

RESOLUTION NO. 21-225

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING THE CITY OF KEY WEST TO APPLY FOR COMMUNITY DEVELOPMENT BLOCK GRANT - CORONAVIRUS (CDBG-CV) FUNDING FOR THE RECONSTRUCTION OF THE KEYS OVERNIGHT TEMPORARY SHELTER (KOTS), IN A TOTAL AMOUNT UP TO \$4,300,000.00; AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS FOR THE GRANT APPLICATION UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; AUTHORIZING ANY NECESSARY BUDGET ADJUSTMENTS OR TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Florida Department of Economic Opportunity (DEO) is administering CDBG-CV funds, which are federally-awarded by the United States Department of Housing and Urban Development (HUD), and intended to help local governments prepare for, prevent or respond to the health and economic impacts of the coronavirus pandemic, and primarily benefit low- and moderate-income residents; and

WHEREAS, the City of Key West submitted a pre-application to DEO in March, 2021 for the reconstruction of KOTS, and has advertised and hosted public hearings on March 5, 2021, July 20, 2021 and October 8, 2021, to meet DEO public participation requirements; and

WHEREAS, the reconstruction of KOTS as a permanent, storm resistant concrete and steel facility will help prepare for impacts of the coronavirus pandemic by providing capacity in anticipation of individuals displaced by evictions related to the pandemic, and by providing centralized case management facilities to help residents through the pandemic; and

WHEREAS, local legislative approval is necessary to allow City staff to apply for such funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City of Key West is authorized to submit a grant application to the Florida Department of Economic Opportunity for Community Black Grant - Coronavirus (CDBG-CV) funding for the reconstruction of the Keys Overnight Temporary Shelter in an amount of up to \$4,300,000.00.

Section 2: That the City Manager is authorized to execute necessary grant application documents, upon the advice and consent of the City Attorney.

Section 3: That necessary budget transfers or adjustments in order to accept such grant funding, if awarded, are hereby authorized.

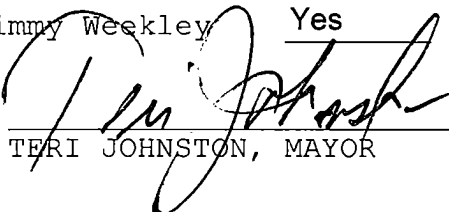
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 19th day of October, 2021.

Authenticated by the Presiding Officer and Clerk of the Commission on 20th day of October, 2021.

Filed with the Clerk on October 20, 2021.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

Part II – Citizen Participation (Continued)

Describe the methods used to solicit participation of low-and moderate-income persons:

The public hearing notices were widely distributed to cast a wide net of participation. They were posted in the Local Newspaper, The Key West Citizen, on the United Way of Collier and the Keys website - an organization that seeks to support Asset Limited, Income Constrained, and Employed (ALICE) residents, on the City of Key West's Facebook, the City's website, and KWCTV.

Denote any adverse comments/complaints received and describe resolution:

If no comments were made by the residents during the public hearing, describe the efforts to obtain input from residents on the project:

Part II – Citizen Participation

<b>Citizen Participation – Public Hearings</b> Documentation of the citizen participation activities must be uploaded in Part II: Citizen Participation Supporting Documentation. (See instructions.)	
List the date that the public notice for the first public hearing was published: <i>2/27/21</i>	List the date when the first public hearing was held: <i>3/5/21</i>
List the date that the public notice for the second public hearing was published: <i>7/14/21</i>	List the date when the second public hearing was held: <i>7/20/21</i>

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
- The frequency with which LEP persons come into contact with the program;
- The nature and importance of the program, activity, or service provided by the program; and
- The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located in Appendix A of the LEP Final Guidance.

Describe the outcomes of the 4-Factor Analysis for Limited English Proficiency:

The outcomes of the Four-Factor Analysis indicated we needed to make accommodations for Spanish speaking residents as 23.7% of the population is Hispanic or Latino, 21% of residents are foreign born and 23% speak a language other than English at home.

Part I - Applicant Information (Continued)

Answer the following questions by clicking on the correct check box.		
<b>Interlocal Agreement</b> Will project activities require an interlocal agreement? If <b>yes</b> , the interlocal agreement(s) must be uploaded in Part I: Applicant Information Supporting Documentation. (See instructions.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>State of Financial Emergency</b> Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at <a href="http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financialemergencies.cfm&amp;Directory=committees/joint/Jcla/&amp;Tab=committees">http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financialemergencies.cfm&amp;Directory=committees/joint/Jcla/&amp;Tab=committees</a>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Consultant Procurement</b> Does the applicant intend to hire a grant consultant to administer the grant award? If yes, has a consultant been procured? If yes, documentation must be uploaded in Part III: Budget Information Supporting Documentation. (See instructions.) Does the applicant intend to hire an architect/engineer to implement the project? If yes, documentation must be uploaded in Part III: Budget Information Supporting Documentation. (See instructions.)	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No

<b>Subrecipient Information</b>		
Subrecipient Name:		
Street Address:		
Mailing Address (if different):		
City:	Zip Code:	County:
Telephone:	E-mail Address:	Federal ID Number:
DUNS Number:	Subrecipient Name in DUNS:	
Recipient Project Contact:		Title:
Direct Telephone:	E-mail Address:	

Part I - Applicant Information (Continued)

<b>Application Preparer Information</b>		
Preparer's Name: Christine Lane	Organization Preparing Application: <input type="checkbox"/> Local Government <input checked="" type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 5627 Atlantic Boulevard, Suite 4		
City: Jacksonville	State: FL	Zip Code: 32207-2267
Telephone: 904-574-6772	Facsimile:	
E-mail Address: clane@llangtonconsulting.com		

<b>Grant Consultant Information</b>		
Consultant's Name: Christine Lane, Langton Consulting	<input checked="" type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 5627 Atlantic Boulevard, Suite 4		
City: Jacksonville	State: Florida	Zip Code: 32207-2267
Telephone: 904-574-6772	E-mail Address: clane@llangtonconsulting.com	

<b>Demographics</b>		
U.S. Congressional District Number: FL-26	Florida Senate District Number: 39	Florida House District Number: 120
Service Area Census Tract(s) and Block Group(s):		

Part I – Applicant Information

Local Government Name: City of Key West		
Street Address: 1300 White Street, Key West, Florida 33040-4854		
Mailing Address (if different): PO BOX 1409		
City: Key West	Zip Code: 33041-1409	County: Monroe
Main Telephone: (305) 809-3844	Main Facsimile:	Federal ID Number: 596000346
DUNS Number: 079864898	Local Government's Name in DUNS: City of Key West	

Chief Elected Official: Teri Johnston	Title: Mayor
Telephone: (305) 809-3844	Facsimile:
E-mail Address: tjohnston@cityofkeywest-fl.gov	

Local Government Financial Officer: Mark Finigan	Title: Chief Financial Officer
Telephone: 305-809-3822	Facsimile:
E-mail Address: mfinigan@cityofkeywest-fl.gov	

Local Government Project Contact: Albi Balliu	Title: Senior Project Manager, Engineering
Street Address: 1300 White Street	
City: Key West	Zip Code: 33041-1409
Direct Telephone: 305-809-3962	Facsimile:
E-mail Address: aballiu@cityofkeywest-fl.gov	



## Contents

- **Part I – Applicant Information**
- **Part II – Citizen Participation**
- **Part III – Project Budget**
- **Part IV – Activity Description**
- **Part V – CARES Act Justification**
- **Part VI – National Objective and Beneficiaries Information**
- **Part VII – Environmental Review**
- **Part VIII - Applicant Capacity and Experience**
- **Part IX – Duplication of Benefit**

Supporting Documentation will be uploaded separately, per appendix online through our Qualtrics application. For a supporting documentation checklist and more information on submitting your application through Qualtrics go to [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).

Throughout the application try to keep responses limited to the space provided, but if more space is needed include a supplementary document in the supporting documentation upload.



