



City of New Smyrna Beach

August 18, 2011

MEMBERS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ADVISORY BOARD
New Smyrna Beach, Florida

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION of the regular meeting of the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY BOARD on WEDNESDAY, August 25, 2011 at 6:00 P.M., at the Bethel Baptist Church, 1407 Enterprise Avenue, New Smyrna Beach, Florida, for consideration of the following:

ROLL CALL

NEW BUSINESS

- A. Planning for FY 2012/2013 CDBG Funding
 - 1. Percentage of funding for Capital Improvement Projects versus Public Service Projects
 - 2. Establish Calendars for Submittal Deadlines
- B. Update on On-Going CDBG Projects
- C. Establishment of Regular Meeting Dates and Times

COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

REPORTS AND COMMUNICATIONS BY THE STAFF

ADJOURNMENT

Respectfully,



Joseph Darrisaw
Chairperson

cc: Mayor and City Commissioners
City Manager
City Clerk

City Attorney
Planning Manager
Community Redevelopment Agency Director
Parks and Recreation Director
New Smyrna Beach Housing Authority Director
Members of the Press

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Community Development Block Grant 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. Such person must provide a method for recording the proceedings.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Ursula Moccia, Administrative Specialist II
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168
(386) 424-2132

1 The Community Development Block Grant (CDBG) Advisory Board held a regular
2 meeting on Wednesday, May 25, 2011 in the Babe James Community Center, 201 N
3 Myrtle Avenue, New Smyrna Beach, Florida. Gail Henrikson, Planning Manager called
4 the meeting to order at 6:00 p.m.

5
6 **ROLL CALL**

7
8 The following members answered to roll call:

9 Melvin Brown
10 Joseph Darrisaw
11 Jacquelyn Morgan
12 Gwendolyn Lee Jenkins Rainge
13 Jacqueline Wadley

14
15 Mildred White was absent.

16
17 Also present were Planning Manager Gail Henrikson, City Attorney Frank Gummey,
18 Debora Jenkins, Recording Secretary and Donna King from Volusia County Community
19 Assistance.

20
21 **ELECTION OF CHAIRPERSON**

22
23 **Ms. Rainge made the motion to elect Joseph Darrisaw as Chairperson; seconded**
24 **by Ms. Morgan. Motion passed unanimously on a roll-call vote, 5-0.**

25
26 **ELECTION OF VICE-CHAIRPERSON**

27
28 **Mr. Brown made the motion to elect Gwendolyn Rainge as Vice-Chairperson;**
29 **seconded by Ms. Morgan. Motion passed unanimously on a roll-call vote, 5-0.**

30
31 **INTRODUCTION TO SUNSHINE LAWS**

32
33 Mr. Gummey explained the Sunshine Laws to the Board. He reviewed what would be
34 considered public records. He explained that the meetings would be open to the public
35 for participation. He explained that when 2 or more committee members were together
36 at other settings, they would not be allowed to have a discussion on items that the
37 Board would cover at their meetings. Mr. Gummey explained the penalties that would
38 be incurred for such action.

39
40 Mr. Brown inquired as to if he would be able to participate at community meetings.

41
42 Mr. Gummey stated yes, except if he was were involved with another organization that
43 dealt with the same kind of projects.

44
45 Mr. Brown stated that he was president of another organization and asked if he would
46 be required to leave should a topic that is part of CDBG be discussed.

1 Mr. Gummey suggested that if that should happen, the best action to take would be to
2 remove himself from the room.

3
4 Ms. Henrikson stated that the public would be able to participate with their input at the
5 CDBG Advisory Board meetings.

6
7 OVERVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING
8 PROCESS

9
10 Donna King from Volusia County Housing Grants Administration explained the Block
11 Grants and how they would be entitled or given. She explained that the County had an
12 agreement with the City for grant funds from HUD and applications must be submitted
13 to HUD by August 16th, 2011. She stated that June 1st was the deadline for the City to
14 decide how to appropriate those funds. She explained three types of projects that the
15 funds would be issued for:

- 16 1) To benefit low/moderate income people
- 17 2) To clean up or demolish property considered blighted
- 18 3) Urgent need for safety or help

19
20 She stated that while repaving roads did not meet the criteria, the reconstruction of
21 roads did. She stated that dirt roads could be paved, sidewalks could be installed and
22 facilities could be improved with the grant funds.

23
24 She explained that the grants were issued on a reimbursement basis and the city would
25 need to have proof of payment linked to the project. She stated the city would need to
26 keep records for a minimum of 5 years after project was completed.

27
28 Mr. Gummey inquired if part of the CDBG funds could be used for the Housing
29 Authority.

30
31 Ms. King answered yes, part of the CDBG funds could be used for down payment
32 assistance as long as the income requirements were met. She stated that it would also
33 be able to be utilized for rehabilitation projects as well.

34
35 Mr. Brown asked if the Black Heritage Museum could fall under that category.

36
37 Ms. King stated that the city would have to show that it would benefit the low/moderate
38 income groups.

39
40 Ms. Henrikson asked Ms. King if she perceived any future cuts to the grant monies
41 available.

42
43 Ms. King answered that entitlement grants have come under fire recently for cuts and
44 unfortunately funds may be reduced for those programs.

45
46 Ms. King stated that a five year plan would need to be submitted to HUD with proposed
47 activities laid out. She stated a one year action plan which is more substantial, would be

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1 required to be submitted to HUD as well. She stated that the five year plan would not be
2 set in stone and could be revised. She stated that HUD looks at the one year action
3 plan more closely.

