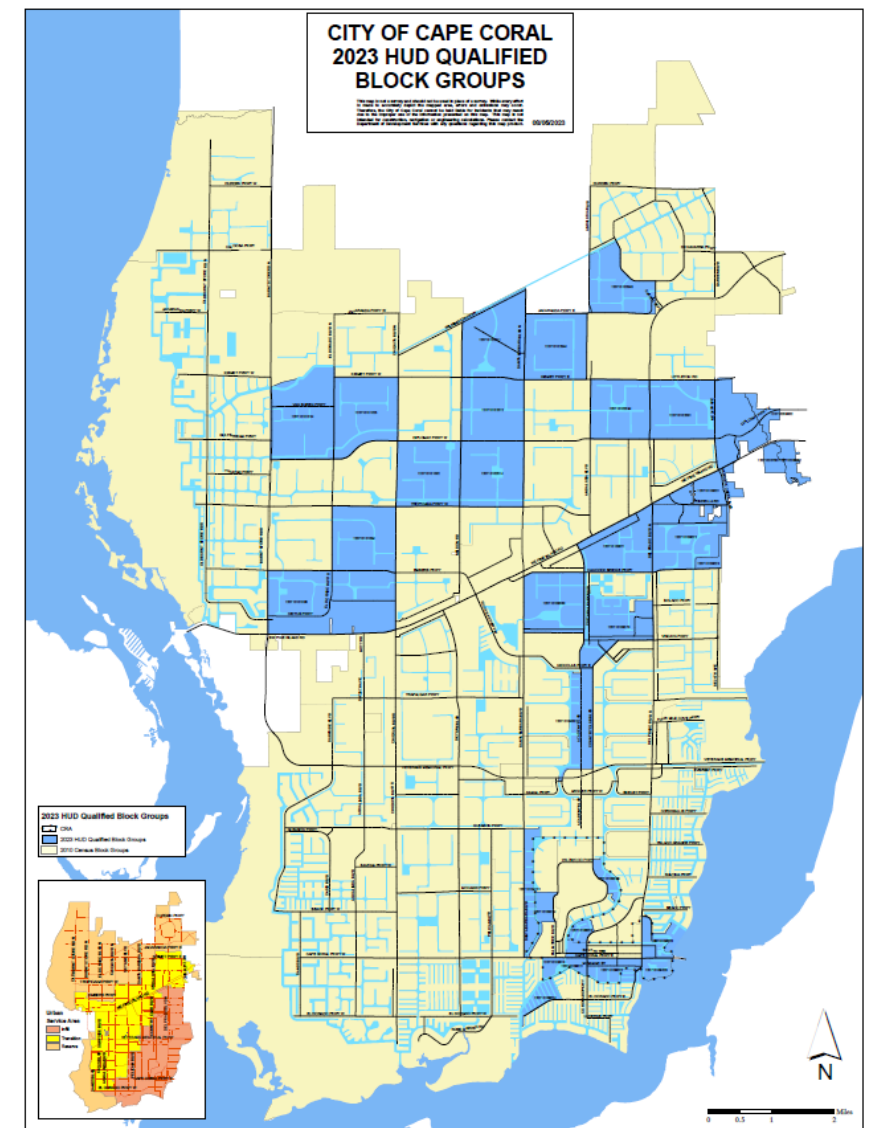
- In order to utilize CDBG funds projects must meet the following tests:
- National Objectives
 - Benefit low- and moderate-income individuals
 - Eliminate slum and blight
 - Meet an urgent need
- Comprehensive Plan Goals:
 - Provision of affordable housing
 - Creation of suitable living environment
 - Expand economic development opportunities
- Must be an eligible activity



Program Requirements

- What do you mean by Low Income?
- Household meets eligibility requirements set by federal government
- Household/project is in a low-mod income area (e.g. block group)

2023 Income Limits Adjusted to Family Size								
City of Cape Coral-Florida								
Metropolitan Statistical Area- Cape Coral-Fort Myers-FL								
Lee County, Florida								
SHIP and CDBG								
	Number of Persons in Household							
	1	2	3	4	5	6	7	8
30% of AMI	\$ 17,900	\$ 20,450	\$ 24,860	\$ 30,000	\$ 35,140	\$ 40,280	\$ 45,420	\$ 50,560
50% of AMI	\$ 29,800	\$ 34,050	\$ 38,300	\$ 42,550	\$ 46,000	\$ 49,400	\$ 52,800	\$ 56,200
80% of AMI	\$ 47,700	\$ 54,500	\$ 61,300	\$ 68,100	\$ 73,550	\$ 79,000	\$ 84,450	\$ 89,900
Median Family Income Effective May 15, 2023 \$85,900								



