



THE CITY OF DAYTONA BEACH

Redevelopment & Neighborhood Services Division

P.O. Box 2451

Daytona Beach, FL 32115-2451

PHONE: 386-971-8180

AGENDA

Downtown Redevelopment Board Meeting

12:00 PM - Tuesday, December 3, 2024

City Commission Chambers

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. PLEDGE OF ALLEGIANCE TO THE FLAG	
4. APPROVAL OF MINUTES	
4.A. Nov 2024	3 - 7
Signed-Downtown Redevelopment Board-11-05-2024	
5. POLICE REPORT	
6. GRANT ALLOCATIONS	
6.A. Commercial Property Improvement & Professional Design Assistance	8 - 9
248 S. Beach Street LLC- Doug Martin	
250 S. Palmetto Ave Unit A- Kenneth Hunt	
250 S. Palmetto Ave Unit B- Kenneth Hunt	
250 S. Palmetto Ave Unit C- Kenneth Hunt	
214 S. Beach St.- Elisabete Santos	
Report Synopsis for Downtown Redevelopment Board- Dec2024	
6.B. Other Grant Allocations	
Other CRA Grant Funds	
Hurricane Milton Grants	
7. STAFF REPORTS	
7.A.	10 - 19
Public Works	
2024-10-29 - Downtown Redevelopment Area	
7.B.	

Redevelopment Project Manager Report

8. PUBLIC COMMENTS
9. BOARD COMMENTS
10. ADJOURNMENT

NOTICES - Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the City Commission at this public meeting, such person will need a record of the proceedings and, for that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The city does not prepare or provide such a record. For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023 Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.



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**DOWNTOWN REDEVELOPMENT BOARD
MINUTES
Tuesday November 5th 2024**

The regular meeting of the Downtown Redevelopment Board was held on Tuesday November 5th, 2024, at 12:00 p.m. The meeting was held in the City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following People were present:

Board Members Present:

Mr. Kenneth Hunt, Chair
Mr. Pete Zahn, Vice Chair
Mr. John Kamchan
Mr. Tibor Benke
Ms. Sheryl Cook
Mr. Javier Benavente

Staff Members Present:

Mr. Ken Thomas, Redevelopment Director
Mr. Anthony Jackson, Deputy City Attorney
Ms. Michele Toliver, Redevelopment Project Manager
Mrs. Angela Armstrong, Redevelopment Project Manager
Ms. Phebe Fuqua, Redevelopment Project Manager
Mrs. Mandana Carry, Office Specialist III

1. Call to Order

Mr. Hunt called the meeting to order at 12:00 p.m.

2. Roll Call

Mrs. Carry called roll and noted members present as stated above.

3. Pledge of Allegiance

The Pledge of Allegiance was stated by the board.

4. Approval of Minutes

A motion was made to approve the minutes from September 9th, 2024, by Ms. Cook, seconded by Mr. Zahn. The motion was carried 6-0.

5. Police Report

Lieutenant Gernert reported that police recently served several search warrants near Bellevue and Seagrave, just outside downtown but affecting the area. During this operation, four or five people were arrested for drug-related offenses.

She added that, to her knowledge, there have been no reports of criminal activity or complaints in the Beach Street area.

6. Presentations

6. A. Public Works

Ms. Fuqua provided updates on public works, highlighting progress in beautification projects, infrastructure upgrades, and frequent use of the new EV charging station, which has proven to be a valuable investment.

Mr. Benavente praised the Coast Guard's recent cleanup of the dock area, calling it a great job. He then asked if the Halifax dock repairs included the old docks on the south side near the Coast Guard station, and Ms. Fuqua confirmed they did. He also asked if hurricane Milton had again removed the walkway under International. Ms. Fuqua said yes, explaining that repairs are planned as the recent hurricane caused damage. She added that she would provide more details soon.

6.B Redevelopment Project Manager Report

Ms. Fuqua shared highlights from the Halifax Art Show, describing it as a successful event. Business owners were pleased with the increased foot traffic, which boosted their business, and the community enjoyed another positive event.

She also provided an update on foot patrols by First Coast Security, noting that detailed reports are available if any board members are interested. Ms. Fuqua mentioned that the reports are lengthy but can be provided upon request. She added that if anyone is interested in a specific day, she can share details for that date.

Ms. Fuqua discussed funding available for outdoor seating, intended to support businesses that serve food or beverages. This grant provides resources for planters and designated outdoor seating spaces. She noted that three applications have been submitted so far and that they are working with the legal department on licensing agreements since the seating will occupy city property.

Ms. Fuqua reported that last month's Triage Program meet-and-greet was very successful. Business owners attended, learned about the program, and shared success stories. The Triage Program assesses businesses to identify gaps and provides city resources to address them. They are preparing for phase two, which will focus on creating strategic plans and offering further support through grants or partnerships.

She noted a positive trend with new businesses moving into the downtown CRA and Ballough areas, reflecting growing interest in these locations.

Ms. Fuqua also mentioned an upcoming CRA workshop in December to inform the public about the CRA's purpose and activities. The exact date and location will be shared via email and on the city's website, and she encouraged board members to attend.

She shared that new grant funding is available, thanks to a new fiscal year, and urged businesses to apply for funding to support improvements.

Ms. Fuqua recapped the team's attendance at the Florida Redevelopment Conference, where they represented Daytona Beach well. She presented on community revitalization and emphasized the importance of having leadership present. Ms. Fuqua and Ms. Toliver also received Florida Redevelopment Association designations, the highest credentials in the state, which the department takes great pride in.

Mr. Benavente inquired about the Brown & Brown acquisition of Burgoyne, asking if any details could be shared. Ms. Fuqua explained that the process is still in early stages. Currently, they are meeting with each tenant to understand their needs, as many tenants are requesting improvements to their units. She will provide more information as the development progresses.