## Florida Small Cities Community Development Block Grant Coronavirus Relief Funding (CDBG-CV)

### Application for Funding

Applicant: City of Key West  
(Name of Local Government)

- |   |   |
|---|---|
| <input type="checkbox"/> Commercial Revitalization        | <input type="checkbox"/> Housing                                |
| <input type="checkbox"/> Neighborhood Revitalization      | <input type="checkbox"/> Economic Development                   |
| <input type="checkbox"/> Public Services                  | <input type="checkbox"/> Planning                               |
| <input checked="" type="checkbox"/> Other (Specify) _____ | Public Facilities and Improvements to Privately-Owned Utilities |

Mailing Address: Department of Economic Opportunity  
Bureau of Small Cities and Rural Communities  
107 East Madison Street – MSC 400  
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405  
Fax: (850) 922-5609  
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

**CDBG-CV Small Cities Program Pre-Application  
Authorized Signature Form**



**Local Government Applicant Name:** City of Key West

**Pre-Application Preparer Name:** Christine Lane

**Pre-Application Preparer Email:** clane@langtonconsulting.com

**By signing this form, the undersigned certifies that:**

- a. The undersigned is a duly authorized representative of the local government applicant;**
- b. The undersigned approves submission of the CDBG-CV Small Cities Pre-Application.**

  
\_\_\_\_\_

**Local Government Applicant Signature**

3-9-21  
**Date**

**Local Government Applicant Representative Name:** Gregory W. Veliz

**Local Government Applicant Representative Email:** gveliz@cityofkeywest-fl.gov

		<b>Grant Program Strategic Overview</b>	
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>Intro to FEMA GO</b>	<b>10/14/2020</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>Just Grants Entity Management</b>	<b>11/2/2020</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>ASAP.gov How to Make Payment Requests</b>	<b>11/18/2020</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>FTA 101 – Federal Transit Funding Process, Funding Programs, Systems for Grant Applications and Draw Downs</b>	<b>1/7/2021</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>How to build an application in TrAMS (the FTA electronic award system)</b>	<b>1/11/2021</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>Post Award reporting, close out's, and post award modification in TrAMS (the FTA electronic award system)</b>	<b>1/14/2021</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>CDBG – Mitigation Subrecipient Orientation</b>	<b>2/12/2021</b>

**CDBG-CV Small Cities Program Pre-Application  
Staff Training List Template**



**Applicant Name:** City of Key West

List all training attended by municipal staff related to CDBG or federal grants management within the past year.

Staff Member Name	Staff Job Title	Training Title	Training Date
Carolyn Hala	Grant and Project Manager	FTA Implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020	4/6/2020
Carolyn Sheldon	Senior Grants Administrator	CDBG-DR Subrecipient Onboarding	5/6/2020
Elizabeth Ignoffo and Carolyn Sheldon	Contract & Permit Engineer Senior Grants Administrator	Office of Disaster Recovery Community Development Block Grant – Disaster Recovery Subrecipient Training	9/29/2020
Carolyn Sheldon	Senior Grants Administrator	FEMA Top 10 Mistakes When Purchasing	10/6/2020
Carolyn Haia	Grant and Project Manager	Public Transportation COVID-19 Research Demonstration	10/13/2020

# CAROLYN D. SHELDON

Senior Grants Administrator

Phone: 305.809.3741 / Email: csheldon@cityofkeywest-fl.gov

## PROFILE

A meticulous, dependable and personable professional with over 15 years of state and local government experience administering grants. Instrumental in obtaining over \$25 million in grant reimbursements.

## WORK EXPERIENCE

Mar 2013 – Present

*Senior Grants Administrator | City of Key West | Key West, FL*

Monitors grant compliance and the financial and budgeting aspects of grant funding, develop and maintain professional relationships within the City as well as with grantors, community partners and other agencies to effectively carry out the administration and management of a wide variety of federal, state and local grants related to Police, Fire, Engineering, Port, Urban Forestry and Utilities. Participates in the grant process beginning with coordination with grant writing consultants to grant award to procurement and ultimately project close out. Prepares and submits all grant disbursement requests. Monitors public benefit lease with the United States Navy and assists with the preparation of annual financial audits.

Feb 2009 – Mar 2013

*Grants Administrator | City of Key West | Key West, FL*

Administered grants for the Engineering Department working primarily with Florida Department of Transportation Local Agency Program grants. Coordinated with City staff and granting agency to ensure compliance with grant requirements including reporting and disbursement requests.

Mar 2002 – Jan 2006

*Wastewater Finance Coordinator | Florida Keys Aqueduct Authority | Key West, FL*

Managed general ledger for Authority's start up wastewater utility, including payables, receivables and account reconciliations. Assisted in the monthly preparation of wastewater financial statements. Prepared year end audit schedules. Tracked project expenditures and coordinated payments to contractors for up to four concurrent multimillion-dollar construction contracts. Monitored compliance with terms of grant agreements in accordance with state and federal regulations. Developed non-ad valorem assessment tax rolls for four service areas.

Jul 2000 – Mar 2002

*Wastewater Admin Coordinator | Florida Keys Aqueduct Authority | Key West, FL*

Provided administrative coordination during utility's start up wastewater phase. Compiled data from Monroe County Property Appraiser and Tax Collector to develop service areas. Calculated system development fees.

## EDUCATION

Nova Southeastern University

Master of Business Administration, Mar 1997

Florida State University

Bachelor of Science in Accounting, Apr 1995

# ALBIONA BALLIU

Sr. Project Manager

## BIOGRAPHY

- Architecture professional with demonstrated expertise, notable result-oriented and hands-on construction for more than eight years. Experience in all facets of the construction industry.
- Verifiable track record for the successful completion of multimillion dollar projects through designing, trade, developing partnership and building positive rapport with engineers, local officials, vendors and clients while maintaining project's budget.
- Well-versed in contract negotiations, project estimating, impending design issues, document preparation, building code regulations, material procurement and time management through certification of occupancy.
- Extremely effective in directing the project from concept to completion, while managing the needs of the client, the team, the contractor and the project.
- Expert on aligning design with client's objectives to enhance productivity and minimize client's costs.

## // WORK EXPERIENCE

### Sr. Project Manager

- *City of Key West / Key West, FL / 2019 –*

Management position responsible for the planning, organization and management of design and construction projects including general administration, budgeting capital planning.

Responsible for assuring that projects are consistent with applicable codes, standards, and principles: are environmentally responsible; and enhance, improve, and respect the community standard of living and quality of life.

### ASSOCIATE ARCHITECT

- *Bender & Associate Architects / Key West / 2015 – 2019*

Prepare proposals, concept development, working drawings, specifications, and construction cost estimates for construction projects.

Construction management - obtaining contractors, manage project schedule and budget, maintain job documentation, etc. Prepare construction cost estimates for establishing capital improvement budgets.

Manage consultants and review proposals, plans and specifications prepared by them to ensure compliance with standards, sound design principles and design criteria.

Supervise construction projects and make periodic and final inspection on progress to ensure compliance with contract drawings and specifications.

### TIMBER BRIDGE DESIGNER / COORDINATOR

- *York Bridge Concepts / Lutz, FL / 2012 – 2013*

Prepared and checked design calculations for vehicular, cart and pedestrian timber bridges.

Designed and rendered vehicular, pedestrian and cart timber bridges utilizing AutoCad, Sketch up and Photoshop.

Prepared and issued specifications, data sheets, and other construction documents.

Construction manager / Lead on vehicular and pedestrian timber bridge projects from design to completion.

## // EDUCATION

### DESIGN IN ARCHITECTURE

- *University of Florida / 2009 - 2012*  
Teaching Assistant to first year students

Relevant Courses

Building Design I-VIII, Materials & Methods for Construction I & II, Environmental Technologies I & II, Sustainable Design, Urban Design and Planning, 3D Design, Calculus I & II, Physics I & II

## // TECHNICAL SKILLS

AUTOCAD 2D & 3D

RHINO 3D

SKETCH UP

REVIT 3D

PHOTOSHOP

INDESIGN

ILLUSTRATOR

LIGHTROOM

MICROSOFT OFFICE SUITE

## // LANGUAGE SKILLS

ALBANIAN

ITALIAN

SPANISH

**Professional Development**

Introduction to Incident Command System ICS-100 | ICS for Single Resource & Initial Action Incident ICS-200

Intermediate Incident Command System for Expanding Incidents G-300

Command & General Staff – Complex Incidents ISC-400

National Incident Management System (NIMS) Introduction IS-700 | National Response Framework Introduction IS-800

Navy Emergency Management for Senior Leaders Course S-540-1013

Senior Officials Workshop for All Hazards Preparedness

Emergency Management Institute, Federal Emergency Management Agency

Contract Administration Core Curriculum (CACC), National Highway Institute

Past President of the Key West Military Affairs Committee (501(c)3)

FAA Commercial Instrument Rated Pilot



# Steven P. McAlearney

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1300 White Street, Key West, FL 33040 | (305) 809-3747 | smcalearney@cityofkeywest-fl.gov

## **City of Key West, Key West, FL 2017-Present**

### **Director of Engineering**

Leads a nine-member team of professionals in planning, organizing and managing design and construction projects to include concept development, request for proposal, consultant management, bidding, general administration, budgeting and capital planning. Assures projects are consistent with applicable laws, codes and regulations, and are completed on schedule and within budget.

## **Naval Air Station Key West, FL 2013-2016**

### **Commanding Officer**

Directed the operations of a military installation comprised of 5,500 employees and family members located on seven separate properties, covering 6,300 acres supporting 39 resident stakeholder organizations. Executed an operating budget of over \$42M in support of an airfield, port facility, security and fire departments, public works and environmental departments. Oversaw operation of a 796-bed hotel complex, 107 vacation condominiums, four family housing complexes, child care and recreation facilities, 530 campsites, and two marinas.