Eligible and Ineligible Activities

- **Eligible**

- Acquisition of real property by purchase, long-term lease, or donation
- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, sidewalks
- Clearance, demolition, and removal of buildings and improvements

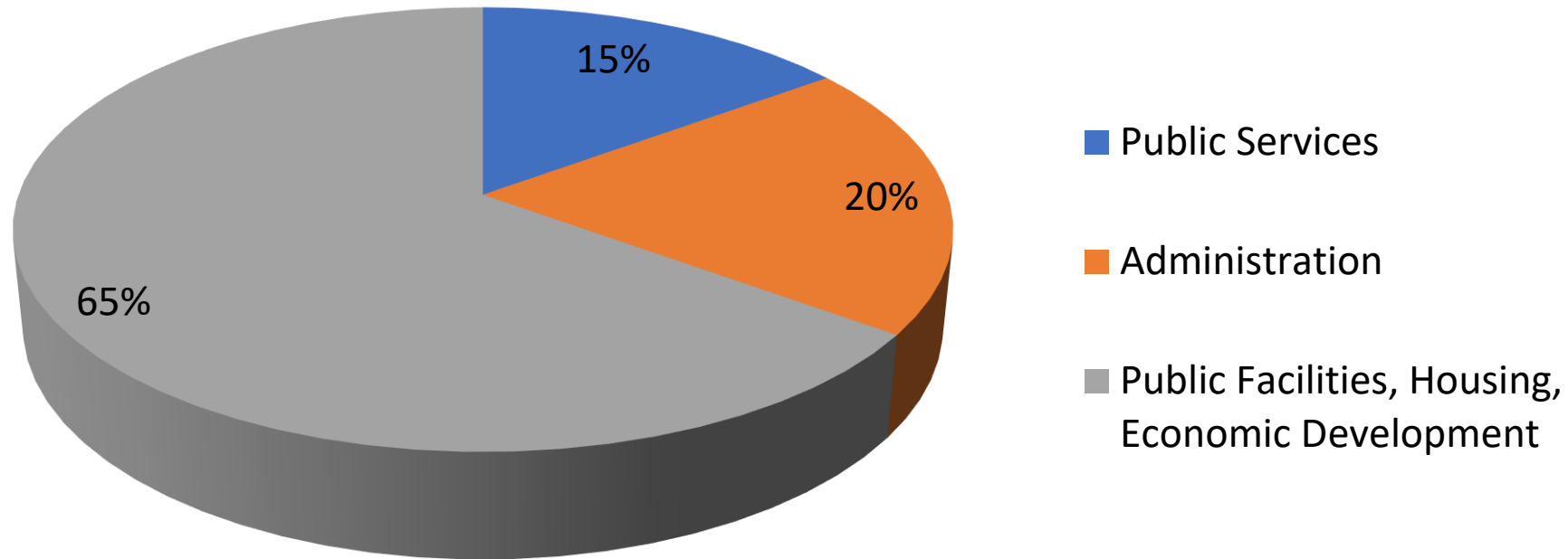
- **Ineligible**

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

Eligible and Ineligible Activities

- Provision of public services, including but not limited to those concerned with drug abuse, crime prevention, education, homebuyer down payment assistance, energy conservation and recreational needs
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings (in areas showing physical deterioration)
- Housing services, including housing counseling, loan processing, and inspections
- Direct homeownership assistance to low- or moderate-income households
- Rehabilitation