Mr. Zahn asked if the tenants are on individual tax parcels or if Burgoyne is a single property with multiple leases. Ms. Fuqua clarified that Burgoyne is a single large property with individual lease agreements for each tenant.

7. Public Comments

None.

8. Board Comments

Mr. Benavente relayed a question from a downtown resident to Mr. Jackson about the future of food pantries in the area. Mr. Jackson explained that there's no major update. A lawsuit regarding one pantry was settled, allowing it to keep operating, but otherwise, nothing has changed. He added that the Land Development Code outlines where food pantries can be located, but he's not aware of any recent updates to those rules.

The board addressed Mr. Elliott Ward's concern about Brown & Brown potentially monopolizing the area. Mr. Zahn expressed confidence in Brown & Brown's involvement, noting their contributions to the park, Museum of Arts & Sciences, and the art center. He emphasized that corporate entities are often the main supporters of the arts, and the community is fortunate to have Brown & Brown's support. Although they are a major presence, their ownership includes many businesses, and he expects this diversity will continue. He also welcomed the possibility of a residential component, which would help bring more people to the area.

Ms. Fuqua added that having stakeholders like Brown & Brown involved is essential, as they share the city's vision and are willing to invest to help achieve it. As city staff, they face funding limitations, but Brown & Brown and other private investors can contribute funds and overcome barriers that the city cannot address alone. Ms. Fuqua noted that they actively seek other investors daily, adjusting their approach based on specific needs. She confirmed that a strategic plan is in place for the downtown area.

Elliott Ward, 1133 Hampton Rd, asked if the property buyers can refuse tenants they don't approve of. Ms. Fuqua explained that there are active leases in place, and any changes to the property must go through the city for approval. They are communicating with tenants about the plans, but any potential projects will need to be reviewed by the city's staff and the TRT.

Ms. Cook asked about the building on Magnolia and Beach Street, which she described as in poor condition with broken windows. Ms. Fuqua agreed, mentioning that after the storm, she saw the building was still standing. They've been in talks with investors interested in buying the building and are currently assessing its value and structural condition. She expects to receive an appraisal report next week and hopes to provide an update at the next meeting. Ms. Cook also asked if there are liens on the building that the new owner would need to pay. Mr. Zahn explained that as fines accumulate, there will be an opportunity for the new owner to negotiate with code enforcement for a reduction or elimination of fines before going before the special magistrate.

Mr. Benavente inquired about properties in distress, asking if a crew is sent to maintain properties with liens, including downtown business facades. Mr. Thomas explained that the city currently doesn't have a crew for this purpose and added that they're unsure if there are liens or fines on the property but will look into it. Mr. Jackson mentioned that some properties are going before the commission this week to seek approval for foreclosure.

Mr. Hunt shared his experience attending the Florida Redevelopment Conference in Tampa, noting it was encouraging to see the city's redevelopment team, including the city manager, present the potential for Daytona Beach's future. He also announced that this would be his last board meeting as he transitions to the DDA board.

Anita Pologa mentioned that there are applicants for reappointments, and they are aiming to include them on the December 4th agenda. She encouraged board members to send any questions or recommendations for qualified candidates her way.

9. Adjournment

The meeting was adjourned at 12:36 p.m.

Mr. Kenneth Hunt, Chair



Ms. Chernecia Stuart, Board Secretary

Report Synopsis for Downtown Redevelopment Board

Grant Application Summary: Commercial Improvement & Professional Design Assistance Incentive Program

1. 250 S. Palmetto Ave. (Units A, B, C)

- Owner: Mr. Kenneth Hunt
- Grant Request: \$50,000 per unit
- Scope of Work: Installation of a textile roof for each unit.
- Impact: This project aligns with the Downtown Redevelopment Board's goal to enhance the aesthetic appeal and ambiance of the area. The upgraded roof will contribute to the beautification of the property, making it more visually appealing for patrons and visitors. By improving the establishment's exterior, this project will create a more inviting and cohesive streetscape, fostering increased foot traffic and encouraging further investment in the surrounding area.

2. 214 S. Beach St. (Serran Doce)

- Owner: Elizabeth Santos
- Grant Request: Funding for interior and exterior upgrades, including:
 - Replacement of appliances (refrigerators, sandwich prep tables).
 - Installation of a new awning.
 - New flooring, furniture, and interior painting.
 - Complete refurbishment of the coffee shop space.
- Impact: This project revitalizes an existing downtown business and introduces a unique Brazilian-Portuguese ambiance, diversifying the cultural and culinary offerings of the area. The upgraded space will not only attract local patrons but also draw visitors seeking unique experiences, enhancing the vibrancy of the downtown corridor. This extreme makeover supports the strategic goal of beautification while creating a modern, inviting atmosphere, increasing revenue potential and fostering community engagement.

3. 248 S. Beach St. (Art Gallery Renovation)

- Owner: Doug Martin
- Grant Request: Funding for total renovation, including:
 - Demolition of the old Davison Brothers Building.
 - Installation of a staircase, flooring, electrical systems, bathrooms, and HVAC systems.
- Impact: This renovation transforms a dated property into a modern art gallery, aligning with the Downtown Redevelopment Board's vision of fostering art and culture. The new space will serve as a cultural hub, attracting artists, art enthusiasts, and tourists, thereby driving economic growth. The integration of an art gallery adds a dynamic element to the downtown area, complementing the strategic plan and creating an ecosystem that supports the arts while generating additional revenue streams for local businesses.

Key Justifications for All Projects:

- **Economic Impact:** Each project contributes to the economic vitality of the downtown area by attracting visitors, increasing property values, and encouraging adjacent property improvements.
- **Cultural Enrichment:** Projects like Serran Dolce and the art gallery introduce unique elements of culture and art, diversifying downtown offerings and making the area more attractive to residents and tourists alike.
- **Alignment with Strategic Goals:** These projects align with the redevelopment board's goals of enhancing beautification, fostering a sense of place, and stimulating local commerce.
- **Community Engagement:** Improved aesthetics and new attractions will foster a sense of pride among residents and create opportunities for community events and gatherings.