4
5 Ms. Henrikson asked if there were limitations regarding public service projects.

6
7 Ms. King answered not on facility improvements but rather funding for things such as
8 senior centers and homeless shelters would be capped at 15%.

9
10 Mr. Darrisaw inquired as to how many cities were participating.

11
12 Ms. King answered 11 cities all together.

13
14 Mr. Brown asked if the acquisition of real estate would be eligible.

15
16 Ms. King answered that would depend on what the intended use was and how it would
17 benefit the people.

18
19 Mr. Brown asked if it could be used for transitional purpose, to temporarily house people
20 displaced from their homes.

21
22 Ms. King stated yes.

23
24 Mr. Brown stated that Daytona Beach had demolished a home and replaced it with
25 gardens. He asked if this type of project could be done with the grant funds.

26
27 Ms. King stated that the work could probably be completed but under three phases. She
28 stated that it could possibly be covered under blight conditions. She stated the
29 community garden could be eligible especially if it were grown for consumption by the
30 residents. She stated that Daytona Beach possibly used other funds for their community
31 gardens. She stated all projects are required to undergo an environmental review in
32 order to proceed.

33
34 Mr. Brown asked whether the funds could be used for scholarships for youth art
35 services.

36
37 Ms. King answered she did not believe it would be able to be funded but would have to
38 check to confirm.

39
40 Mr. Brown asked about the Health and Wealth Program.

41
42 Ms. Henrikson stated that perhaps a health clinic could be set up at the Babe James
43 Community Center for health screening.

44
45 Ms. Henrikson also explained what kinds of home repairs would be eligible. She stated
46 repairs such as windows, electrical, roof repairs, handicap accessibility would be some
47 of the eligible repairs.

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1
2 Mr. Brown stated his concerns about a person having the funds to do such repairs
3 upfront.
4
5 Ms. Henrikson stated that under the reimbursement program, the City would fund up
6 front. She stated the City would then submit the income verification paperwork to the
7 County and a signed contract from the contractor that was hired to do the work.
8
9 Mr. Brown inquired as to who would be running the teen activity programs?
10
11 Ms. Henrikson answered the KC Society and that although the program was drafted
12 over a year ago, the board could amend the allocation if needed.
13
14 Mr. Darrisaw asked to review the funding of the projects for 2010/2011.
15
16 Ms. Henrikson stated that funds from last year were carried over from Pettis Park and
17 that currently there were three projects out to bid; a sign/message board, a fence
18 relocation and playground equipment update for the Babe James Community Center.
19 She stated there were three public service projects which were the Track Team, Solid
20 Rock Boxing and the KC Society.
21
22 Mr. Gummey excused himself from the meeting at 6:56 pm.
23
24 Ms. Henrikson referred to the memo on projects from the Neighborhood Community
25 Meetings. She stated there was three projects the staff was recommending;
26 reconstruction of roads, a supervisor at the parks and code enforcement/demolitions
27 but, she stated, it was now up to the CDBG Advisory Board to approve where to
28 allocate the funds.
29
30 Mr. Darrisaw stated that he was concerned about the June 1st deadline. He was
31 reluctant to decide without input from the public.
32
33 Ms. Henrikson the City needed to submit the complete application and then send an
34 approval letter. She stated the City was under a short notice due to HUD's timeframe.
35
36 Mr. Darrisaw stated that since the Board was representing the Community, he was
37 concerned about the lack of announcement at the Community Neighborhood meeting
38 with regards to the CDBG meeting being open to public. He asked that it be noted for
39 the record.
40
41 Ms. Henrikson apologized that she did not point out that fact in her announcement of
42 the meeting. She stated that she assumed that the public knew that all board meetings
43 held by the city were open to the public and that all discussions were of public record.
44 She stated that the projects needed to be determined in tonight to meet the deadline.
45 Otherwise, the City Commission would choose the projects so that the City would be
46 able to meet HUD's deadline for filing.
47

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1 The Board discussed the listed projects and each member gave input as to what the
2 funds would be best used for.

3
4 **The following projects were voted on and unanimously passed 5-0:**

5		
6	Bike Racks	\$5,000
7	Demolitions	\$30,000
8	Code Enforcement	\$20,000
9	Park Ranger	\$25,000
10	Netting/Racquetball Court	\$5,000
11	Senior Stipend **	\$20,000
12	Microsoft Software Upgrade for Computers	\$8,995
13	and printers at the Babe James Center	
14		

15 **** with the condition that there would be a need to find a qualified person or**
16 **organization to run the program.**

17
18 Mr. Darrisaw stated he would call and ask Pastor Pete at Bethel Baptist Church and
19 then call Ms. Henrikson to let her know.

20
21 ESTABLISHMENT OF REGULAR MEETING DATES AND TIMES

22
23 The board's general consensus was to move the meetings to Thursday nights at 6 p.m.
24 and to have the meetings on a monthly basis with the first meeting to be held on the
25 fourth Thursday in August (August 25, 2011).