## **Office of Secretary of Defense, Washington, DC 2012**

### **Afghanistan-Pakistan Counter-Narcotics**

Coordinated Department of Defense efforts with State, Commerce, and Justice Departments, law enforcement and intelligence agencies, and their Afghan and Pakistan equivalents to man, train and equip partner nation forces to disrupt the Central Asian drug trade.

## **U.S. Naval Academy, Annapolis, MD 2009-2011**

### **Executive Assistant to Superintendent**

Directed actions of front office staff, maximizing college president's impact on the institution. Briefed and ensured completion of action items from all meetings of Department Heads, VIPs and stakeholders with Superintendent.

## **Navy Personnel Command, Millington, TN 2008-2009**

### **Head Detailer**

Initiated and executed policies for assignment, career progression and mentorship of over 8,000 aviation junior officers. Managed and executed \$55M Permanent Change of Station budget.

## **Strike Fighter Squadron 136, Virginia Beach, VA 2006-2008**

### **Commanding Officer**

Led daily operations and strategic planning of a 220 member U.S. Navy strike-fighter squadron both ashore and at sea. Managed 10 FA-18C Hornet aircraft and all support infrastructure, valued at over \$250M. Provided vision, formulated policy, coordinated manpower and facilities maintenance, and scheduled all operations, training and safety requirements, ensuring successful combat operations.

## **EDUCATION**

M.S. National Resource Strategy, Dwight D. Eisenhower School of National Security and Resource Strategy

B.S. Mechanical Engineering, United States Naval Academy

<b>Qualifications:</b>	
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<b>Qualifications:</b>	
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<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	
<b>Qualifications:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	
<b>Qualifications:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	

<b>Name:</b>	Carolyn Sheldon
<b>Title:</b>	Senior Grants Administrator
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Grants Administrator
<b>Qualifications:</b>	Carolyn Sheldon is the Senior Grants Administrator for the City of Key West. Her 11 years with the City have honed her excellent skills in grant compliance, financial reporting, and other grant processes and practices, handling over \$25 million in federal, state and local grants.

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	
<b>Qualifications:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	

# CDBG-CV Small Cities Program Pre-Application

## Key Personnel Template



**Applicant Name:** \_\_\_\_\_ **City of Key West** \_\_\_\_\_

Identify key personnel (applicant staff, sub-recipient staff, consultants) who will be involved in the proposed project.

<b>Name:</b>	Steven P. McAlearney
<b>Title:</b>	Director of Engineering
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Director of Engineering
<b>Qualifications:</b>	Steve McAlearney is the Engineering Director for the City of Key West. He leads a nine-member team of professionals in planning, organizing and managing design and construction projects. He is a graduate of the U.S. Naval Academy and holds an MS in National Resource Strategy.

<b>Name:</b>	Albi Balliu
<b>Title:</b>	Senior Project Manager
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Project Manager
<b>Qualifications:</b>	Albi Balliu has been working with the City for almost two years as the Senior Project manager for the Engineering department. She participates in the preparation of reports, studies, budget, capital plans, specifications, bids, contracts for numerous diverse City projects. She uses her knowledge and previous experience as an Associate Architect to manage many City Projects. During her work as an Associate Architect, she designed many Key West homes, restaurants, shops, warehouses and apartment buildings. Her job included getting existing conditions of the various properties, working with the client to get approval of schematic design through the different public boards. Her experience also includes finalizing construction drawings and overseeing construction of the structure. This was a valuable experience for her current position with the City of Key West in being able to provide schematic design for various projects, including KOTS. She understands, communicates, visualizes with the architects and engineers when discussing their design ideas of different projects.

## **PART IX - APPLICANT CAPACITY:**

Identify the four (4) most recent projects similar to the one proposed that the grantee and/or sub-recipient has either completed or assisted in completing.

Fire Station #2: Previous experience in large-scale construction projects by the City has been met with success in scheduling, budget, and outcomes. Managed by the Engineering Department, a new Fire Station #2 was constructed at 616 Simonton Street in 2015 at the total cost of \$6.3 million. The station included 3 apparatus bays with second floor living spaces and was built with impact doors and windows to accommodate Category 5 hurricane strength.

City Hall Renovation: In 2017, the City of Key West completed the renovation of Glynn Archer School to become the new City Hall, equipped with cisterns and generator capacity to maintain City Hall as an Emergency Operations Center following a disaster event. The cost was nearly \$18million.

Smathers Beach Restrooms West (local grant funds...Tourist Development Council-funded): Managed by the Engineering Department, an existing public restroom built in the 1960's was demolished and a new restroom facility constructed to replace it located at 1910 S. Roosevelt Blvd, Smathers Beach in 2020 at a total cost of \$573,700.

Kingfish Pier Replacement: Project was funded through FEMA grant (75%) with State and Local matches (12.5% ea) for a total of \$1,640,000 in construction costs. The project was managed by the Pot & Marines Services Department and included the complete replacement of an 8' x 390'+/- aluminum framed floating dock with finger piers, ADA compliant gangway, new power/water pedestals and sewer hydrants.

\* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

# CDBG-CV Small Cities Program Pre-Application Proposed Summary Budget Template



**Applicant Name:** City of Key West

Activity	CDBG-CV	Local	Other	Total
Administration <sup>(1)</sup>	\$50,000.00	\$65,020.00		\$115,020.00
Engineering <sup>(2)</sup>	\$63,500.00	\$183,110.00		\$246,610.00
Additional Engineering <sup>(3)</sup>				
Construction <sup>(4)</sup> *	\$2,162,470.08	\$275,899.92		\$2,438,370.00
Acquisition <sup>(5)</sup> *				
Public Services <sup>(6)</sup> *	\$250,000.00			\$250,000.00
Public Assistance <sup>(7)</sup> *				
Business Assistance <sup>(8)</sup> *				
Planning <sup>(9)</sup>				
<b>TOTAL</b>	<b>\$2,525,970.08</b>	<b>\$524,029.92</b>		<b>\$3,050,000.00</b>

- 1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review; etc.
- 2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.
- 3) Additional engineering services subject to review and approval by DEO.
- 4) Construction: Includes the cost of construction services for allowable construction activities.
- 5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.
- 6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.
- 7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.
- 8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.
- 9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CF 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.



**City of Key West  
Language Access Plan**

As a result of the preceding Four-Factor Analysis, the City of Key West has identified the following types of language assistance to be provided on an as needed basis by the City of Key West throughout the implementation of the CDBG program:

- *All CDBG citizen participation documents, project-related resolutions, public notices, and amendments will be published in Spanish on bulletin boards at the City Hall and in public places throughout the proposed project area(s) and/or the community.*
- *Additionally, all published citizen participation advertisements will include a statement in Spanish indicating other program materials are available in Spanish upon request.*
- *All citizen participation notices will include a statement that translators will be available at public meetings upon prior request.*
- *If other populations of LEP persons are identified in the future, the City of Key West will consider additional measures to serve the language access needs of those persons.*

Adopted:

3/12/21  
Date Adopted



*Therese Smith*  
Attest

*[Signature]*  
Chief Elected Official

4. The resources available and costs to the recipient.

*Currently, there are free websites that can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to City of Key West.*

**Purpose:** In compliance with Executive Order 13166, the City of Key West has developed the following Language Access Plan (LAP)/Four Factor Analysis for Limited English Proficiency (LEP) persons.

**History:** Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

**City of Key West Four-Factor Analysis:** The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the City of Key West will undertake to guarantee access to the City of Key West Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

*The City of Key West utilized American Community Survey data Quick Facts. Based on this data, the City of Key West does meet the 1,000 or 5% LEP persons threshold for Spanish. 23.7% of the population is Hispanic or Latino, 21% of residents are foreign born and 23% speak a language other than English at home.*

2. The frequency with which the LEP persons come into contact with the program.

*The proposed project does provide direct assistance limited clientele. Therefore, residents are likely to have considerable direct contact with the program and its staff.*

3. The nature and importance of the program, activity, or service provided by the program.

*The proposed project does provide direct assistance to project area beneficiaries related to shelter; therefore, the nature of the activity or service is of significant importance to the proposed project area(s) residents.*