These grants represent meaningful investments in the future of downtown, contributing to its transformation into a thriving, culturally rich, and economically robust district.

Downtown Redevelopment Area (Downtown and Ballough Road)

Public Works Projects

Beach Street Streetscape Improvements Phase II

- Description/Commission District:
 - Project is for the design and construction of the Beach Street Streetscape between Bay St and Fairview Ave. The project involves increasing the width of the pedestrian walkways west of Beach St., reduction of driving lanes from four to two, parking modifications on both sides of Beach Street and ancillary traffic calming measures. Additional improvements in the project corridor include landscape, lighting upgrades, irrigation, backflow prevention, water services and other utility upgrades.
 - Zone 3
 - Downtown Redevelopment Area
- Progress
 - Design Engineer has been selected (PMA).
 - Agenda Packet for design contract approved June 16, 2021.
 - Design Kickoff Meeting held July 01, 2021
 - Meeting on Design Concept Presentation held August 25, 2021.
 - Topographic Survey on Project has been completed.
 - Workshop Presentations to City Commission for concept plans held October 20, 2021
 - Public Meeting conducted November 15, 2021
 - City Commission approval of Design March 16, 2022
 - Utilities Dept. request for Reuse Main Extensions MMB to Fairview and Bay St from Beach To Ridgewood, Change Order approved by City Commission June 1, 2022.
 - Preliminary design plans have been received from PMA and reviewed
 - Consultant Surveyor picked up additional topographic survey on Riverfront Park to reflect final construction (as-built) of park components along the eastern edge of project.
 - CO#1 for Reclaimed Water Main extension design approved by Commission June 1, 2022
 - Revised 30% drawings have been submitted to City
 - Coordination meeting held with Frameworks Developer and Engineer along with City Public Works and Utilities staff. It appears Frameworks development will start construction first and list of items they will need to construct was discussed. CADD files for Beach St Phase 2 have been sent to Frameworks Design Engineer for their use in preparing revised drawing
 - Presentation to Downtown Redevelopment Board on May 2, 2023
 - City received 60% plans and cost estimate.
 - FPL preliminary lighting design received on October 17, 2023
 - Utility coordination/confirmation on-going.
 - 60% Plans submitted to FDOT Nov 30, 2023
 - FDOT 60% plan Comments received and responded to by Jan 9th 2024
 - 60% City Comments provided to consultant.
 - Received partial 90% package for submittal to FDOT
 - 90% Submittal sent to FDOT, package being reviewed.
 - CEI Consultant RFQ awaiting FDOT concurrence for re-advertising
- Upcoming Work

- RFP for CEI Services has been bid, insufficient number of bids received and FDOT is requiring re-bidding.
- Review comments responses on 90% package being uploaded to ERC.
- Utility review to be conducted upon receipt of roll plot and profile from EOR.

Issue Risks/Challenges

- Maintaining Traffic flow during Construction
- Coordination with work in Riverfront Park and proposed development
- Constructing Project within Budget and timeframe
- **Schedule**
 - Change Order for Reuse line extensions approved by City Commission on June 1, 2022
 - 60% FDOT review comments responded to on Jan 9 ,2024
 - 90% Submittal package sent to FDOT for review September 4, 2024.
 - Response to FDOT 90% package early November.
- **Project Costs**
 - Design Cost: \$698,479 includes CO#1 (Reclaimed main extension) and Additional topo along Riverfront Park for As-Built conditions including new fencing.
 - Construction Estimate \$8,500,000

Halifax Harbor Dock Renovation

- **Commission District/Description:**
 - Zone 3 (May)
 - Downtown CRA
 - Project consist of removing deteriorated boat dock and replace with a 3 boat slip dock with boat lifts.
- **Progress**
 - City obtained Engineering Proposal from PMA (Parker Mynchenberg Associates) to develop plans.
 - Funding source provided by P & L.
 - City Commission approval of engineering proposal on 2/15.
 - PO issued to PMA for design phase
 - Geotechnical engineering work and pile design in process.
 - 60% plans were submitted to the City for review on 5/12/23.
 - Dock orientation options were approved and 90% drawings are pending.
 - Permit application submittals and responses for additional information.
 - Manatee Protection permitting complete, allocating 2 new slips from the available pool.
 - Bid package received from PMA and City is preparing bid documents to be advertised early in 2024.
 - Project advertised 1/10/24 and pulled due to FDEP permitting issues.
 - FDEP permit review and comments received. Submerged land lease items to be addressed.
 - ITB is being pulled due to FDEP Land Lease Survey issues. We will advertise again when resolved
 - PMA Change order of additional survey work received and being reviewed.
 - Land Lease Survey being prepared by surveyor.
 - Resubmittal to FDEP for Land lease items.
 - Resolving description clarification with upland property attached to submerged land lease. Resubmitted back to FDEP.
 - USACE permit application submitted and response to comments sent by EOR.
- **Schedule**
 - Obtain clearance from USACE.

- Project Costs
 - Design estimate \$54,000
 - Construction Estimate - \$1,360,000
- Summary
 - The City has purchased several new boats and require a central location to store up to 3 boats. The old deteriorated floating dock at the Halifax Marina was selected as the most appropriate location for a new 3 boat dock and lift system.