26
27 REPORTS AND COMMUNICATIONS BY THE BOARD

28 None.

29
30 REPORTS AND COMMUNICATIONS BY THE STAFF

31 None.

32
33 ADJOURNMENT

34 With there being no further business, the meeting was adjourned at 8:00 p.m.

Interoffice Memorandum

City of New Smyrna Beach

To: CDBG Advisory Board Members

From: Gail Henrikson, AICP, Planning Manager *GPH*

Subject: **PLANNING FOR FY 2012/2013 CDBG FUNDING**

Date: August 11, 2011

BACKGROUND

Community Development Block Grant (CDBG) funds are provided to Volusia County by the U.S. Department of Housing and Urban Development (HUD). Under normal circumstances, the County would typically receive a notice from HUD in November estimating how much funding would be provided to the County in the next fiscal year. The County would then notify each City of its estimated funding for the upcoming fiscal year.

In recent years, however, the County has not received that notice from HUD until April or May. This means that the City has had to act quickly to identify projects, obtain public input and receive City Commission approval in order to submit the applications to the County in June.

A significant role of the CDBG Advisory Board will be to begin identifying projects earlier in the year and obtain public input on those projects in a timely manner. The goal is to identify projects through community input over a period of time instead of rushing through the process. Therefore, staff is requesting that the Board now begin the process of identifying projects for FY 2012/2013.

While staff does not know how much funding will be available for FY 2012/2013, it is not likely to be more than the \$113,476 the City will receive for FY 2011/2012.

DISCUSSION ITEMS

In order to assist the Board in finalizing its list of projects for FY 2012/2013, staff has prepared the following discussion items and questions:

- 1. REVIEW OF FY 2012/2013 ACTION PLAN**
The Board should begin by reviewing the proposed FY 2012/2013 Action Plan to determine whether it still addresses the needs of residents. If not, the plan should be changed. A copy of the FY 2012/2013 Action Plan is attached as **Exhibit A**.

While reviewing the FY 2012/2013 Action Plan, the Board must decide whether all of the funding should go towards construction projects (also called Capital Projects) or whether all of the funds should go towards projects that help people and organizations (Public Service Projects). The Board may also decide to put part of the money towards Capital Projects and part of the money towards Public Service Projects.

2. IDENTIFYING SPECIFIC PROJECTS

Once the Board finalizes the FY 2012/2013 Action Plan and determines what types of projects the FY 2012/2013 funds should be spent on, the next step is for the Board to determine *how* they will choose those projects. Depending upon whether the Board chooses to fund Capital Projects or Public Service Projects, this may affect how the Board recommends a project for funding.

Capital Projects:

- a. One option is for the Board to create a list of projects and then put that list out for public comment.
- b. Another option would be for the public to provide a list of desired projects to the Board. The Board would then rank the projects and recommend the top ranked projects for funding.

A list of desired but unfunded projects from a previous Westside Community Meeting (**Exhibit B**) is attached to this memo as a possible starting point for identifying projects.

Public Service Projects:

Volusia County can only use 15% of its total CDBG funds for public service projects. Therefore, these types of projects are highly competitive. If the Board wishes to use part of the City's CDBG allocation for public service projects, interested organizations should submit an application for Board review and ranking. Organizations interested in obtaining CDBG funds must be 501(c)3 organizations. A sample application used in Burlington, Vermont is attached as **Exhibit C**.

3. DEADLINES FOR SUBMITTAL OF POTENTIAL PROJECTS

After the Board determines what types of projects will be funded, and how those projects will be selected, the Board should establish a timeline for when the following events need to occur:

- a. Submittal of applications for Public Service Projects
- b. Deadline for Board to review and rank applications
- c. Establish meeting dates for discussion and ranking of Capital Projects

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In order for the City to be ready to forward applications to Volusia County by June 1, 2012, the Board will have to complete the ranking of all proposed projects and recommend a final approved project list by April 15, 2012. Staff will then need to prepare the applications for the County and forward them to the City Commission in May 2012 for final approval.

EXHIBIT A

City of New Smyrna Beach

**Fiscal Year 2012/2013
Non-Housing Community Development Priorities
5 Year Projected Activities**

The following are eligible activities that have been identified as priority needs in this community to be funded by CDBG. Projected funding available is based on fiscal year 2010/11 HUD allocation in the amount of \$136,520.

ACTIVITY 1						
Activity:	Youth and Senior Services					
Location:	Westside Neighborhood					
Cost Estimate	\$30,000					
Brief Description: 1. Funding for youth sports and arts programs. 2. Funding for health/wellness, housing repair, and other programs serving seniors.						
ACTIVITY 2						
Activity:	Employment Training					
Location:	Westside Neighborhood					
Cost Estimate	\$15,000					
Brief Description: 1. Funding for teen employment program, including a job skills training component 2. Funding for job training programs.						
ACTIVITY 3						
Activity:	Economic Development					
Location:	Westside Neighborhood					
Cost Estimate	\$35,000					
Brief Description: 1. Grants to businesses opening in or relocating to the Westside Neighborhood. Grant based on # of LMI residents employed at business.						
ACTIVITY 4						
Activity:	Acquisition of Real Property					
Location:	Westside Neighborhood					
Cost Estimate	\$41,520					
Brief Description: Purchase of vacant and/or substandard housing and/or lots						
ACTIVITY 5						
Activity:	Clearance/Demolition					
Location:	Westside Neighborhood					
Cost Estimate	\$15,000					
Brief Description: Demolition of unsafe and/or dilapidated structures. While other funding sources will be sought for this activity, it is currently included in the 5-year CDBG plan.						
FOR COUNTY USE ONLY	Activity #	1	2	3	4	5
	Matrix Code					
	Estimate					