**FOUR-FACTOR ANALYSIS  
and  
LANGUAGE ACCESS PLAN  
FOR LIMITED ENGLISH PROFICIENCY  
PERSONS**

**COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

**City of Key West, FL**



**CITY OF KEY WEST**  
**CDBG-CV VIRTUAL PUBLIC HEARING**

Friday, March 5, 2021  
9:00 AM

**ATTENDEES**

Carolyn "concerned citizen" – full name was not entered into record

Carolyn Sheldon

Christine Lane

Dorian Patton

Heather Pullen

Leah Stockton

Mark Finigan

Patti McLauchlin

Sam Kaufman

Spencer Smith

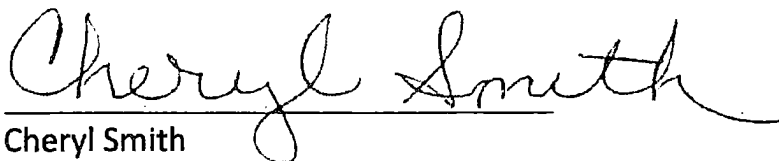


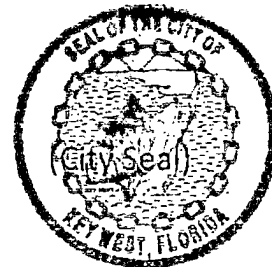
CITY OF KEY WEST  
**CDBG-CV VIRTUAL PUBLIC HEARING**

Friday, March 5, 2021  
9:00 AM

**MINUTES**

- 1) 9:00 AM EST Attendees were welcomed. Introductions of City staff and grant writing consultants were made.
- 2) A program overview was given to include \$5 billion provided by Congress in the CARES Act for the CDBG-CV program; HUD allocated \$3 billion to Florida; \$41,931,595 to DEO Small Cities program; the City of Key West intends to apply Summer 2021; low-and moderate-income (LMI) to benefit; some eligible uses: building & improvements, financial assistance, planning and must be directly impacted by COVID-19; between \$200,000 and \$5 million can be requested from this competitive grant; the City is interested in emergency rental assistance but would like to find out what the public would like to see
- 3) 9:06 AM EST Official open of Public Hearing
- 4) Attendee closing comments
- 5) 9:48 AM EST Official close of Public Hearing

  
Cheryl Smith  
City Clerk



# THE CITIZEN

KEY WEST

The Florida Keys Only Daily Newspaper, Est. 1876  
PO Box 1800, Key West FL 33041  
P: (305) 292-7777 ext. 219 F: (305) 295-8025  
legals@keysnews.com

CITY OF KEY WEST FINANCE DEPT  
PO BOX 1409  
KEY WEST FL 33041-1409

Account: 138672

Ticket: 381474

### PUBLISHER'S AFFID

STATE OF FLORIDA  
COUNTY OF MONROE

[leg

Before the undersigned authority personally appeared

MICHAEL LEWIS, who on oath says that he or she is

AN EMPLOYEE of the Key West Citizen, a daily newspaper published in Key West, in Monroe County, Florida; that the attached copy of advertisement, being a legal notice in the matter of was published in said newspaper in the issues of:

Sunday, February 28, 2021

Affiant further says that the Key West Citizen is a newspaper published in Key West, in said Monroe County, Florida and that the said newspapers has heretofore been continuously published in said Monroe County, Florida every day, and has been entered as periodicals matter at the post office in Key West, in said Monroe County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

(Signature of Affiant)

Affirmed and subscribed before me this 1st day of March 2021

(Notary Public Signature)

(Notary Public Printed Name)

(Notary Seal)

My commission expires 03/25/2023

Personally Known X Produced Identification     

Type of Identification Produced     



### AVISO DE AUDIENCIA PÚBLICA

La ciudad de Key West anuncia que se llevará a cabo una audiencia pública el viernes 5 de marzo de 2021 a las 9 am virtualmente llamando al 312 626 6799 o en línea al <https://us02web.zoom.us/j/> ID de reunión: 816 2001 6044 Código de acceso: 337936. El propósito de esta audiencia es recopilar información sobre las necesidades de asistencia de alquiler de emergencia relacionadas con COVID-19 de la ciudad de Key West.

El Departamento de Oportunidades Económicas de Florida está poniendo a disposición fondos para ciudades pequeñas bajo el programa de subvenciones en bloque para el desarrollo comunitario de Florida-Coronavirus (CDBG-CV). El programa CDBG-CV está diseñado para ayudar a los gobiernos locales a prepararse, prevenir o responder a los impactos económicos y de salud de COVID-19. Las actividades deben ser críticas para su localidad y principalmente para el beneficio de los residentes de ingresos bajos y moderados.

El programa CDBG-CV Small Cities se financiará mediante una combinación de tres rondas de asignaciones CDBG-CV recibidas de HUD por un monto total de \$ 41,931,595. La ciudad de Key West puede solicitar hasta \$ 5 millones de este programa y al menos \$ 200,000.

Las siguientes actividades son elegibles para financiación: Adquisición, Mejoras Públicas, Instalaciones Públicas, Asistencia Comercial, Asistencia a Microempresas, Servicios Públicos como asistencia de alquiler o hipoteca, Planificación y Planificación de Banda Ancha e Infraestructura Pública.

La ciudad de Key West está considerando enviar una solicitud de asistencia de emergencia para el alquiler para personas de ingresos bajos a moderados (LMI) por un monto aproximado de \$ 500,000.00.

Las actividades propuestas de CDBG no resultarán en desplazamiento y, por lo tanto, no requerirán los planes de reubicación y anti-desplazamiento de UGLG como lo requiere 24-CFR 570.488.

***Cualquier persona que no hable inglés y que desee asistir a la audiencia pública debe comunicarse con Carolyn Sheldon, administradora senior de subvenciones al (305) 809-3741 o [grants@cityofkeywest-fl.gov](mailto:grants@cityofkeywest-fl.gov) al menos cinco días antes de la audiencia y se proporcionará un intérprete.***

February 27, 2021 Key West Citizen

# THE CITIZEN

KEY WEST

The Florida Keys Only Daily Newspaper, Est. 1876  
P.O. Box 1800, Key West FL 33041  
P: (305) 292-7777 ext. 219 F: (305) 295-8025  
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CITY OF KEY WEST FINANCE DEPT  
PO BOX 1409  
KEY WEST FL 33041-1409

Account: 138672

Ticket: 381473

## PUBLISHER'S AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF MONROE

Before the undersigned authority personally appeared

MICHAEL LEWIS, who on oath says that he or she is

AN EMPLOYEE of the Key West Citizen, a daily newspaper published in Key West, in Monroe County, Florida; that the attached copy of advertisement, being a legal notice in the matter of \_\_\_\_\_ was published in said newspaper in the issues of:

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(Signature of Affiant)

Affirmed and subscribed before me this 1st day of March 2021

(Notary Public Signature)

Misty D Weech  
(Notary Public Printed Name)

(Notary Seal)

My commission expires 03/25/2023

Personally Known  Produced Identification

Type of Identification Produced \_\_\_\_\_



## NOTICE OF PUBLIC HEARING

The City of Key West announces a public hearing be held on Friday, March 5, 2021 at 9 a.m. virtually by telephoning 312 626-6799 or online at <https://us02web.zoom.us/j/81620016044> Meeting ID: 816 2001 6044 Passcode: 337936. The purpose of this hearing is to collect information on the COVID-19 related emergency rental assistance needs of the City of Key West.

The Florida Department of Economic Opportunity is making available funding for Small Cities under the Florida Community Development Block Grant-Coronavirus (CDBG-CV) program. The CDBG-CV program is designed to help local governments prepare for, prevent, or respond to the health and economic impacts of COVID-19. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income residents.

The CDBG-CV Small Cities program will be funded through a combination of three rounds of CDBG-CV allocations received from HUD for a total amount of \$41,931,595. City of Key West can request up to \$5 million from this program and at least \$200,000.

The following activities are eligible for funding: Acquisition, Public Improvements, Public Facilities, Business Assistance, Microenterprise Assistance, Public Services such as rental or mortgage assistance, Planning, and Broadband Planning and Public Infrastructure.

City of Key West is considering submitting an application for emergency rental assistance for low to moderate income (LMI) persons in the amount of approximately \$500,000.00. The proposed CDBG activities will not result in displacement and will therefore, not require the UGLG anti-displacement and relocation plans as required under 24-CFR 570.488.

**Any non-English speaking person wishing to attend the public hearing should contact Carolyn Sheldon, Senior Grants Administrator at (305) 809-3741 or [grants@cityofkeywest-fl.gov](mailto:grants@cityofkeywest-fl.gov) at least five days prior to the hearing and an interpreter will be provided.**

February 27, 2021 - Key West Citizen





You have completed all sections of the pre-application. If you are ready to proceed to the signature form and submit your pre-application, please click the Next button.

If you need to review this section of your pre-application click the Back button.

## ***Part XII - Pre-Application Authorization***

The CDBG-CV Small Cities Pre-application must be signed by an authorized representative of the Unit of Local Government Applicant. Download the [CDBG-CV Small Cities Program Pre-Application Authorization Signature Form](#). Complete and sign the form and upload it here to complete your pre-application.

Upload the signed signature form:

CDBG-CV Small Cities Program Pre-Application Authorized Signature Form - Signed.pdf

**47.4 KB**

application/pdf

No



Does the applicant intend to hire an environmental consultant to administer the environmental review?

Yes



No



Is any part of this project located in a floodplain?

Yes



No



Does the project intend to change land use or expand the capacities of existing facilities?