Halifax Harbor Marina (South Basin) Repair

- Commission District/Description:
 - Zone 3
 - Downtown CRA
 - During Hurricane Nicole, multiple docks were damaged at the marina, south basin.. Damage included, side and end pile guides, one 14" concrete pile, 500 + Ft of waler and cover boards, and hundreds of through rods.
- Schedule
 - 100% Design– Sept 2023
 - Permitting – October 2023
 - Solicit Bids – October 2023
 - Award Construction Contract – Jan 2024
 - Project Completion - November 2024
- Project Cost
 - Engineering & Permitting – in House
 - Construction cost \$671,145.
 - Project is to apply for FEMA funding
- Summary
 - Received assistance request from the Marina.
 - Met with FEMA on July 14th and started preparing preliminary plans.
 - In August 2023 request Marina personnel to review plans, submit for FDEP and USACOE permits. FDEP advised the project is exempt on August 14th. USACOE permit received week of September 25, 2023.
 - Working with Purchasing, Project advertised on Oct 10, 2023 and pre-bid meeting held on October 19, 2023. Site visit with potential bidders took place Nov 9th.
 - Bids received on Nov 17th. A formal bid protest has been submitted and is currently being reviewed. The lowest bidder currently does not hold the necessary licensing outlined in the bid documents.
 - The construction contract was approved by City Commission during the Jan 3rd meeting. Preconstruction meeting held on January 23rd. Floating dock hardware is 6 to 8 weeks out, Notice to Proceed issued in April 2024.
 - Material shop drawing submittal have been coming in and have been approved as noted.
 - Met with Contractor on site on March 6th, discussed the project and staging area. Contractor to complete a site assessment of current conditions the week of March 11th and get back with the City. Dependent on what is found, City may need to follow back up with FEMA regarding any additional work.
 - Contractor started ordering materials on March 21st..
 - On site meeting held with Public Works, Contractor and Marina Staff on June 26th. Contractor admits they have had some logistical issues they are working out. Meeting helped resolve some of those concerns.
 - Contractor is on site and is close to finishing up A-Dock, B- Dock, C-Dock, D-Dock and Plaza Docks and have started on the E- Dock, F Dock, I-Dock and J-Dock.
 - Change Order (CO) No 2 was approved by City Commission on September 18th to adjust contract price and time due to issues with replacement Tri-Frames and reconcile some of the overruns.
 - South Basin sustained some additional damage during Hurricane Milton, currently assessing the damage and the potential for the additional work.

Halifax Harbor Marina (North Basin) Repair

- **Commission District/Description:**
 - Zone 3
 - Marina staff hired a diver to conduct a survey of the existing wooden piles that support the fix docks within the north basin. There are 137 piles that need to be replaced, multiple finger docks are failing, multiple bents need to be replaced and some miscellaneous deck boards.
- **Schedule**
 - 100% Design– Sept 2023
 - Permitting – April 2024
 - Solicit Bids – May 2024
 - Award Construction Contract – August 2024
 - Construction commencement anticipated November 2024
 - Project Completion - March 2025
- **Project Cost**
 - Engineering & Permitting – in House
 - Construction is currently estimated at \$750,000.
- **Summary**
 - Provided review comments on Feb 7th for the future North Basin repair, Marina Staff and Purchasing putting together the solicitation.
 - Project has been transferred to Public Works to assist with permitting and project management.
 - Receive assistance request from the Marina.
 - Reviewed the Diver's Survey.
 - Met with Marina Staff to discuss the scope of work on March 6th. Start working on front end documents for bid. Start working on USACOE and FDEP permit applications, permit applications have been submitted to USACOE and FDEP. Responded to RAI from both on March 7th.
 - Met FDEP on site on March 20th and Exemption Letter received and forwarded to the USACOE.
 - Received FDEP Exemption request and the USACOE permit
 - Supplied Plans and Specifications to Purchasing for bid solicitation, project advertised the week of April 29th. Prebid Meeting held on May 9th, supplemental Teams meeting to be held on May 16th. Multiple Contractors attended in person on May 9th.
 - Bids came in on May 31st. On August 7th Commission approved the Contract. Once Purchase Order is issued, a preconstruction meeting will be set up
 - Started review of shop drawings the week of September 16th.
 - Project is on-time

Coast Guard Auxilliary Building

- **Commission District/Description:**
 - Remodel of existing Coast Guard Auxilliary Building
 - Zone 3 (Quantity May)
 - Redevelopment Area: Downtown
- **Progress**
 - Project is substantially complete, as of Sept 9, 2024.
- **Schedule**
 - Contract with Paul Culver Construction approved by City Commission meeting in April.
 - Construction Schedule: NTP issued 6/17 Project completion October 2024.
 - Compile close-out documents.
- **Risks/Challenges:**
 - Existing plumbing and electrical issues to be addressed
- **Project Cost:**
 - \$517,500

- Summary
Replacement of existing exterior finishes (siding, trim, soffits) windows, doors, 2nd floor interior finishes and kitchenette.

Project Completed and will be removed next month.

City Island Pavilion and Footbridge Renovation

- Commission District/Description:
 - Zone 3
 - Downtown CRA
 - Project consist of replacing all decking and handrails on the three pavilions over the Halifax River.
- Progress
 - Site review
 - SOW was created and submitted to Department Head for required funding
 - Project will be re-evaluated at completion of City Island Master Plan update, currently in progress.
- Schedule
 - Fund request – September 2021
 - ITB – TBD
 - Renovation – TBD
- Project Costs
 - \$400,000.00 estimated
- Summary
 - The deck boards and handrails on the City Island pavilions and footbridges have deteriorated to the extent that full replacement is required. Existing pilings, beams and joists are to remain and are not part of the scope of work.