EXHIBIT B

Work Item	Funding Status
Fence around picnic pavilion area at Pettis Park	Not funded
P.A. system for Pettis Park	Not funded
Score board for Pettis Park	Not funded
Splash park	Not funded
Swimming pool	Not funded
Grants for home repair	Not funded
New red fill for softball field	Not funded
Gutters on picnic pavilion	Not funded
Ice machine in picnic pavilion kitchen	Not funded
Hot water heater for picnic pavilion	Not funded
Two additional concrete picnic tables	Not funded
Grants for Housing Repair	Not funded

City of Burlington / CDBG 2011 Application Form

Eligibility _____ National Objective _____ NRSA _____
 (Office Use)

Project # PS19
 (Office Use)

Project Name: *Healthy City Youth Initiative: Garden-based Education for Burlington Schools*

Project Location/Address: *Burlington Schools*

Organization: *Friends of Burlington Gardens*

Mailing Address: *PO Box 4504 Burlington, VT 05406*

Contact: *Jennifer McGowan* **Title:** *Program Director* **Phone #:** *802- 861-4769*

Web Address: **Fax #:** **E-mail:**

www.burlingtongardens.org *available upon request* *Jenn@burlingtongardens.org*

I. **CDBG Funding Request:** \$6,096

II. **Project Summary:** Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

Friends of Burlington Gardens (FBG) requests a grant of \$6,096 in support of its Healthy City Youth Initiative, a hands-on, farm-to-school program designed to boost physical activity, increase healthy lifestyle choices, and teach basic cooking and gardening skills for Burlington students. CDBG funding will support the education and outreach component of the overall program that will reach many of the most vulnerable middle- and high-school Burlington youth.

III. **Description of Organization:** Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

Friends of Burlington Gardens (FBG) is a 501(c)3 organization dedicated to the continued growth and success of community supported gardening in Burlington and across Vermont. Since the organization's founding in 2001, FBG has provided technical assistance and material resources to assist more than 35 community, school, and neighborhood gardens within city limits. On the statewide level, FBG has supported an additional 165 community and school garden projects, many of which were established since 2006.

The Healthy City Youth Initiative (HC) grew from the Intervale Center's Healthy City Program, which provided more than 200 at-risk youth with summer employment and life skills training since the program launched in 2002. In November 2009, the Healthy City program and staff moved to its new organizational home with Friends of Burlington Gardens. This move has dramatically expanded Healthy City's outreach to area youth, growing from an 8-week summer program of the Intervale Center to a 26-week farm to school program impacting the entire Burlington School District.

IV. **Project Description:**

a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

EXHIBIT C (CONT'D)

Specific Service / Activity:	CDBG will pay for:	Unduplicated Total # of Households / Persons to be Served in this Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	Outcome(s) to be Achieved:
Burlington High School (BHS) Teaching Garden	Staffing for 24 class sessions including cooking lessons and gardening instruction	35 incoming high school students	35	100% of students will demonstrate increased understanding of gardening, cooking, and nutrition concepts
Field Trips	Staffing and supplies for 5 field trips to the HC Youth Farm	125	125	A minimum of 5 field trips offered to Burlington School District elementary school classrooms
Healthy City Summer Program at Hunt Middle School (HMS)	Staff Salary	15	15	100% of students exhibit demonstrative change in the following categories: job skills, social competency, and financial awareness
After-school/Drop-in Programs	Staff Salary	50	50	After-school programs in partnership with New North End Youth Center and HMS

b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
BHS Teaching Garden	Program Director	Teach workshops, supervise students and interns	Average of 2 class sessions /week for 26 weeks	100%
Field Trips	Program Director	Coordinate trips and activities that link to school curriculum	20 hours total	100%
Healthy City Summer Program at HMS	Program Director	Recruit, hire, and supervise students, develop and implement curriculum, coordinate speakers and workshops	Varies seasonally, 10/wk on average	30%
Drop-in and Summer Programs	Program Director	Teach workshops and cooking lessons	1/wk for average for 26 weeks	100%

The Healthy City Youth Initiative is a hands-on, farm-to-school program designed to boost physical activity, increase healthy lifestyle choices, and teach basic cooking and gardening skills to Burlington students. The heart of the program — a half-acre production garden located on the grounds of Hunt Middle School — provides 26 weeks of service-learning programming for 380 students. During the 6-week HC Summer Program, incoming high school students cultivate the Youth Farm at Hunt and the production gardens at Burlington High School (BHS). Through Healthy City's partnership in the Burlington School Food Project, fresh vegetables from school gardens and area farms are integrated into cafeteria salad bars and soups, harvest dinners, senior meals, and school-wide taste tests.

V. **Beneficiary Information**

a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at http://www.cedoburlington.org/cdbg/income_limits.htm.

EXHIBIT C (CONT'D)

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
BHS Teaching Garden	35	55% 45%			
Field Trips	125	20% 25%		35%	20%
HC Summer Program at HMS	15	45% 55%			
After-school/Drop-in Programs	50	40% 55%		5%	

b. Please provide a single unduplicated total beneficiary count below:

Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
	71 83		46	25

c. How will/do you document beneficiary income levels?

Students in the BHS Summer Transitions Program and the HC Summer Program are employed through the Department of Employment and Training with funding from the Workforce Investment Act. The Workforce Investment Act uses the higher of either the "Poverty Guidelines" issued by the Health and Human Services or the "Lower Living Standard Income Level" issued by the Department of Labor in determining program eligibility. Income eligibility for students in after-school, drop-in, and field trip programs is determined by the number of individuals who qualify for free or reduced priced lunch and is provided by the Burlington School District.