Statutory Requirements

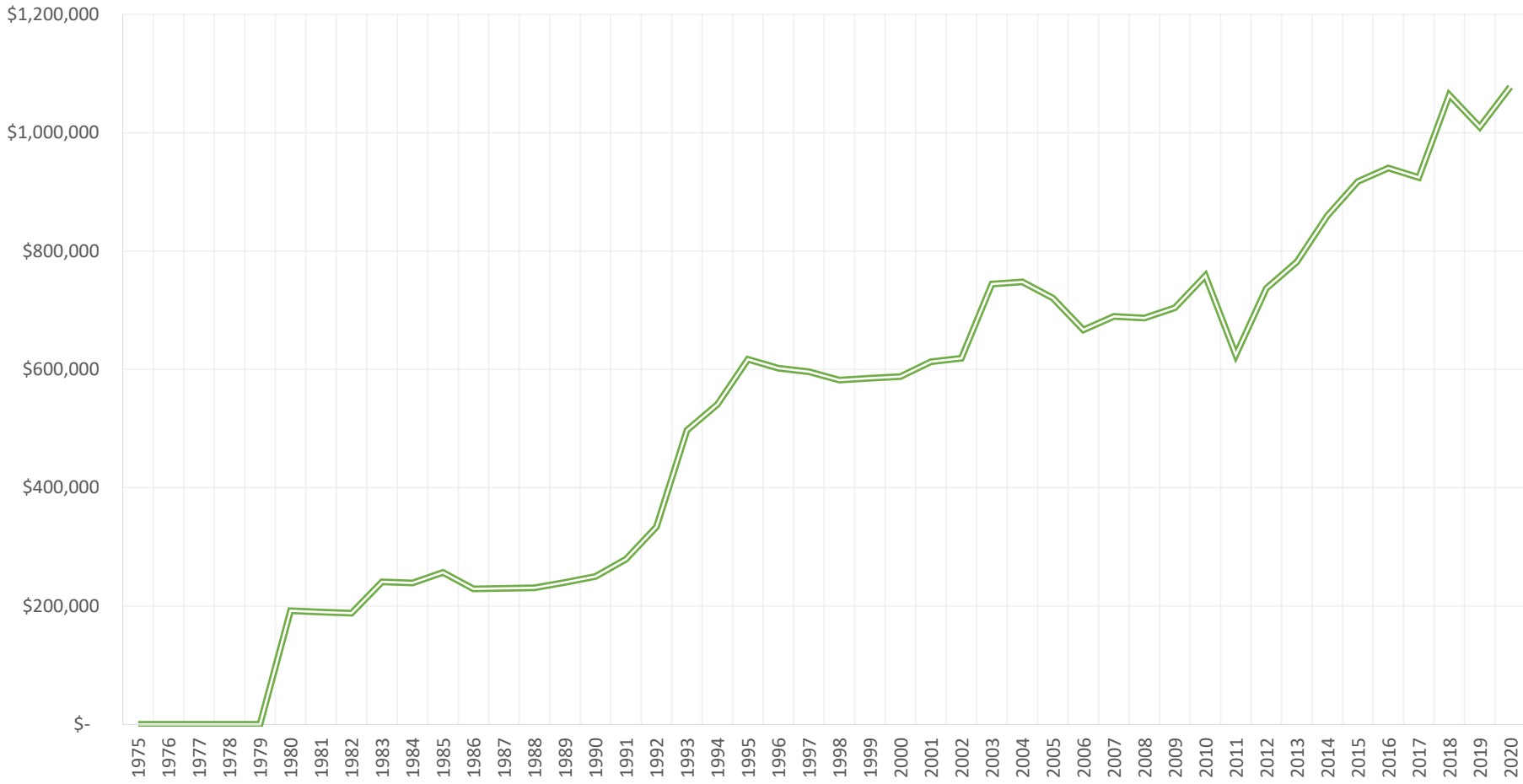


City of Cape Coral CDBG Program

- Entitlement City since 1980
- 100% of our funding benefits low- and moderate-income households
- Allocated annually through an application cycle open to City Departments and not-for-profit entities
- Staff anticipates PY 24 funding to be equal PY 23 allocation.
- 2023 allocation = \$1,048,486
 - Administration- \$209,697
 - Public Services - \$157,273
 - Housing/Other - \$681,516

Historical Funding

HISTORICAL ALLOCATION OF CDBG FUNDS



Partner Agencies



ABUSE COUNSELING & TREATMENT
a circle of support services for victims
of domestic violence & sexual assault