Jackie Robinson Master Plan

- Commission District/Description:
 - Development of MLB mandated facility upgrades and Master Planning for Jackie Robinson Complex
 - Master plan field amenities being considered include new field lighting, foul poles and batters eye.
 - Zone 3 (Quanita May)
 - Redevelopment Area: Downtown
- Progress
 - Foul Pole and Batters Eye replacement will be out to bid on March 27th, 2024.
 - Bids received April 24th, 2024.
 - Items put into Design Build Contract.
- Schedule:
 - Batters Eye and Foul Poles components will be done pending schedule at Stadium..
 - Develop DB Contract for review and execution.
- Pending Work:
 - Review bids and present recommendation for award.
- Upcoming Work (1 week look-ahead):
 - Review bids for Foul Poles and Batter's Eye.
- Risks/Challenges:
 - Coordination of work with current game schedule if work done during season.
 -
- Project Cost:
 - Estimated cost based on original proposals received is \$670,000.00.
 - Total Master Plan improvements estimated at \$24M (2022 dollars)

- Summary:
 - Major League Baseball issued a “FACILITY STANDARDS” requirement list that is presented as an obligation of the facility owner to comply with. This first set of improvements will be to the playing field (new field lights, new batters eye, new foul poles)

Orange Ave Trail (All Phases) (On City Island between Beach Street & ISB Underpass)

- Description & Commission and CRA Districts:
 - Commission Zone 3
 - CRA – Downtown Redevelopment Area
 - FDOT LAP Project to widen, relocate and construct 12’ wide trail section along east riverfront. Three phases of project are Phase 1 (Beach St to Boat Ramp across from Jackie Robinson Parkway, Phase 2 (VC Court House to ISB Ped Bridge) and Phase 3 (Boat Ramp, around Chamber of Commerce, under Vetrans Memorial Bridge to end of Phase 2).
- Progress:
 - City submitted updated Project Information form and application June 2024. Project consist of 3 phases.
 - City/FDOT/R2CTPO held “Intake Meeting” on August 16, 2024 to get in the upcoming work program.
 - City working on revised alignment of Phase 2 using In-house staff.
- Risks/Challenges:
 - Coordinating this work with other City Island projects and phasing. (JRBP Renovations, Seawall replacement, VC Vetrans Plaza Construction).
- Schedule:
 - 100% Plans: - TBD
 - Final Plans and specs - TBD
- Project Costs:
 - FDOT LAP Funding: TBD
 - Costs for PH 1 Design: ALTA \$99,501.82 , complete using in-house staff.
 - Costs for PH 2 Design: ALTA \$52,325.85, complete using in-house staff
 - Costs (E) for construction: Phase 1 \$395,000, Phase 2 \$400,000, Phase 3 \$600,000
 - Cost (E) for CEI: PH 1 \$60,000, PH 2 \$60,000, PH 3 \$90,000
- Summary:
 - Project back on track when County issues with bridge, memorial plaza and access have been resolved.

Electric Vehicle Chargers Installation

- Commission District/Description:
 - Various City Locations
 - Purchase and install a new EV Chargers at 5 city facilities.
- Progress
 - Reviews completed with several suppliers and utility programs.
 - Locations identified at Breakers Park, Beach St. (Magnolia), City Hall, Mid-Town, and Florida Tennis Center.
 - City will direct buy EV Chargers from SemaConnect as a Source Well partner.
 - City’s Property Maintenance will provide power and install chargers.

- Contract issues are being addressed with SemaConnect.
- SemaConnect was acquired by Blink Charging Co. and an updated contract and quote have been received. The City Purchasing staff is working on final contract revisions.
- TEAMS call with CODB Legal, Purchasing and Blink staff held. Contract in final negotiations
- Contract executed by CM. PO to Blink for 5 chargers is pending on the final contract revisions
- Installation to begin in May.
- All charging stations are installed and operational, except Breakers Park, issues with metered service is being worked out.
- Project Costs
 - \$90,000.00 estimated
- Summary
 - Public Works evaluated the request from City Manager to install EV Chargers at 5 City facilities. Several vender options were reviewed. SemaConnect was selected to provide the chargers and software that will give the City a return-on-investment opportunity.

North Beach/Sickler Intersection Improvements

- Commission District/Description:
 - Commission Zone 2
 - CRA – Ballough Road
 - Improve intersection and turning movements.
- Progress
 - Preliminary boundary and topographic survey has been received.
 - Develop conceptual improvements and determine if improvement can be done within existing ROW. Previous PD agreement discovered, portion of ROW vacated in favor of new road alignment, third option being considered for this intersection.
 - Preliminary layouts developed and geometrics being reviewed.
 - Initiate design of improvements of the third option listed above.
- Risk/Challenges:
 - Coordination with City of Holly Hill on improvements, as west side of road is in Holly Hill.
- Project Costs
 - Survey \$16,416
 - Design In-house and have ready for funding.
- Summary

Public Works was asked to look at the intersection and look for ways to improve the travel movements and aesthetics of this northern gateway to the City.

Ballough Road Bike/Ped Trail Modifications

- Commission District/Description:
 - Commission Zone 2
 - CRA – Ballough Road
 - Provide improved pavement markings/delineators along Ballough Road Trail from Anita to just north of the Ballough Bridge where the roadside trail merges back onto a shared use path.
- Progress
 - Two concepts have been drafted to provide separation from the travel lanes and the trail. Preliminary boundary and topographic survey being obtained.
 - Additional concept developed to include sidewalk/trail widening for consideration.

- Developed concepts to be presented to Commission for review and approval.
- Project Costs
 - Conceptual/Design – In house
 - Cost developed for all options and being reviewed.
- Summary

Public Works was asked to look at providing a clear separation from the travel lanes and the trail. Currently only delineated by pavement markings and plastic delineators. Indication is that cars are crossing over into the trail markings/delineators creating a potentially unsafe condition, some are even parking on the trail.