VI. *Problem Statement*

a. What particular problem or need will this project address?

Despite a strong local economy, one-fifth of Burlington households with children under the age of 18 do not have enough food to meet basic needs at all times due to lack of financial resources. Furthermore, 10 percent of youth in Burlington are estimated to be "at risk"—that is, engaged in behaviors that jeopardize their futures.

A longitudinal study over 20 years from the John Hopkins's National Center for Summer Learning showed that summer learning experiences for children and youth are critical to their academics. Lacking an active learning environment throughout the year, students experience high learning loss and quickly fall behind in school. This learning loss is most pronounced in low and moderate income families. The Healthy City Youth Initiative engages Burlington youth in developing a wide range of job and life skills while addressing the need for fresh, healthful produce and reducing learning loss over summer months.

b. How was this need identified?

The City of Burlington and many additional organizations clearly demonstrate the need for programs such as the Healthy City Youth Initiative. The Burlington School District's "Vision for the 21st Century" highlights the importance of community partnerships and hands-on, real-life projects for young people that strengthen collaboration and real-world skills. The Champlain Initiative envisions a healthy regional economy that benefits all and specifically highlights the need for programs that build assets in our youth to reduce their participation in risky behaviors and prepare them for decent jobs. In addition, the Burlington Legacy Project identified the need for a stronger local economy through promotion of small businesses; increased access to healthy food; more

diverse work and recreational opportunities for young people; and the creation of stronger connections between youth and the community.

c. Why is this a funding priority for Burlington?

By integrating food education and hands-on gardening into schools, the Healthy City Youth Initiative enables teachers, students, and food service staff to learn about critical community issues including the importance of physically active lifestyles, the value of being connected to the natural world, and the overall importance of shared activities where everyone has a sense of belonging.

VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?

Through the Healthy City Youth Initiative, students across all grade levels are actively engaged through school gardens, field trips, summer employment at the Healthy City Youth Farm, and food, farming, and nutrition activities. Students demonstrate improved self-esteem, learn a positive work ethic, and develop communication skills and personal responsibility. They will cultivate a stronger connection to the natural environment and a better understanding of healthy food and nutrition. This is particularly important given that rising costs of fresh fruits and vegetables continue to exceed the household means for many local families. With the right skills and knowledge, gardening can also be an effective and healthy way to improve diet and exercise.

a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)

While serving the children of the Burlington School District, the HCYI specifically targets at-risk, underserved and low-income youth, many of whom are on Individual Education Plans within Burlington schools. Social workers and guidance counselors at Hunt and Edmunds Middle Schools identify students for the Healthy City and BHS Summer Programs as most at-risk of failing or dropping out of high school.

VIII. Equal Opportunity/Accessibility: How do you make sure your programs are accessible to all and culturally appropriate? What equal opportunity efforts do you make in hiring and, if applicable, Board recruitment?

Friends of Burlington Gardens is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, national origin, sexual orientation, religion, age, or disability in employment, volunteer and board member recruitment, or the provision of services. FBG is committed to diversity among its staff, board, and volunteers.

The Healthy City Youth Initiative ensures cultural inclusiveness and the recruitment of diverse participants through collaboration with community institutions and the Burlington School District. Participating teens are selected through an individualized process involving guidance counselors, social workers, and the Vermont Department of Labor.

IX. Impact and Evaluation:

a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?

Friends of Burlington Gardens will evaluate the success of the Healthy City Program based on the completion of program goals and objectives. Staff will track the number of pounds harvested and distributed to students, families, and the Burlington Schools Food Service, as well as the number of hours worked and tasks accomplished. FBG will track the number of students involved in programs throughout the seasons. Student preferences and responses will be recorded during garden-based activities, cooking classes, and cafeteria taste tests during the school year.

Students who participate in the HC Summer Program must first complete a thorough enrollment process involving parents, FBG staff, the Department of Labor, and school social workers or guidance counselors. The team works with each student to create an individual service strategy with goals and objectives related to academic and interpersonal skills. Throughout the season, progress on these goals and objectives is assessed weekly through one-on-one sessions with FBG staff and students. Teachers assess grade level standing before and after the program to track academic improvement. To create strong linkages between academic and occupational learning, students receive follow up services from the Department of Labor for a minimum of one year to help students reach their personal goals.

b. If this is an existing project:

1. What were your projected accomplishments for your most recent completed funding period or fiscal year?

2010 Goals:

- establish a new Healthy City Youth Farm at Hunt Middle School, providing summer employment for 15 at-risk students
- coordinate the Burlington High School Teaching Garden in partnership with the Summer Transitions Program, supporting 35 of the highest risk incoming 9th graders.
- Complete two field trips for Burlington School District Elementary classes, 40 students in total
- offer after-school and drop-in programming for 50 students through the New North End Youth Center

2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.

Fifteen at-risk Burlington middle school students joined the 6-week Healthy City Youth Farm Summer Program, and 12 completed the intensive program. The students garnered invaluable experience planting, tending, and harvesting organic vegetables at Hunt and at nearby school gardens and farms, learning job and life skills from daily guidance, workshops and discussions. Students also spent two hours a day studying Math and English with accredited Burlington teachers, and received two academic credits for freshman year.