Yes



No



to secure work more readily having a safe place to call their home base, increasing their overall sense of stability. Securing work is a critical element in the path towards self-sufficiency and out of homelessness. Furthermore, the issue of frequent complaints about homeless visibility, loitering, and litter by neighbors in the community has been completely remediated. Further, the reconstruction of KOTS will continue to assist with the recovery from the coronavirus pandemic by offering shelter and care to not only those that suffer from chronic homelessness, but those who become homeless as a result of loss of income and evictions resulting from the coronavirus pandemic.

## ***Part XI - Environmental Review***

Is this activity Exempt or Categorical Excluded Not Subject To?

Yes

No

Explain briefly how the environmental level of review was determined:

In the preliminary design and scoping of this project, the City of Key West has determined the need for environmental review and has budgeted the amount of \$15,000.00 for this task.

Has the environmental review process been initiated?

Yes

attended by municipal staff related to CDBG or federal grants management within the past year. Include the staff member's name and title, training title, and date attended. Download the [CDBG-CV Small Cities Program Pre-Application Staff Training List Template](#).

Please upload completed Staff Training List here:

Staff Training List Template - Key West.pdf

75.4 KB

application/pdf

## ***Part X - CARES Act Justification***

Tie to Coronavirus: Describe how this activity will prevent, respond to, or assist in the recovery of the COVID-19 (coronavirus) pandemic.

Managing the homeless population is an essential part of a communities' response to COVID. Access to a permanent facility that can be properly sanitized, have on-site medical and case management services (including COVID rental and utility assistance) is essential to the health of this community moving forward. The City has spent a lot of money and resources on tents, cots, a/c for the tents, portable isolation/quarantine tents, portable toilets, in an attempt to remediate the lack of an adequate facility during the pandemic. Since the coronavirus pandemic began, the shelter was converted from an overnight shelter to a 24-hour shelter, increasing the overall operational need and general wear and tear on the already tired facilities. The City purchased two more large cloth sleeping tents to provide more social distancing space between the bunk beds. Consequentially, the shift to a 24-hour facility has had tremendous positive impact on the community, with homeless visibility, criminalization, and emergency room visits decreasing. For example, as cited from an interview with the Founder and President of Cornerstone Resource Alliance - CRA, the organization that runs KOTS, the first two months they were open 24-hours emergency room visits were down 32%. The homeless have been able to secure work more readily having a safe place to call their home base, increasing their overall

Yes

No

Fiscal and Grants Management: Describe the applicant's fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

The project grant administration will be executed by Carolyn Sheldon, City of Key West Senior Grants Administrator. The primary project contact will be Albi Balliu, City of Key West Engineering Senior Project Manager. City staff will follow the guidelines set forth in the City of Key West's Procurement Policy and Grant Cash Management Policy. The Senior Grants Administrator will submit required progress and closeout reports and provide additional administrative support over the life of the grant period. The Senior Grants Administrator will ensure procurement is in compliance with Federal Register and grantor requirements, ensure schedules and budget requirements are maintained, and will assist with procurement and closeout.

Does the applicant intend to hire a grant consultant to administer the project?

Yes

No

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project. Download the [CDBG-CV Small Cities Program Pre-Application Key Personnel Template](#).

Please upload the completed Key Personnel document here:

Key Personnel Template - Key West.pdf

**79 KB**

application/pdf

Please upload resumes or narratives as necessary. (Maximum number of uploads = 5. Combined PDF(s) are encouraged.)

Key Personnel Resumes - Key West.pdf

**0.3 MB**

application/pdf

Do you have any additional Key Personnel resumes/narratives to upload?

---

Similar Projects/Programs: Identify the four (4) most recent projects similar to the one proposed that the grantee and/or subrecipient has either completed or assisted in completing.

Fire Station #2: Previous experience in large-scale construction projects by the City has been met with success in scheduling, budget, and outcomes. Managed by the Engineering Department, a new Fire Station #2 was constructed at 616 Simonton Street in 2015 at the total cost of \$6.3 million. The station included 3 apparatus bays with second floor living spaces and was built with impact doors and windows to accommodate Category 5 hurricane strength. City Hall Renovation: In 2017, the City of Key West completed the renovation of Glynn Archer School to become the new City Hall, equipped with cisterns and generator capacity to maintain City Hall as an Emergency Operations Center following a disaster event. The cost was nearly \$18million. Smathers Beach Restrooms West (local grant funds...Tourist Development Council-funded): Managed by the Engineering Department, an existing public restroom built in the 1960's was demolished and a new restroom facility constructed to replace it located at 1910 S. Roosevelt Blvd, Smathers Beach in 2020 at a total cost of \$573,700. Kingfish Pier Replacement: Project was funded through FEMA grant (75%) with State and Local matches (12.5% ea) for a total of \$1,640,000 in construction costs. The project was managed by the Pot & Marines Services Department and included the complete replacement of an 8' x 390'+/- aluminum framed floating dock with finger piers, ADA compliant gangway, new power/water pedestals and sewer hydrants.

Upload a project narrative for each project or program listed.



Please upload as one combined PDF document.

Applicant Capacity Four most recent projects - Key West.pdf

**46.5 KB**

application/pdf





You have completed the first sections of the Pre-Application. When you click the Next button you will not be able to return to these sections for review/edit. If necessary, use the back buttons to review prior to moving on to the next section.

## ***Part IX - Applicant Capacity***

Describe the applicants' and/or the subrecipients' experience and qualifications for performing the proposed activity.

Steve McAlearney is the Engineering Director for the City of Key West. He leads a nine-member team of professionals in planning, organizing and managing design and construction projects. He is a graduate of the U.S. Naval Academy and holds an MS in National Resource Strategy. Albi Balliu has been working with the City for almost two years as the Senior Project manager for the Engineering department. She participates in the preparation of reports, studies, budget, capital plans, specifications, bids, contracts for numerous diverse City projects. She uses her knowledge and previous experience as an Associate Architect to manage many City Projects. During her work as an Associate Architect, she designed many Key West homes, restaurants, shops, warehouses and apartment buildings. Her job included getting existing conditions of the various properties, working with the client to get approval of schematic design through the different public boards. Her experience also includes finalizing construction drawings and overseeing construction of the structure. This was a valuable experience for her current position with the City of Key West in being able to provide schematic design for various projects, including KOTS. She understands, communicates, visualizes with the architects and engineers when discussing their design ideas of different projects. Carolyn Sheldon is the Senior Grants Administrator for the City of Key West. Her 11 years with the City have honed her excellent skills in grant compliance, financial reporting, and other grant processes and practices, handling over \$25 million in federal, state and local grants.

agreements are considered a Choice Limiting Action under environmental law and may not be executed until Release of Funds from DEO. More information on Acquisition can be found on the [DEO Downloads for Recipients](#) webpage under Acquisition and Relocation.

## ***Part VIII - National Objective***

National Objective Identification: Select the CDBG National Objective the project/program is intended to meet.

Benefit to Low- and Moderate-Income Persons

Urgent Need

Prevention or Elimination of Slums or Blight

Explain why the National Objective was selected and how this project meets the criteria of that objective. For more information on meeting a National Objective visit the [Guide to Eligible Activities and National Objectives for State CDBG Program](#).

The CDBG National Objective Selected is for this project is Limited Clientele. Limited Clientele was selected as the National Objective for this project as the Keys Overnight Temporary Shelter exclusively benefits homeless persons who are generally presumed by U.S. Department of Housing & Urban Development to be principally low-to-moderate income persons.

Provide a brief narrative explanation of the proposed budget:

The proposed project includes costs from design and planning of the project through construction, project administration, and closeout. The City of Key West is prepared to offer \$524,029.92 in funds and in-kind services. Specific budget details will be made available upon request.

## ***Part VII - Acquisition***

Acquisition: Does the proposed project require the applicant to acquire property?

Yes

No



Submission of the Pre-Application serves as intent to use federal funds and triggers the requirements of the URA. For projects that include real property acquisition, applicants are required to follow the guidelines in [HUD Handbook 1378 - Tenant Assistance, Relocation and Real Property Acquisition](#). Purchase

This project will be conducted in with the following tasks: Task 1: DEO Award and Subrecipient Agreement – 3 months Task 2: Finalize Concept Design- 2 months Task 3: Major Development Plan application – 6 months Task 4: Finalize Construction Drawing for bidding – 2 months Task 5: Bidding – 2 months Task 6: Demolition & Construction – 6 months Task 7: Project Closeout – 2 months

## ***Part V - Sub-recipient Information***

Will the activity be carried out by a sub-recipient?

Yes

No

Proposed Summary Budget: Using the Project Budget template, provide a proposed summary budget identifying the amount of CDBG, local funds, and other funds related to the project. Download the [CDBG-CV Small Cities Program Project Budget Template](#).

Please upload the completed Project Budget document here:

Project Budget Template - Key West.pdf

**82.8 KB**

application/pdf

Projected Timeline - Please provide projected dates/timeframe of completion for the following:

Second Public Hearing Date:

5/4/2021



Consider all activities to be completed including design, procurement, environmental review, etc. when developing timelines.