Riverfront Park Day Dock Repair

- Commission District/Description:
 - Zone 3, Downtown Redevelopment Area
 - Design, permit and repair the day docks just north of the ISB bridge. The floating docks sustained damaged during Hurricane Ian.
- Schedule
 - 100% Design & Permitting – Feb 2023
 - Solicit Bids – May 2023
 - Bids Received June 2023
 - Construction Commencement – March 2024
 - Construction Completion – September 2024
- Project Cost
 - Engineering was completed in-house.
 - Construction estimated at \$526,324.
 - Project is to apply for FEMA funding.
- Summary
 - Received “No Permit Required” determination from the FDEP and received the USACOE permit the week of Feb 20th.
 - Technical Specifications and Plans package provided to Purchasing on Feb 22nd, the project advertised the week in March 6th,2023.
 - Pre-bid meeting is currently scheduled for March 14th. Multiple questions came in just before the question deadline on March 22nd, these questions have been answered and the bid opening date has been pushed to April 5th. Bids came in way above project budget, based on the number of bidder questions it is felt there may have been some confusion resulting in highly elevated bid pricing. The City to re-advertise after revisions are made to the plans and specifications to reduce the potential for confusion/uncertainty.
 - Plan and bid document revisions have been made and the project was re-advertised on May 3rd. Prebid meeting held on May 11th and bids due May 31st. Bid analysis complete, Purchasing prepared the Contract for signature. Contract is currently in Legal review prior to Contractor signature.
 - Contract was approved by City Commission on July 19th, Purchase Order has been issued. Contractor to place order for replacement docks the week of August 14th. Dock manufacture has advised there is a 24 week lead time on the docks. Currently looking at March 2024 for replacement docks to arrive.
 - Preconstruction meeting will be scheduled based on procurement lead time, currently anticipated early 2024.
 - Received the shop drawing for the floating docks on Nov 3rd, review comments provided the week of November 6th. Received revised shop drawing submittal and they have been approved as noted.
 - Conducted site visit with Contractor on March 7th, discuss specifics of the project, Contractor is to mobilize the week of March 25th.

- Contractor has completed the work; just waiting on As-Built drawings and they are anticipated by the end of August. Contractually they have until September 2024 to closeout project.
- Need to complete project closeout after As-builts are complete.
- **Project Completed, however Hurricane Milton created additional damage and will require additional improvement and will be updated upon plan revisions and ITB.**

Manatee Island Floating Dock Repair

- **Commission District/Description:**
 - Zone 3, Downtown Redevelopment Area
 - Design, permit and repair the floating docks on the east side of Manatee Island. The floating docks sustained damaged during Hurricane Ian.
- **Schedule**
 - 100% Design & Permitting – April 2023
 - Solicit Bids – May 2023
 - Bids received – June 2023
 - Construction Commencement – Feb 2024
 - Construction Completion – August 2024
- **Project Cost**
 - Engineering was completed in-house.
 - Construction estimated at \$250,000.
 - Project is to apply for FEMA funding.
- **Summary**
 - Received “No Permit Required” determination from the FDEP; Submitted for the USACOE permit on April 14th. USACOE permit received the week of May 22nd.
 - Advertised with the Riverfront Park Day Dock repair, due to similarity in work.
 - Plan and bid document revisions have been made and the project was advertised on May 3rd with the Riverfront Day Docks. Prebid meeting held on May 11th and bids due May 31st. Bid analysis complete, requested Purchasing to prepare the Contract for signature. Contract is currently in Legal review prior to Contractor signature.
 - Contract was approved by City Commission on July 19th, Purchase Order has been issued. Contractor to place order for replacement docks the week of August 14th. Dock manufacture has advised there is a 24-week lead time on the docks. Currently looking at March 2024 for replacement docks to arrive.
 - Contractor has completed the work; just waiting on As-Built drawings and they are anticipated by the end of August. Contractually they have until September 2024 to closeout project.
 - Need to complete project closeout after As-builts are complete
 - **Project Completed, however Hurricane Milton created additional damage and will require additional improvement and will be updated upon plan revisions and ITB.**

City Island Seawall Design

- **Commission District/Description:**
 - Zone 3
 - Downtown CRA
 - The perimeter of City Island is made up of multiple aging seawalls, many of which have begun to fail. The replacement of these seawalls will ultimately need to occur. It is anticipated the seawall construction would be handled as a multiphase approach. Potential phases may include seawall work behind the Orange Avenue Recreational Center (between Orange Avenue Bridge and the boat ramp), west of Jackie Robinson

Ball Field (between Orange Avenue Bridge and Magnolia Bridge), west of the library (between Magnolia Bridge and just north of the Pedestrian Bridge), south of the Chamber of Commerce building, and east side of City Island by the Pavilion.

- Schedule
 - Issue Purchase Order – December 2023
 - Complete surveying and geotechnical investigation – March 2024
 - 100% Design– February 2025
 - Permitting – December 2024
- Project Cost
 - Engineering & Permitting – \$195,999.72
- Summary
 - The Consultant will be responsible for needed civil, environmental, geotechnical engineering services, surveying, preliminary engineering/systems analysis, engineering design, permitting, site and alternatives analysis, and grant assistance as needed.
 - The City received a Florida Inland Navigation District (FIND) grant to cover 50% of the design cost. The intent will be to pursue additional grant funding to offset construction costs.
 - The design costs were approved by City Commission on December 6th 2023.
 - Purchase order provided to Consultant on January 17, 2024.
 - Kick off meeting held on February 7th. Need to look into potential FIND grant funding for the initial phase of construction. Consultant submitted grant application, prepared agenda item for Commission approval. Consultant submitted grant application ahead of the May 15th deadline.
 - Consultant to start work on design and permitting.
 - Consultant provided 30% Plans for review, City provide review comments by May 15th. Consultant has submitted for permits to ensure permits are in hand by Oct 2024 for the potential FIND Grant. On June 13th received a partial FDEP exemption for some of the work. Received USACE permit on August 28,2024.
 - 60% plans received by City on August 27, provided review comments on September 5th.
 - Received the 90% Plans for review on October 7th, have meeting schedule with Consultant on October 23rd to go over the Plans.
 - Consultant working on design and permitting.

