

COMMUNITY ENHANCEMENT AREA SPECIFIC PROGRAM REQUIREMENTS

In addition to the Proposal Narrative and budget described in this packet, communities submitting proposals for the Community Enhancement Area Program are required to submit the following attachments. Copies of attachments A, C, D and H and the Community Enhancement Area Partnership Program Handbook will be available at the Bidder's Conference on January 10, 2009 or by contacting Bill Gearing, Community Enhancement Coordinator at 742-6515.

1. Attachment A - list your community, community spokesperson and representatives and organizations supporting your proposal.
2. Attachment B - attach all letters of support for your proposal. Topics of these letters include but are not limited to: support, committing cash or materials donations or committing volunteers.
3. Attachment C - the list of community volunteers.
4. Attachment D - the Community Conditions Survey which is explained in the handbook which will also be distributed to those applying to the Community Enhancement Area Program.
5. Attachment E - a sketch map, site plan and/or landscape plan for your project, if applicable.
6. Attachment F - up to four photographs of the site of the proposed project.
7. Attachment G - a copy of any notification (flyer, newspaper ad, etc.) advertising a community-wide meeting at which your proposed project was discussed.
8. Attachment H - checklist of items that are required to be returned.

COMMUNITY ENHANCEMENT AREA PARTNERSHIP PROGRAM APPLICATION

(PLEASE PRINT OR TYPE)

ATTACHMENT A – GENERAL INFORMATION

NAME OF COMMUNITY:

LAKE COUNTY COMMISSION DISTRICT: _____

NAME OF COMMUNITY SPOKESPERSON:

Day Phone: _____ Home Phone: _____

Mailing Address:

Street

City

Zip Code

LIST THE ORGANIZATIONS THAT ARE SUPPORTING THIS APPLICATION:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

NAMES & TELEPHONE NUMBERS OF COMMUNITY REPRESENTATIVES:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

ATTACHMENT D – COMMUNITY CONDITIONS SURVEY

Completion of the Community Condition Survey is the first step in preparing an application for Community Enhancement Area (CEA) designation. The Community Condition Survey is an opportunity to identify your community's assets and liabilities, in other words, what you like and dislike about where you live, and can be completed by conducting a drive through or walk through your community. Under no circumstances should you attempt to enter private property. Your assessment should reflect only what can be seen from the roadway.

The survey is divided into two Sections: Section I is a summary of those elements which may affect the community's quality of life. Section II is map showing the assets and liabilities you have identified that have a physical location. When you submit your CEA application, do not include these instructions. Turn in only the Community Conditions Survey and the Physical Conditions Map.

Quality of Life Condition Survey

The table on pages 4-7 is intended to help you compile your findings about quality of life in your neighborhood. After each quality of life element in the column on the left, indicate the overall condition of that element. Then check in the next column whether or not that element is an asset or a need. Finally, indicate in the last column on the right how the element is an asset or what kinds of improvements are needed. Elaborate on those items which your community considers extreme; including locations where applicable. You may use additional pages when necessary. However, we suggest that you complete the table electronically so that the row heights will adjust automatically.

Physical Conditions Map

The physical conditions map shows the location of the liabilities and assets in your neighborhood. The first step in preparing your physical conditions map is to obtain a base map. Base maps can be downloaded from the County website at www.lakecountyfl.gov. **We recommend that you use this option.**

- Click on "Lake County Maps" in the lower left hand corner of the home page. Then click on "Base Maps" under the Interactive Maps heading. The map will take several minutes to load. After the map has loaded, click on the zoom in tool (magnifying glass with a plus sign). Click and drag a rectangle around the area you wish to see in more detail. Repeat this until you get a map at an appropriate scale. When you get down small enough, parcel boundaries, parcel numbers and locations of structures (noted by a red "+") will appear.
- If you haven't found the exact location you wish to depict, you may move the map by clicking on the pan icon (looks like a hand) on the toolbar. Then click and drag the map to the desired location.
- You may use the Layers option in the upper right hand corner to make visible or turn off any of the features in the list of layers by clicking on the appropriate circle

opposite the feature label. If you wish to display the most recent aerial photography click on this option. (This is a good way to determine existing land use.)

- You may print your map by clicking on the print icon at the bottom of the map toolbar. A map output screen will appear. Click on the print icon at the top of the screen to print a paper copy of the map.

If downloading a base map from the County website is too complex, the CDBG Section of the Housing and Community Development Division of Community Services can prepare a paper copy for you. (If you wish to visit the CDBG offices, please call ahead to ensure that someone will be available to help you.) If visiting the CDBG offices is inconvenient, your map can be mailed to you. You may also blow up a road map on a copy machine

Once you have the base map, you will need to plot your community's assets and needs with a geographic location. You may use the classification system described below to inventory the condition of deteriorating structures.