Months from Award to Execution of Activity

Contracts:

3 months

Months from Activity Contracts to Activity

Implementation:

0 months, Work would start right away.

Months from Activity Implementation to Activity

Completion:

20 months

Briefly explain the timeline provided above:

the shelter was converted from an overnight shelter to a 24-hour shelter, increasing the overall operational need and general wear and tear on the facilities. Staff has had to make accommodations to keep clients safe from coronavirus, including implementing a COVID questionnaire, social distancing measures (including sleeping), and multiple sanitation procedures, all of which have added additional strain to the limited resources available to KOTS. The City purchased two more large cloth sleeping tents to provide more social distancing space between the bunk beds. Consequentially, the shift to a 24-hour facility has had tremendous positive impact on the community, with homeless visibility, criminalization, and emergency room visits decreasing. For example, as cited from an interview with the Founder and President of Cornerstone Resource Alliance – CRA, the organization that currently runs KOTS, the first two months they were open 24-hours emergency room visits were down 32%. The homeless have been able to secure work more readily having a safe place to call their home base, increasing their overall sense of stability. Securing work is a critical element in the path towards self-sufficiency and out of homelessness. Furthermore, the issue of frequent complaints about homeless visibility, loitering, and litter by neighbors in the community has been completely remediated. The proposed schematic design for this project would provide a permanent concrete and steel structure that would be built to current Florida building code standards. The facility would include an outdoor covered area under the building for the homeless to gather, eat breakfast, and wait to be checked in. The upstairs area would include air-conditioned space for sleeping and an adequate number of restrooms to accommodate the number of homeless clients sleeping per night. The design would include a check-in counter where the homeless would receive linen, soap, and towels. The air-conditioned space would also include a serving kitchen, washer and dryer area, offices, and a conference room which would also be used by medical personnel performing checkups on the homeless.

Project/Program Need: Describe the need for the proposed project/program.  
Limit to 500 words.

Despite the improvements since converting to a 24-hour shelter, the homeless population seeking shelter at KOTS are among the most vulnerable members of the Key West community - and their numbers have only increased. The current facilities are constructed to be only temporary and have been in use for over ten years. They are located on a property that is both in a high flood zone area and on the waterfront, and the facilities flood every time it rains. City staff speculate the temporary tents could blow away with the next storm and that they would undoubtedly blow away with the next major hurricane. Currently, the homeless clients do not have any interior air-conditioned sleeping space in the temporary tents, thereby subjecting them to high Florida air temperatures and risking overheating. Current facilities also do not offer an area where breakfast can be served. This project would produce a permanent, storm resistant concrete and steel facility that would keep the homeless sheltered and safe. Furthermore, the need is anticipated to become greater as moratoriums on residential evictions are anticipated to come to an end in the coming months.

Copy of Language Access Plan:

Language Access Plan - Key West.pdf

53 KB

application/pdf

## ***Part IV - Activity Description***

Project/Program Title:

Reconstruction of the Keys Overnight Temporary Shelter

Project/Program Description: Describe the proposed project/program. Limit to 500 words.

The City of Key West is seeking funding to reconstruct the Keys Overnight Temporary Shelter (KOTS), a temporary shelter facility for homeless individuals. It is located at Stock Island behind the Monroe County Sheriff's office at 5537 College Road, Key West, FL 33040. KOTS is currently comprised of various temporary components, including trailers for bathrooms, showers, and laundry facilities. The sleeping areas are comprised of three large cloth tents. The temporary facility currently serves on average 115 homeless individuals per night, 75% of which are men, 25% of which are women. The men take up two of the three tents, and the women take up the third tent which features bunk style beds. These temporary facilities have been in use for over 10 years and are nearing a state of complete disrepair. Since the coronavirus pandemic began,

Copy of Four-Factor Analysis:

Four-Factor Analysis - Key West.pdf

**0.1 MB**

application/pdf

Public Hearing Documentation - Please provide the following if applicable/available:

Copy of response(s) to comments and/or complaints:

Drop files or [click here to upload](#)



application/pdf

### Copy of Minutes of the Hearing:

Minutes of the Public Hearing - Key West.pdf

**53.9 KB**

application/pdf

### Copy of Sign-In Sheet for Hearing:



Attendance sheets must be kept for all public hearings. For hearings held virtually, use the chat feature of the virtual platform and request attendees enter their name and entity there. Print or download the chat log at the end of the hearing to document attendance. Phone-in callers should be asked to state their names and added to the attendance sheet.

Public Hearing Attendees - Key West.pdf

**0.3 MB**

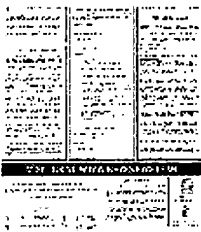
application/pdf

If no comments were made by the residents during the public hearing, describe efforts to obtain input from residents on the project.

Public Hearing Documentation - Please upload the following required documentation:

Copy of Advertisements of Public Hearing Notices:

Advertisement of Public Hearing Notice - Key West.jpg



Copy of Publisher's Affidavit:

Publishers Affidavit 1 & 2 - Key West.pdf

from a clinical side and/or general case management access to resources – people need more access to resources and case management than they ever have. Some have never needed those before and that is a critical need in our community. They cannot navigate the system to get the help that they need. If we do pursue this, I would love to see some universal case management component built in. Leah Stockton (Florida Keys Area President) – There does continue to be a need for rent, mortgage, and utilities assistance. We started a rental assistance program with the City of Key West in January for \$164,000 and as of yesterday we have expended \$109,000 already, so there is still a need for that. There are many people in the community that are underemployed at this point, so many people live paycheck to paycheck. With the financial losses they had over the summer and the fall, even though they may be back at work now, they're still not caught up on those. Over a third of our residents are considered ALICE – living paycheck to paycheck – before COVID. When we include families with children it does up to about half of our residents. So that [rent, mortgage, and utilities assistance] absolutely continues to be a need. That's a need that existed before COVID, it's a need that will exist after COVID, but has COVID made that a greater need and moved it up the priority? Absolutely. That is something that we hear in the social services world every day. Our community last year in 2020 throughout Monroe county did about \$2.5million in rental assistance between social services and all of the non-profits. Moving forward, Key West is busy and in height of season. Businesses are rebounding, our airport is busy, our sales tax revenue is up, so I can only project what the need will be as we move into those summer and fall months when these funds would actually be awarded, but I can say for this last year the rent, mortgage and utilities assistance has been a need and we do have the infrastructure here within the community to accomplish that and within the parameters of this grant. Even if COVID is over in 3-6 months, it's a long term recovery. As we look forward in our community, having some sort of community impact center, case management offices, emergency facility to be able to response to future disasters would be phenomenal. Sam Kaufman – Response to Leah Stockton's comment. I agree with her about the rental assistance need, the case management need, and understanding how our infrastructure supports these needs in light of COVID enhancing the needs. FKOC is at full capacity and can't take more people. The 178 people that are in FKOC have no place to go. Now we have evictions that going to come eventually and we don't know where those people are going to go. We have this unemployment problem still with the food insecurity problem. That is the framework with which we are working. We should maximize the funding opportunity if it makes sense. I'm not in disagreement that we need more rental assistance, but there are two different areas – one is Poinciana, the city owned buildings. The agencies that operate those buildings are responsible for their maintenance and I have to believe that some of those agencies can't afford the upkeep and the maintenance. They're old buildings with termite damage and the plumbing damage. It's an opportunity and I would like the city to consider at looking at partnering with these agencies to look at doing something more robust, updating that facility, increasing the capacity, for both transitional and permanent housing. I think that would fit – redeveloping the buildings that are there that are basically falling down and increasing the capacity to meet the greater needs that we can demonstrate. If we partner with United Way and get the data, you'll be able to show how these agencies have been pressed for more and more and the unemployment and the loss of fees that people just can't afford that are in the programs. Alternatively, KOTS could be a project, that is something the City should consider too, because the case management in that population has data that you can use to show the greater need as a result of COVID. We know that is one of the highest priorities in the City to redevelop that emergency homeless shelter. I am for all of it. Let's maximize this opportunity.

Describe the methods used to solicit participation of low- and moderate-income persons in public hearing(s):

The public hearing notices were posted in the Local Newspaper, The Key West Citizen, on February 27, as well as on the United Way of Collier and the Keys website, and on the City of Key West Facebook Page on February 26, 2021.