City Wide Resurfacing Program

Nothing planned in this area this month. As the project progresses, the roads will be listed here.



CITY OF DAYTONA BEACH HURRICANE MILTON RECOVERY RELIEF GRANT PROGRAM BUSINESS OWNER APPLICATION

[PUBLICATION ~ 10/31/2024]

Program Overview

The City of Daytona Beach has identified funds to respond to the devastation caused by Hurricane Milton that has created a negative impact among business owners within our community. To provide support for our business owners who were negatively impacted, the Mayor and City Commissioners have created the Hurricane Milton Recovery Relief Grant program.

Program

Hurricane Milton Small Business Recovery Assistance Grant Program (Business Owners), up to \$5,000. Awards will be made on a first come, first served basis until all funds are depleted. Funds can be used to address business-related costs and losses, including repair costs, loss revenues, insurance deductibles, and spoilage of food or loss personal property.

Eligibility Criteria For Business Owners

- Business must be located within the City limits of Daytona Beach
- Business must have a current BTR (Business Tax Receipt) issued by the City
- Business must have less than fifty (50) employees
- Business must have been impacted by Hurricane Milton and document financial losses such as repair costs, loss revenues & insurance deductibles

Ineligible for Grant Assistance (But not limited to)

- Non-profit and/or government owned businesses
- Investment properties
- Business outside of City Limits
- No Business Tax Receipt (BTR)
- Losses occurred prior to Hurricane Milton

Applications Available as follows:

- Dickerson Center, 308 S. Dr. Martin Luther King Blvd., Daytona Beach, FL 32114
- City Hall, Redevelopment & Neighborhood Services, 301 S. Ridewood Avenue, DB 32114
- City of Daytona Beach Redevelopment/Neighborhood Services website:
<https://www.codb.us>
- Call (386) 671-8124 to obtain an application or send an email to carrymandana@CODB.US

Timeline

- Applications are accepted on a rolling basis until funding is depleted and/or December 31, 2024, whichever occurs first.



**CITY OF DAYTONA BEACH
HURRICANE MILTON RECOVERY RELIEF GRANT PROGRAM
BUSINESS OWNER APPLICATION**

[PUBLICATION ~ 10/31/2024]

Essential Documentation Needed

- Proof of Business Tax Receipt (BTR)
- Insurance Claim (claim number)
- Driver's license and/or State of Florida I.D.
- Proof of losses (receipts, work write-up/scope of work required to cure hurricane damages)

APPLICANT INFORMATION

Applicant:	_____
Business Address:	_____
Total cost of losses:	_____

Contact Numbers:	_____
E-Mail Address:	_____

FLORIDA'S PUBLIC RECORDS LAW

Information provided by applicant may be subject to Chapter 119 Florida Statutes, regarding open records.



**CITY OF DAYTONA BEACH
HURRICANE MILTON RECOVERY RELIEF GRANT PROGRAM
BUSINESS OWNER APPLICATION**

[PUBLICATION ~ 10/31/2024]

RELEASE OF INFORMATION

Privacy Act Notice Statement: The City of Daytona Beach requires the collection of the information contained on this application to determine an applicant’s eligibility for the Program. This information will be used to establish the level of benefits for which the applicant is eligible and to verify the accuracy of the information furnished. Information received from an applicant or as a result of verifying an applicant’s eligibility may be released to appropriate Federal, State and local agencies or, when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in delay or rejection of your eligibility approval.

Acknowledgement and Certification of the Application Contents, Agreements and Information Provided:

Applicant must acknowledge having read the terms and contents by signing this application.

- I/We understand the information provided above is being collected to determine if I/we are eligible to receive assistance under the City of Daytona Beach Hurricane Recovery Relief Program.
- I/We hereby certify that all the information provided herein is true and correct.
- I/We understand that providing false statements or information is grounds for termination of my grant and punishable under state and federal laws.
- I/We authorize the City of Daytona Beach along with its duly authorized representatives to verify all information provided in this application.

Applicant Signature: _____	Date: _____
-------------------------------	----------------

City Staff/Representative Signature / Date	Meets all eligibility criteria
_____/_____	Y <input type="checkbox"/> N <input type="checkbox"/>



City of Daytona Beach – Community Disaster Relief Assistance
301 S. Ridgewood Ave. Rm 240
(386) 671-8180

HOMEOWNER - Hurricane Milton Disaster Recovery Program

Eligibility Requirements

- The home must be owned and occupied for a minimum of one year. The homestead exemption status will be verified, and property must be located in the city limits of Daytona Beach
- The applicant must have applied for FEMA disaster assistance and filed a claim with their insurance provider, if applicable.
- The household annual income cannot exceed the Area Median Income (AMI) income below:
- All work must be done by a licensed contractor

Household Size →	1	2	3	4	5	6
1% - 80% AMI →	\$46,400	\$53,000	\$59,650	\$66,250	\$71,550	\$76,850
81% - 120% AMI → (Limited Funding Available)	\$69,600	\$79,550	\$89,520	\$99,360	\$107,400	\$115,320

Application Checklist

The following original completed forms are required to submit an application

<u>Form</u>	<u>Completed by</u>
Application	Head of Household Signed by all household members 18 or older
Release of Information	All household members 18 or older

Copies of the following supporting documents may be required to complete your application

<u>Supporting Document</u>	<u>Household member(s)</u>
Picture ID	All household members 18 or older
Delinquent Mortgage Statement	Homeowner
Most recent award letter(s)	All applicable household members
Paid Invoices and/or Receipts for Deductibles and Home repair	Homeowner
Proof of damage – Pictures	Homeowner
Last 1-month paystubs/bank statement and/or benefit statement/award letter, for proof of income	All household members 18 and older
Note: If self-employed, client will complete a self-certification form. Benefit/Award Letter is required if income source includes, but not limited to; Social Security, SSI, SSDI, VA, Long Term Disability, Unemployment, TANF (Cash Assistance). 1099 forms are not acceptable.	
Proof of FEMA application filing and result	1 per household
Proof of property insurance filing and result (include amount of deductible if claim approved)	1 per household

Failure to provide any of the above-mentioned documentation may result in denial of assistance.