Every student (35) in the Summer Transitions students participated in the 1,000 square foot BHS Teaching Garden, as well as field trips to area farms with FBG staff. Students also assisted in food preparation for summer meals in the main school kitchen, and enjoyed cooking classes making simple items such as fresh salsa and garden-fresh frittatas.

Approximately 40 students from Champlain and Flynn Elementary schools enjoyed field trips to area farms where they harvested for school meals and future classroom activities. More than 50 New North End Youth Center students benefited from fall after-school garden clubs, taste tests, and projects at the neighboring Youth Farm.

X. *Community Participation & Partners*

a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?

Youth participants are instrumental in program development. FBG staff meet with youth regularly throughout the school year and daily with all participating youth during the summer program. Evaluation techniques include group discussions, journaling, and small group check-ins. Collaborating agencies and public school guidance counselors help guide the program by identifying factors that are critical to the community.

b. What other agencies or sectors (i.e., government, private) do you work with on this project/program?

The Burlington School District is an essential partner with the Healthy City Youth Initiative, providing land and water for gardens, access to classrooms and kitchens, and in-kind support.

FBG is also a key partner in the Burlington School Food Project, a partnership of five organizations working to increase whole, fresh, and local foods in school meals and to educate students and their families about food, farming and nutrition. In the 2009-2010 school year, Burlington Schools Food Service purchased over \$40,000 of local product direct from 30 Vermont farms. This increase is attributable to the addition of salad bars at all nine district schools and creative strategies for engaging youth such as the Jr. Iron Chef cooking competition. Partners in the project include the Shelburne Farms Sustainable Schools Project, VT-FEED (Vermont Food Education Every Day), Burlington Schools Food Service, and City Market.

XI. Sustainability

a. How will this project have a long-term benefit to the City of Burlington?

The Healthy City Youth Initiative has a direct impact on children's dietary habits and physical fitness while addressing the issues of poverty and hunger in Burlington. Additionally, the HCYI increases job creation capacity within city limits by furnishing youth with job and business skills; supports the local economy; and nurtures an ethos that protects natural and cultural resources.

b. If the project ends, will that benefit continue?

Middle and high school students will learn lifelong skills of growing food and how to make simple dishes at home. Program activities will help "normalize" fresh foods and healthy lifestyles while raising awareness about the importance of strong local food systems. The Youth Farm will also provide the opportunity for 380 Hunt Middle School students to engage in daily physical activity.

c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?

Friends of Burlington Gardens will sustain the Healthy City Youth Initiative through partnership in the Burlington School Food Project; continued volunteer support; and further integration of the project into the school district. The HCYI will continue if CDBG funding ends, but at a reduced capacity with fewer staff contact hours.

XII. Consistency

a. What Consolidated Plan objective does this project support?

The Healthy City Youth Initiative increases access to nutritious food and provides meaningful after-school and summer programming, supporting the Consolidated Plan goal: "All Burlington residents enjoy livable, attractive neighborhoods, are assured of safety and quality of life in their neighborhoods and in their homes, and have the necessary community supports to thrive."

b. What other City plans, if any, does this project support or complement?

The Healthy City Youth Initiative complements the Burlington School District's Vision for the 21st Century as well as the Legacy Project's key goals. The "Vision for the 21st Century" highlights the importance of community partnerships and hands-on, real-life projects that strengthen collaboration and real-world skills. The Legacy Project highlights the need for more diverse work and recreational opportunities for young people and stronger connections between youth and the community.

XIII. Readiness to Proceed

EXHIBIT C (CONT'D)

- a. Is the project ready to begin July 1, 2011 and be completed by June 30, 2012? **Yes.**
- b. If not, what are the expected start and completion dates?
- c. Are there any other conditions that may affect your ability to begin or complete this project? **No.**

XIV. Financial Narrative

- a. Why should CDBG resources, as opposed to other sources of funding, be used for this project?

Though FBG receives funding from a variety of sources including private grants and individual donations, CDBG resources demonstrate essential community support and ensure successful farm to school and garden based activities for Burlington youth.

- b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?

Friends of Burlington Gardens maximizes its impact through the donated labor of community volunteers and interns. In 2010, more than 400 hours were provided by community volunteers.

- c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.

FBG's budget increased by 60% in the 2010 program year, reflecting the addition of the Healthy City Youth Initiative and one additional full-time staff member. The majority of funding for the program was contributed by private foundations.

- d. What percent of Agency funds are used for administration vs. program costs?

As a small nonprofit with two full-time employees, administration and programming go hand in hand. In FY09, 81% of Friends of Burlington Gardens expenses were applied directly to projects and program costs, with 19% of expenses used for administration and development.

XV. Budget

a. Summary

	Project			Agency		
	Current	Projected		Current	Projected	
CDBG	\$2,250	\$6,096	6	\$2,250	\$6,096	
State	-	-	-	-	-	-
Federal	-	-	-	\$14,150	\$79,558	58
United Way	-	-	-	-	-	-
Private	\$70,356	\$60,000		\$119,881	\$13,904	3,904
Program Income	\$1,006	\$2,500		\$5,721	\$7,300	0
Other	-	-	-	-	-	-
Total	\$73,612	\$68,596		\$142,002	\$226,858	

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.