CONDITION CLASSIFICATION DEFINITIONS

1. *Standard:* A structure which appears to have no defects, or only slight defects which can be corrected with regular maintenance. Examples include:
 - Lack of paint
 - Slight damage to porch or steps
 - Small cracks in walls, plaster or chimney
 - Cracked windows
 - Broken gutters
 - Slight wear on doorsills, doorframes, window sills or window frames
2. *Minor Deterioration:* A structure which has minor defects. The structure can still provide safe and adequate shelter, yet some improvements are necessary. Examples include:
 - Holes, open cracks, rotted, loose or missing material in a small area of the foundation, walls or roof
 - Shaky or unsafe porch, steps or railings
 - Several broken or missing window panes
 - Some rotted or loose window frames
 - Deep wear on doorsills or doorframes
 - Missing brick or cracks in stucco or blocks
3. *Major Deterioration:* A structure which has major defects requiring extensive repair. As a result, the structure will not necessarily provide safe and decent shelter unless the repairs are made. Examples include:
 - Holes, open cracks, rotted or missing materials in a large area of the foundation, walls, roof or chimney
 - Substantial sagging of floors, walls or roof
 - Extensive damage by storm, fire or flood

You should depict each level of deterioration by a symbol or number. For example, those structures which may classify as Standard can be depicted by a “■” or “1”, those structures which may classify as Minor Deterioration can be depicted by a “●” or “2”, and so forth.

As part of the physical condition survey, you can also obtain Code Enforcement violation data. Those properties which appear to be Code Enforcement problem areas (as evidenced by Code Enforcement data and/or **community perception**) should also be indicated on the Physical Condition Map and further explained in the Quality of Life Survey table. Code Enforcement data can be obtained by contacting Cindy Steele, Office Coordinator, Lake County Code Enforcement at 352-343-9639. (Reports for specific communities should be available in August 2005).

Don't forget to plot the assets on your map as well.

SECTION II – QUALITY OF LIFE CONDITION SURVEY

<u>ELEMENTS</u>	<u>CONDITION</u>	<u>ASSET OR NEED</u>	<u>HOW AN ASSET OR WHAT IMPROVEMENTS NEEDED</u>
Trash Control		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Traffic Flow		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Roadway Maintenance		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Flood Control		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Noise Level		<input type="checkbox"/> Asset <input type="checkbox"/> Need	

<u>ELEMENTS</u>	<u>CONDITION</u>	<u>ASSET OR NEED</u>	<u>HOW AN ASSET OR WHAT IMPROVEMENTS NEEDED</u>
Odor Level		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Housing		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Neighborhood Crime		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Public Transportation		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Police Protection		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Fire Protection		<input type="checkbox"/> Asset <input type="checkbox"/> Need	

<u>ELEMENTS</u>	<u>CONDITION</u>	<u>ASSET OR NEED</u>	<u>HOW AN ASSET OR WHAT IMPROVEMENTS NEEDED</u>
Library Facilities		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Recreation Facilities		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Neighborhood Organization		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Pedestrian Friendly		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Bicycle Friendly		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Sidewalks		<input type="checkbox"/> Asset <input type="checkbox"/> Need	

<u>ELEMENTS</u>	<u>CONDITION</u>	<u>ASSET OR NEED</u>	<u>HOW AN ASSET OR WHAT IMPROVEMENTS NEEDED</u>
Lighting		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Historic Structures or Sites		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Other		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Other		<input type="checkbox"/> Asset <input type="checkbox"/> Need	
Other		<input type="checkbox"/> Asset <input type="checkbox"/> Need	

ATTACHMENT H – APPLICATION CHECKLIST

Each application package must include:

___ **One (1) unbound reproducible original of the following:**

___ Proposal Narrative and Budget

___ Copy of State of Florida Incorporation Certificate or alternative document “down-loaded” from the Florida Department of State, Divisions of Corporations web site (www.sunbiz.org), if applicable

___ IRS letter granting 501 (c) (3) status, if applicable

___ Attachment A – General Information

___ Attachment B - Proof of community support and participation. (Letters from groups and individuals.)

___ Attachment C – Community Volunteers

___ Attachment D - Community Condition Survey

___ Attachment E - Sketch map/site plan/landscape plan of proposed project, if applicable

___ Attachment F - Current pictures (max of 4) of the proposed project site.

___ Attachment G - Proof of notification of a community meeting to discuss this project

___ Attachment H - Application Checklist