Denote any adverse comments/complaints received in the public hearing(s) and describe the resolution:

While no adverse comments or complains were made by the attendees of the Public Hearing, the consensus of the comments received was that the existing needs of the community in the areas of poverty and homelessness had been increased significantly as a direct result of the coronavirus pandemic. From this conversation, three potential projects were framed: Project 1: Rehabilitation of a City-owned property used for transitional housing for the impoverished and unemployed, that are dilapidated and coming to the end of their usable life. The project would be to redevelop the buildings and increase capacity as the City is anticipating an influx of individuals displaced by coming evictions that are a result of unemployment caused by the coronavirus pandemic. Further, they would want to include a centralized case management facility of some sort, both helping residents through the coronavirus pandemic but also for future disasters and incorporating many of the case management functions and organizations cooperation utilized by our residents. This need has identified this as an underlying need in the community exacerbated through the coronavirus pandemic. Project 2: Rental assistance, mortgage, and utilities assistance for those who need it as a result of the coronavirus pandemic. The client has the structure already established with community partners to facilitate such a program. They may also consider expanding it slightly to limited subsistence to allow for food, clothing, rent, mortgage, and utilities. Project 3: Rehabilitation/reconstruction of the City-owned Keys Overnight Temporary Shelter – the emergency homeless shelter that is in a state of disrepair and was converted to a full 24/7 shelter in response to increased need from the coronavirus pandemic, thus expediting the wear and tear on the already overused facility. The entire transcript from the Public Hearing can be made available upon request, however, paraphrased comments from the public attendees are written below. Commissioner Sam Kaufman – Speaking as the Chair of Florida Keys outreach Coalition, the largest provider of transitional housing. We have limited beds and high food insecurity. Our clients can't even afford our program fees. We have an unemployment problem and a food insecurity problem. Our Poinciana housing development housing stock that provides housing to homeless is becoming dilapidated and old. We are also bracing for an eviction epidemic in April or May. Perhaps the City should consider Poinciana to build up the housing there and create additional units for transitional and permanent housing targeting those who are unemployed as a result of the pandemic and to strengthen the infrastructure that we have for those who are in need. Leah Stockton (Florida Keys Area President) – Response to Commissioner Sam Kaufman's comment. Something that is a huge challenge to the community is lack of access to case management. so if we were to pursue some sort of case management offices or capacity either

Recipients are required to take reasonable steps to ensure meaningful access to Limited English Proficiency (LEP) persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
2. The frequency with which LEP persons come into contact with the program;
3. The nature and importance of the program, activity, or service provided by the program; and
4. The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located in Appendix A of the LEP Final Guidance.



#### Sample Four-Factor Analysis

Describe outcomes of Four-Factor Analysis for Limited English Proficiency:

The outcomes of the Four-Factor Analysis indicated we needed to make accommodations for Spanish speaking residents 23.7% of the population is Hispanic or Latino, 21% of residents are foreign born and 23% speak a language other than English at home.

Describe the methods used to solicit participation of low- and moderate-income

Neighborhood Revitalization

Public Service

Planning

Housing

Other, specify below:

Public Facilities and Improvements and Privately-Owned Utilities

### ***Part III - Citizen Participation***

Two public hearings must be held at different stages of project development. One public hearing must be held prior to the submission of the pre-application to collect information on the COVID- related housing and community development needs of the jurisdiction. The second public hearing must be conducted prior to the submission of the final application. Please provide dates for the following:

First Notice of First Public Hearing:

2/27/21

Date of First Public Hearing:

3/5/21



User Guides for Sam.gov registration or renewal can be found on the [SAM.gov User Guides](#) page.

**SAM.gov and CAGE Code**

You must have an active registration in SAM to do business with the Federal Government. If you have already started your registration, you can check your status by entering your DUNS Number or the CAGE Code provided after registration in the SAM Status Tracker. SAM.gov registrations must be updated annually. Directions on creating an account or checking your status can be found on the SAM Status Tracker page.

**DUNS Number**

In order to register for SAM.gov, you must have your entities DUNS Number, Legal Business Name, and Physical Address. If you do not already have one, you can request a DUNS Number for FREE from Dun & Bradstreet (D&B).

## ***Part II - Grant Request Information***

Total Grant Request:

2,525,970.08

Project Type: Choose one (1) of the following:

Commercial Revitalization	<input type="radio"/>
---------------------------	-----------------------

Economic Development	<input type="radio"/>
----------------------	-----------------------

33041-1409

Direct Phone:

(305) 809-3844

Fax:

Email:

tjohnston@cityofkeywest-fl.gov

Applicant Contact  
Name:

Albi Balliu

Applicant Contact  
Title:

Senior Project Manager, Engineering

Direct Phone:

305-809-3962

Email:

aballiu@cityofkeywest-fl.gov

Federal Identification Number/Tax Number:

596000346

DUNS Number:

079864898

CAGE Code:

4Y7X3

SAMS Expiration  
Date:

08/21/21



application documents, please contact us by email at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com).

**REMINDER: Small Cities pre-applications must be submitted no later than 5 p.m., Eastern Time, on March 15, 2021, to receive DEO review and technical assistance.**

Please click the Next button to proceed with your CDBG-CV Small Cities Pre-Application.

## **Part I - Applicant Information**

Please complete the following information:

Unit of Local Government Applicant Name:

City of Key West

Chief Elected Official Name:

Teri Johnston

Chief Elected Official Title:

Mayor

Mailing Address:

PO BOX 1409

City:

Key West

County:

Monroe

Zip Code:

32041-1409

**Pre-Application submitted 3/15/2021**

***Please click "Download pdf" below to download a copy of your pre-application for your records. Once downloaded, scroll to the bottom of the page and click the Next button to submit your pre-application.***

Below is a summary of your responses

[Download PDF](#)



**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

*Welcome to the Community Development Block Grant Coronavirus (CDBG-CV) Pre-Application for Small Cities (non-entitlement communities).*

*There are detailed instructions for completing and submitting your pre-application, as well as CDBG-CV Small Cities Program Guidelines, templates and other helpful information available at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).*

*Please take the time to read the guidelines and pre-application instructions thoroughly before beginning your pre-application.*



*Quick tips are provided throughout the pre-application to help you complete and submit your pre-application.*

*The maximum file size for any individual file upload is 100 MB. If you have difficulty completing any section of the pre-application or uploading any related pre-application documents, please contact us by email at [CDBG-CV@deo.myflorida.com](mailto:CDBG-CV@deo.myflorida.com)*

jurisdiction, the CDBG funds expended by the unit of general local government must not be unreasonably disproportionate to the benefits to its residents.

Any activity carried out by a recipient of State CDBG-CV program funds outside the applicant's jurisdiction must significantly benefit residents of the jurisdiction of the grant recipient. For an activity to significantly benefit residents of the recipient jurisdiction, the CDBG funds expended by the unit of general local government must not be unreasonably disproportionate to the benefits to its residents. In addition, the grant cannot be used to provide a significant benefit to the entitlement jurisdiction unless the entitlement grantee provides a meaningful contribution to the project.

#### **Applicant Capacity**

Federal regulations require that DEO establish criteria for selecting local government grantees and assessing risk. The criteria should be used to determine whether a prospective Subgrantee has the necessary systems in place to carry out the proposed project/activity and to comply with applicable rules and regulations.

- Our review of the applicant capacity narrative and attached key personnel documents concluded that The City of Key West and/or its selected sub-recipient appear to have the necessary experience and capacity to carry out the proposed activity.
- The City of Key West appears to have satisfactory financial management practices in place that meet the requirements of 24 CFR 200.302 and 24 CFR 570.489(p).

#### **CARES Act Justification**

Federal regulations require that all activities assisted with CDBG-CV funds will prevent, respond to, or assist in the recovery from the coronavirus pandemic.

- Our review of the CARES Act Justification narrative concluded that the proposed activity appears to prevent, respond to, or assist in the recovery from the coronavirus pandemic.

#### **Environmental Review**

Recipients of CDBG-CV funds are required to comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and Florida Executive Order 19-12 and complete the appropriate Environmental Review Record (ERR).

- The City of Key West has indicated the proposed activities are Categorically Excluded Subject To or requires a full Environmental Assessment. The City of Key West is to provide a complete and signed Certificate of Exemption form to DEO. The proposed activities will determine the level of environmental review. DEO encourages you to utilize our new Online Environmental Review Portal. Click the following link to complete an electronic version of an Exempt/CENST Activities Environmental Review: Online Exempt/CENST Environmental Review or, to download the paper version from the DEO website, utilize the following link: Certificate of Exemption.

### Sub-Recipient Information

Activities may either be carried out directly by the local government or by a nonprofit(s) as a sub-recipient of the subgrantee. The nonprofit must not be on the federal debarment list and must demonstrate to DEO and the subgrantee that they have the capacity to carry out the activity and meet all requirements of the DEO State and Small Cities CDBG-CV Program.

- Our review of the Pre-Application concluded that the applicant does not intend to utilize a sub-recipient to carry out the proposed activity.

### Proposed Budget

All CDBG-CV Small Cities Program costs must be for activities that are eligible and allowable under both CDBG-CV regulations and 2 CFR 200.

- The City of Key West has indicated that the project/program will be supplemented with non-CDBG funds. Applicants must document the status of funds committed as part of the final application in order to be considered "ready to proceed."
- Our review of the Summary Budget concluded that all costs appear to be eligible under Section 105(a) of the Housing and Community Development Act and allowable under 2 CFR 200.