EXHIBIT C (CONT'D)

b. Proposed Project Budget Sources

CDBG	\$6,096
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
	\$
	\$
	\$
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$
	\$
	\$
	\$
United Way of Chittenden County	\$
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Grants, awards, corporate gifts	\$60,000
	\$
	\$
Other – please specify (i.e., fee-for-service, etc.)	
Program Income	\$2,500
	\$
TOTAL	\$68,596

c. Proposed Budget Uses

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
Personnel (FT & seasonal)	\$6,096	\$46,687	\$52,783
Supplies (seeds, plants, tools, food)	\$	\$1,150	\$1,150
Other (admin., occupancy, site development, misc.)	\$	\$13,863	\$13,863
Mileage	\$	\$800	\$800
TOTAL	\$6,096	\$62,500	\$68,596

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GH*
Subject: UPDATE ON ON-GOING CDBG PROJECTS
Date: August 11, 2011

In May 2011, the City received a notice of estimated CDBG funding for Fiscal Year (FY) 2011/2012. The notice anticipated that funding would be \$113,995. In May 2011, the CDBG Advisory Board approved spending the \$113,476 on the following projects:

1. Bicycle Racks at Pettis Park (\$5,000)
2. Demolition of unsafe and abandoned buildings (\$30,000)
3. Code enforcement activities (\$20,000)
4. Park ranger (\$25,000)
5. Netting or fencing on the racquetball courts at Pettis Park (\$5,000)
6. Senior stipend program (\$20,000)
7. Microsoft Office software and new printers for the Babe James Community Center (\$8,995)

TOTAL: \$113,995

Following the May CDBG Advisory Board meeting, staff received the final funding letter from Volusia County. This letter showed that the City's approved funding for FY 2011/2012 would be \$113,476 and not \$113,995. Staff therefore reduced the funding amount for demolitions by \$519.

All of the projects submitted by the City were approved by the Volusia County Council on July 21, 2011.

Attached is a table listing currently funded CDBG projects, as well as the status of those projects. This table is provided for informational purposes only. If there are any questions about any of the projects, staff will be able to address those at the August 25th meeting.

Update on On-Going CDBG Projects
August 11, 2011

Work Item	CDBG Funding	Project Status
Park ranger	\$25,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Senior stipend	\$20,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Fence on top of racquetball court and/or mesh fence on top of courts	\$5,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Boxing Club	\$5,000 FY 10/11	<ul style="list-style-type: none"> Club needs to have 501(c)3 status Met with David Adkins from PAL 8/8/11 to discuss using PAL organization as umbrella group to obtain funding; waiting for response from PAL Board Need approval of subrecipient agreement by Volusia County and City Commission
KC Society	\$20,000 FY 10/11	<ul style="list-style-type: none"> Subrecipient agreement approved by City Commission 6/28/11 1st reimbursement check issued 8/3/11
Track Club	\$5,000 FY 10/11	<ul style="list-style-type: none"> Club needs to have 501(c)3 status Met with David Adkins from PAL 8/8/11 to discuss using PAL organization as umbrella group to obtain funding; waiting for response from PAL Board Need approval of subrecipient agreement by Volusia County and City Commission
Bicycle racks at Pettis Park	\$1,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)

Update on On-Going CDBG Projects
August 11, 2011

Work Item	CDBG Funding	Project Status
Complete kitchen counter inside picnic pavilion	Completed 2011	Completed
Skate area at Pettis Park	Completed 2011	Completed
Handicapped parking spaces at Pettis Park	Completed 2011	Completed
Electronic message center sign at Babe James Center	\$25,000 FY 10/11	<ul style="list-style-type: none"> Bids opened 6/17/11 Bid award recommendation contested by sign contractor Bid awarded to Central Signs at 8/9/11 City Commission meeting Contract being drafted
Demolitions	\$33,481 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Code enforcement	\$20,000 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Computer printers and software at Babe James Center	\$8,995 FY 11/12	<ul style="list-style-type: none"> Application forwarded to Volusia County in June 2011; approved by County Council on June 21, 2011 Waiting for final notice of funding from HUD/Volusia County (anticipated for October 1, 2011 start date)
Pettis Park Walkway	\$58,000 FY 10/11	<ul style="list-style-type: none"> Meeting with residents held at Pettis Park on 3/5/11 Tentative walkway design presented at March 2011 Westside Community Meeting Plans under review by City Parks and Engineering staff Anticipated bid date 9/10/11

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GAH*
Subject: **ESTABLISHMENT OF MEETING DATES AND TIMES**
Date: August 11, 2011

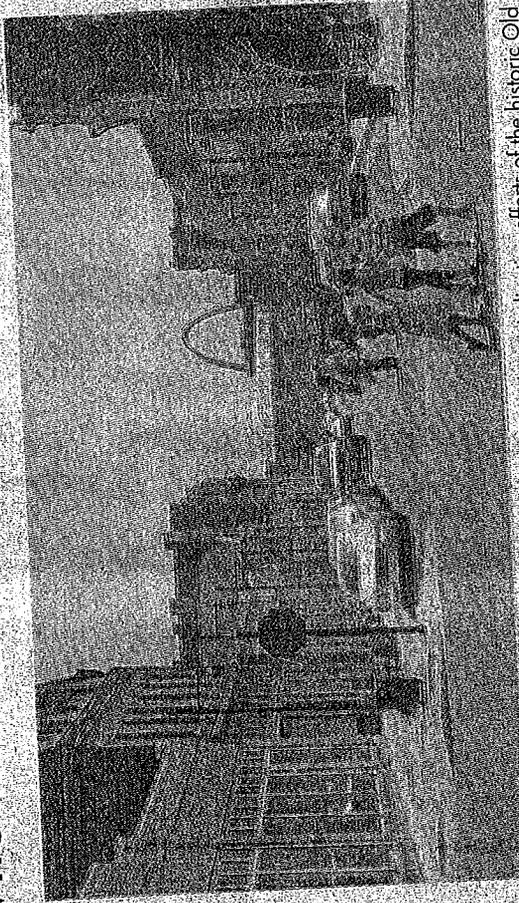
Staff is requesting that the Board set meeting dates and times for upcoming meetings through the end of 2011. In order to ensure that the best dates and times are picked for the majority of the Board members, please bring your calendars so the Board can set meeting dates for September, October, and November 2011. Also, the Board should be prepared to discuss whether they want to hold a meeting in December 2011, due to possible conflicts with holidays.