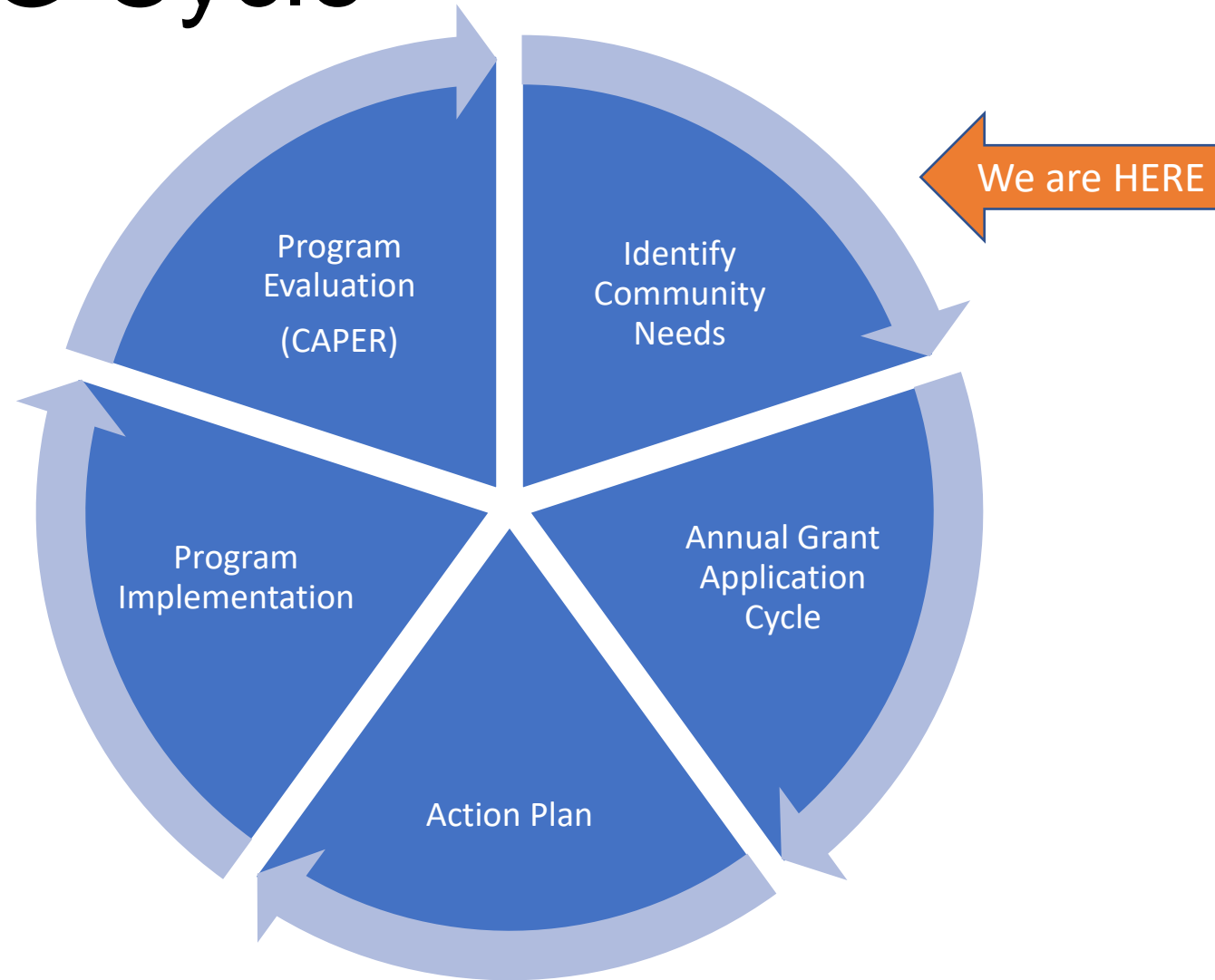
Past Projects



PY2022 Accomplishments

- 1 income qualified household was connected to City utilities
- Gap assistance was provided to 8 low income households to purchase homes
- 9,069 low/moderate income Cape Coral households were provided services through eleven (11) different programs.
- Fourteen (14) income qualified residents attended training to open new businesses.