All CDBG-CV activities are subject to the procedures set forth by the Federal Uniform Relocation and Real Property Acquisition Policies Act (URA).

Applicants must also ensure that no Choice Limiting Actions ([24 CFR 58.22](#)), such as purchase agreements or lease agreements, take place prior to receiving Environmental Release of Funds from DEO. See Environmental Review section below.

All applicants must ensure that any acquisition activities necessary for the CDBG-CV funded project follow the requirements of [49 CFR 24 Subpart B](#).

More information on the requirements of acquisition on CDBG-CV funded projects can be found in [HUD Handbook 1378, Chapter 5. 49 CFR 24 Subpart B](#).

- The City of Key West has indicated that the project/program *will not* require the acquisition of real property or that all activities will take place on property that is already under the control of the local government or sub-recipient.

### Eligibility and National Objectives

All activities funded with CDBG-CV funds must not only be an eligible activity but must also meet a national objective under [Section 570.483](#) of the program regulations both at the time of initial determination for funding and throughout the implementation of the activity.

- The City of Key West has selected Benefit to Low- to Moderate-Income Persons as the intended national objective for their project/program.
- Our review of the Pre-Application narrative and attached documents concluded Benefit to Low- to Moderate-Income Persons is the appropriate national objective for the activities described.
- Our review of the narrative concluded that the proposed project/program **appears to** strictly serve Limited Clientele (Homeless Persons) which is presumed by HUD to meet 51 percent LMI.

All applicants should note that [24 CFR 570.486\(b\) and \(c\)](#) require that all activities carried out by a recipient of State CDBG-CV program funds (Subgrantee and/or sub-recipient) must significantly benefit residents of the jurisdiction of the local government grant recipient. For an activity to significantly benefit residents of the recipient

## **Summary of CDBG-CV Pre-Application Review**

### **City of Key West**

DEO conducted a review of the pre-application and supporting materials as provided. The purpose of the pre-application review was to provide technical assistance to the applicant and note potential deficiencies prior to final application. Our review was not designed to identify all deficiencies. Therefore, deficiencies may exist that were not identified. We encourage the applicant to review the references and guidelines provided throughout this review document, and available on the DEO website, prior to submission of your final application to DEO.

### **Applicant Information**

The Applicant Information review is to ensure that entities are eligible for CDBG-CV Small Cities funding. CDBG-CV Small Cities Program Eligible Communities List, [24 CFR 570.480\(g\)](#), [2 CFR 25.200](#)

- Our review concluded that all required fields were completed.
- Our review determined that the applicant is listed on the CDBG-CV Small Cities Eligible Communities List.
- Our review determined that the applicant is registered in the System for Awards Management ([SAM](#)).

### **Grant Request Information**

The CDBG-CV Small Cities Program requires that applicants apply for a single eligible project or program. The minimum grant request is \$200,000 and the maximum grant request allowable is \$5,000,000. [CDBG-CV Small Cities Program Guidelines](#)

- Our review concluded that the applicant submitted a pre-application grant request within the allowable minimum and maximum funds request.

### **Citizen Participation**

Section 104(a)(2) of the Housing and Community Development Act provides that local unit of governments requesting CDBG (including CDBG-CV) funds must provide citizens with the opportunity to comment on its housing and community development needs and any proposed activities prior to application for funding to the State. Applicants and grantees must also take reasonable steps to ensure meaningful access to persons with Limited English Proficiency (LEP). [24 CFR 570.486](#), [Executive Order 13166](#), [FR-4878-N-02](#)

- Our review determined that the applicant appears to have met all Citizen Participation requirements for CDBG-CV Pre-Application.

### **Activity Description**

All CDBG-CV Small Cities Program activities must be eligible per Section 105(a) of the Housing and Community Development Act (activities listed at 24 CFR 570.202 may be used as a safe harbor). Per the CARES Act expenditure requirements, DEO requires grantees to complete all funded activities within 18 months of contract award.

- The City of Key West intends to submit an application for a Housing and Public Services project or program serving homeless persons.
- Our review of the Pre-Application narrative and documents concluded that each activity appeared to be eligible under Section 105(a) of the Housing and Community Development Act.
- DEO has concerns about the applicant meeting the estimated timeline based on the activities listed or the project/program design. Please contact DEO to discuss the project timeline prior to submission of the final application.

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

June 16, 2021

The Honorable Teri Johnston  
Mayor, City of Key West  
PO BOX 1409  
Key West, Florida 33041

RE: Technical Assistance Letter  
Community Development Block Grant – Coronavirus (CDBG-CV) Small Cities Pre-Application Review

Dear Mayor Johnston:

The Florida Department of Economic Opportunity (DEO) is pleased to have conducted a review of the submitted Pre-Application from the City for CDBG-CV funds.

The review included the pre-application and supporting materials as provided. The purpose of the pre-application review was to provide technical assistance to the applicant and note potential deficiencies prior to final application. Our review was not designed to identify all deficiencies. Therefore, deficiencies may exist that were not identified. We encourage the applicant to review the references and guidelines provided throughout this review document, and available on the DEO website, prior to submission of your final application to DEO.

DEO appreciates the efforts of the City on the pre-application and is looking forward to working with you to achieve your goals.

A summary of the review is attached.

Should you have questions regarding the technical assistance provided, please contact Andrea Pelton at (850) 717-8401 or [Andrea.Pelton@deo.myflorida.com](mailto:Andrea.Pelton@deo.myflorida.com).

Sincerely,

A handwritten signature in black ink that reads 'Kate Doyle'.

Kate Doyle  
Bureau Chief  
Bureau of Small Cities and Rural Communities

Attachment

cc: Ms. Albi Balliu, Senior Project Manager, Engineering, City of Key West

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

result of unemployment caused by the pandemic and help respond to the pandemic by providing centralized case management to help residents through the pandemic.

**FINANCIAL IMPACT:**

One application for CDBG-CV funds may be submitted requesting a minimum of \$200,000 and a maximum of \$5 million in grant funding. The City of Key West will request \$4,300,000. The activities, dollar amounts, and estimated benefit to low- and moderate-income persons are as follows:

<u>Activity Name</u>	<u>CDBG Funding</u>	<u>LMI Benefit</u>
Administration	\$ 50,000	N/A
Public Infrastructure – Homeless Shelter	\$ 4,000,000	100%
Temporary Relocation	\$ 250,000	100%
<b>Total Request</b>	<b>\$ 4,300,000</b>	

Project funds committed to date to the KOTS project total \$3,000,000 in Fund 101, Account 1011900 5196200 (Infrastructure Surtax / Non-Departmental / Buildings), Project IS19002101.

**RECOMMENDATION:**

Staff recommends that the City Commission authorize submission of a grant application to the Florida Department of Economic Opportunity (DEO) for Community Development Block Grant – Coronavirus (CDBG-CV) funds for the reconstruction of Keys Overnight Temporary Shelter (KOTS) and authorize City Manager to sign the CDBG-CV grant application on behalf of the City.



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

**M E M O R A N D U M**

### EXECUTIVE SUMMARY

**TO:** Patti McLauchlin, City Manager  
Todd Stoughton, Assistant City Manager

**CC:** Steve McAlearney, Engineering Director  
Mark Finigan, Chief Financial Officer

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** October 5, 2021

**RE:** Authorizing submission of a grant application to the Florida Department of Economic Opportunity (DEO) for Community Development Block Grant – Coronavirus (CDBG-CV) funds for the reconstruction of Keys Overnight Temporary Shelter (KOTS); Authorizing the City Manager to sign the CDBG-CV grant application on behalf of the City.

#### ACTION STATEMENT:

This resolution will authorize submission of a grant application to the Florida Department of Economic Opportunity (DEO) for Community Development Block Grant – Coronavirus (CDBG-CV) funds for the reconstruction of Keys Overnight Temporary Shelter (KOTS); Authorizing the City Manager to sign the CDBG-CV grant application on behalf of the City.

#### BACKGROUND:

Administered by the Florida Department of Economic Opportunity (DEO), CDBG-CV funds are federally-awarded by the United States Department of Housing and Urban Development (HUD) and designed to help local governments prepare for, prevent, or respond to the health and economic impacts of the coronavirus pandemic. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income (LMI) residents.

The City submitted a pre-application in March 2021 for the reconstruction of KOTS and received the attached Technical Assistance Letter and summary of the review. To meet DEO public participation requirements, the City advertised and held public hearings on March 5, 2021 and July 20, 2021. A Third Public Hearing is scheduled for October 8, 2021 (not yet held at the time this Executive Summary was prepared).

#### PURPOSE AND JUSTIFICATION:

The proposed project is the reconstruction of KOTS to a permanent, storm resistant concrete and steel facility. The current facilities are dilapidated and beyond their useful life. The new facility will help prepare for impacts of the coronavirus pandemic by providing capacity in anticipation of individuals displaced by evictions that are a

*Key to the Caribbean – Average yearly temperature 77° F.*