Interoffice Memorandum City of New Smyrna Beach

To: CDBG Advisory Board Members
From: Gail Henrikson, AICP, Planning Manager *GAH*
Subject: **ST. LOUIS CDBG ARTICLE**
Date: August 11, 2011

The enclosed article is forwarded to you for informational purposes only. As staff receives materials high-lighting CDBG programs and activities in other cities, staff will forward these to the Board. As the Board begins the process of selecting projects for FY 2012/13, these articles may provide ideas for programs that can be adopted to the City of New Smyrna Beach.

CDBG Helps Revitalize St. Louis Neighborhood



Community Development Block Grant funds helped in the revitalization efforts of the historic Old North St. Louis neighborhood in the City of St. Louis.

by Kalisha Davis

Old North St. Louis is a historic community encompassing a 90-block region on the north side of Missouri's second-largest city. The neighborhood, home to more than 2,000 residents, dates back to 1816, when it was established as an independent village adjacent to the city of St. Louis. It was annexed by the city in 1841 and soon grew into a bustling, densely populated area.

Over a span of 50 years, however, the once vibrant community experienced a major decline in population and as a

see page 8, column 1

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CDBG, from page 1

result, buildings and homes throughout the area deteriorated and a number of residents fled.

In 1981, a collective of actively engaged residents, small business owners and other key stakeholders formed a non-profit, community development organization known as the Old North St. Louis Restoration Group (ONSL). Initially, members of this grassroots venture directed their attention toward restoring each other's homes.

The effort was so successful that in the 1990s the group received funding from the city to hire a staff and plot a development strategy for the entire neighborhood.

Since that time, the group has made remarkable progress restoring and repopulating the community, which has experienced a 28 percent population increase over the past 10 years.

According to Sean Thomas, ONSL's executive director, the organization's efforts represent a multi-pronged approach fulfilling residents' desires for "a viable, sustainable, walkable, bikeable, transit-friendly community to raise their families and enjoy a high quality of life."

He further explained, "We tackle a variety of issues that demonstrate what is possible in urban neighborhoods. This is a pilot that could potentially be adapted

According to Sean Thomas, ONSL's executive director, the organization's efforts represent a multi-pronged approach fulfilling residents' desires for "a viable, sustainable, walkable, bikeable, transit-friendly community to raise their families and enjoy a high quality of life."

by other communities to offer better living standards for all."

Thomas said that the Community Development Block Grant (CDBG) program helped stimulate the neighborhood's revival and stabilize its growth during a difficult economy.

"The community had bottomed out. There were vacant buildings and homes throughout the area. It took a lot of work, but we slowly began to build new housing and rehab buildings. Now, people are moving to areas where no one was living 10 years ago. We built it and they came, literally," he recalled. "We have greatly appreciated access to the federal block grant, which we've matched with a number of other resources."

Working closely with their district's alderman April Ford-Griffin, the city's community development organization, numerous other city agencies, and a non-profit known as the Regional Housing

and Community Development Alliance, ONSL has leveraged CDBG dollars with state and federal sources and private loans to finance a \$35 million development project. This series of renovation efforts to improve Old North St. Louis have included establishing a grocery co-op, a farmer's market and a community-wide garden.

In 2008, ONSL facilitated two major projects. The first was North Market Place, a mixed-income housing community in which nine decaying buildings covering a 10-block area were restored into 32 affordable apartments and 20 houses available for sale at market value. The second was Crown Square, a mixed-use, mixed-income development offering 80 new apartments and 40,000 square feet of commercial space in a two-block corridor once known as a "dead zone" in the center of the neighborhood.

"The redevelopment took more than

five years from acquisition to completion," said Thomas. "It started before the economy went sour and we're hoping it is finished as the economy is rebounding and when small businesses are more willing to take the leap. Recently we've had a lot of attention from small-business owners."

These businesses have ranged from a successful online retailer interested in creating her first physical store to a local attorney who preferred to work and live in the same community.

Recently the neighborhood attracted the attention of Kaid Benfield of the National Resources Defense Council, a national environmental action group referring to Old North as "one of the country's best revitalization stories."

Thomas and his colleagues recognize the importance of CDBG funding and how it has helped their community.

"The confidence among our residents is how we determine we're doing something right. I would invite members of Congress to visit places where these investments have made positive results and meet the people that have housing jobs and businesses all made possible by these efforts," he said. "When you look at the impact it is hard to say it's not worth it, especially when it is based on a community-wide vision. This is so much more powerful than waiting for people to pull themselves up by their boot straps."