Annual CDBG Cycle



One Year Action Plan Timeline

Date/Location	Task	Responsible Party
March 26, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	PUBLIC MEETING --Identify CDBG priorities for FY 2024-2025 Potential applicants and general public to identify community development needs in Cape Coral. <i>Opportunity for public comment</i>	Citizens Advisory Board Community Development Block Grant (CDBG) Potential applicants for funding Social Service Agencies General Public Department of Development Services Staff
March 27, 2024 10:00 AM Cape Coral City Hall Conference Room 130C 1015 Cultural Park Blvd Cape Coral, FL	Mandatory meeting of applicants requesting CDBG funds. Agencies seeking funds must have a representative at this meeting. New applicants must meet with City Staff prior to submitting applications.	Department of Development Services Staff Applicants seeking funds
April 1 – April 12, 2024 8:00 AM – 3:30 PM Cape Coral City Hall 1015 Cultural Park Blvd Development Services/Planning Division, 1 st Floor	Staff available to assist with completing applications and answer program questions.	Department of Development Services Staff
April 12, 2024 3:30 PM Deadline Cape Coral City Hall 1015 Cultural Park Blvd Development Services/Planning Division, 1 st Floor	Applications due prior to close of business as stated in applications. Applications should be submitted electronically. <i>No applications will be accepted after the posted deadline.</i>	Department of Development Services Staff
May 21, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	Public Meeting Mandatory Applicant presentations before the Citizens Advisory Board CAB Final Recommendations <i>Opportunity for public comment</i>	Citizens Advisory Board Community Development Block Grant (CDBG)
July 10th, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	Final public input to adopt resolution adopting the 2024-2025 Action Plan Final opportunity for public comment.	City Council
August 1, 2024	Submit Action Plan	Department of Development Services Staff

Thank you!

Questions and Discussion



Item Number:	4.B.
Meeting Date:	3/26/2024
Item Type:	Business

AGENDA REQUEST FORM

CITY OF CAPE CORAL



TITLE:

PY 24 CDBG Grant Cycle Schedule

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ 1. PY 24 CDBG Grant Cycle Schedule	Backup Material

NOTICE OF PUBLIC MEETINGS
CITY OF CAPE CORAL
US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT
ACTION PLAN FOR PROGRAM YEAR 2024

The City of Cape Coral is an entitlement community receiving Community Development Block Grant (CDBG) from the US Department of Housing and Urban Development. The primary purpose of the Community Development Block Grant (CDBG) program is the development of viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for persons of very low- and low-income. In order to receive these funds, the City must submit an annual Action Plan. This Plan sets 2024 funding allocations for the upcoming program year. The City anticipates receiving around \$1,000,000 for the Program Year 2024. This amount is subject to the actual federal allocation the City receives. The City of Cape Coral strongly encourages public input regarding the priorities for allocating funding.

The Citizen’s Advisory Board for CDBG will be holding a public meeting to seek public comment regarding community priorities for funding and community needs for public services, housing, public facilities and economic development. The meeting will be held on March 26, 2024, at 4:30 PM in the Council Chambers of Cape Coral City Hall located at 1015 Cultural Park Blvd, Cape Coral, FL 33990. Mandatory applicant presentations and Citizen’s Advisory Board recommendations will occur on May 21, 2024, at 4:30 PM in the Council Chambers of Cape Coral City Hall located at 1015 Cultural Park Blvd, Cape Coral, FL 33990.

Date/Location	Task	Responsible Party
March 26, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	PUBLIC MEETING --Identify CDBG priorities for FY 2024-2025 Potential applicants and general public to identify community development needs in Cape Coral. <i>Opportunity for public comment</i>	Citizens Advisory Board Community Development Block Grant (CDBG) Potential applicants for funding Social Service Agencies General Public Department of Development Services Staff
March 27, 2024 10:00 AM Cape Coral City Hall Conference Room 130C 1015 Cultural Park Blvd Cape Coral, FL	<u>Mandatory</u> meeting of applicants requesting CDBG funds. Agencies seeking funds must have a representative at this meeting. New applicants must meet with City Staff prior to submitting applications.	Department of Development Services Staff Applicants seeking funds
April 1 – April 12, 2024 8:00 AM – 3:30 PM Cape Coral City Hall 1015 Cultural Park Blvd Development Services/Planning Division, 1 st Floor	Staff available to assist with completing applications and answer program questions.	Department of Development Services Staff
April 12, 2024 3:30 PM Deadline Cape Coral City Hall 1015 Cultural Park Blvd Development Services/Planning Division, 1 st Floor	Applications due prior to close of business as stated in applications. Applications should be submitted electronically. <i>No applications will be accepted after the posted deadline.</i>	Department of Development Services Staff
May 21, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	Public Meeting <u>Mandatory</u> Applicant presentations before the Citizens Advisory Board CAB Final Recommendations <i>Opportunity for public comment</i>	Citizens Advisory Board Community Development Block Grant (CDBG)
July 10th, 2024 4:30 PM Cape Coral City Hall Council Chambers 1015 Cultural Park Blvd Cape Coral, FL	Final public input to adopt resolution adopting the 2024-2025 Action Plan Final opportunity for public comment.	City Council
August 1, 2024	Submit Action Plan	Department of Development Services Staff