City of Daytona Beach – Community Disaster Relief Assistance
301 S. Ridgewood Ave. Rm 240
(386) 671-8180

HOMEOWNER - Hurricane Milton Disaster Recovery Program

Applicant Information

Applicant: _____

Property Address: _____

Current Mailing Address: _____

Contact Numbers: _____

E-Mail Address: _____

Please choose one or more of the following:

I am applying for (check all that apply):

- Tree and Debris Removal
- Insurance Deductible Reimbursement/ Payment
- Temporary Relocation Reimbursement
- Home Repair Assistance

Please answer the following questions.

1. Was the home damaged as a direct result of Hurricane Milton? Yes No

If Yes: Are you currently displaced from your home? Yes No

2. Is the home located in the city limits Daytona Beach? Yes No

3. Do you own the home you are applying for? Yes No

4. Is the home your primary residence? Yes No

5. Do you have homestead exemption status? Yes No

6. Is the home a mobile or manufactured home? Yes No

If Yes: (1) Was the home built prior to June 1994? Yes No

(2) Do you own the land? Yes No

7. Have you applied for FEMA? Yes No

If Yes: What is the amount awarded by FEMA? _____

8. Do you have homeowners' insurance? Yes No

If Yes: (1) Did you file a claim with your insurance? Yes No

(2) What is the amount of your deductible? _____

(3) What is the amount awarded by insurance? _____

9. If applying for home repair, have the repairs already been completed? Yes No

If No, give a brief description of the repairs needed: _____

The following information is collected for reporting purposes only:

Race: American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

White Asian Black or African American Other/Multi-Racial

Hispanic Ethnicity: Yes No



City of Daytona Beach – Community Disaster Relief Assistance
301 S. Ridgewood Ave. Rm 240
(386) 671-8180

HOMEOWNER - Hurricane Milton Disaster Recovery Program

Household Composition

List current household members:

Household Member Name	Relationship to Applicant	Social Security Number	Birthdate	Age	Marital Status	Employed
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach additional pages as necessary

Household Income

List income for ALL household members. Income includes: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, Social Security, unemployment, other benefits.

Household Member Name	Full-time Student?	Source of Income If Applicable (Include employer name)	Rate of Pay	Payment Basis (hourly, weekly, monthly, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Attach additional pages as necessary

Household Assets

Do you own any real estate assets? Yes No If yes, complete the following:

Property Address, City and State	Is there a mortgage?	What is the current balance owed on the mortgage?	Is there income from the property?	Amount of annual income from property
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	



**City of Daytona Beach – Community Disaster Relief Assistance
301 S. Ridgewood Ave. Rm 240 (386) 671-8180**

HOMEOWNER - Hurricane Milton Disaster Recovery Program

Household Assets (Continued)

List assets for ALL household members. Check yes or no for each household member and asset type.

Household Member Name	Checking	Savings	401(k), Pension	Stocks, Bonds, Investments
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Penalties for False or Fraudulent Statement

Florida Statute 817 provides that willful false statements or misrepresentation concerning income, asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.83.

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Florida's Public Records Law

Information provided by applicant(s) may be subject to Chapter 119 Florida Statutes, regarding Open Records.

Acknowledgement and Certification

- I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the Hurricane Milton Disaster Recovery Program.
- I/We hereby certify that the property address listed is our primary residence.
- I/We hereby certify that all the information provided herein is true and correct.
- I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under federal law.
- I/We authorize the above-referenced City of Daytona Beach and any of its duly authorized representatives to verify all information provided in this application.
- I/We understand that additional information may be required to move forward with this program.
- I/We acknowledge in the event of a duplication of benefit, repayment of funds will be determined by the City of Daytona Beach.

Applicant(s) Signature

All household members 18 years or older must sign this application. Attach additional copies as needed.

Print Name	Signature	Date
_____	_____	_____
_____	_____	_____



City of Daytona Beach – Community Disaster Relief Assistance
301 S. Ridgewood Ave. Rm 240
(386) 671-8180

HOMEOWNER - Hurricane Milton Disaster Recovery Program

Release of Information

Your signature on this form, and the signature of the co-head if applicable, authorizes the state or any of its duly authorized representatives to obtain information from a third party regarding your eligibility and participation in the Hurricane Milton Disaster Recovery Program.

Privacy Act Notice Statement: The City of Daytona Beach requires the collection of the information listed in this form to determine an applicant's eligibility for the program. This information will be used to establish the level of benefits for which the applicant is eligible and to verify the accuracy of the information furnished. Information received from an applicant or as a result of verifying an applicant's eligibility may be released to appropriate Federal, State, and local agencies or, when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in delay or rejection of your eligibility approval. The City of Daytona Beach is authorized to ask for this information under the National Affordable Housing Act of 1990.

Inquiries to the following sources may be needed to process this application:

- | | |
|----------------------------|--|
| Past and Present Employers | Agencies Providing Welfare or Assistance |
| Unemployment Agencies | Social Security Administration |
| Retirement Systems | Veterans Administration |

Information may be released to sources, including but not limited to the following, related to the assistance received from this application. The purpose of sharing this information is to coordinate services and prevent a duplication of benefits:

- | | |
|--|--|
| Agencies Providing Welfare or Assistance | Volusia County Municipalities providing assistance |
| All Volusia County Non-Profit Entities | FEMA |

Applicant's Authorization: I authorize the City of Daytona Beach, to obtain information about me and my household that is pertinent to determining my eligibility for participation in the program. I acknowledge that:

1. A photocopy of this form is as valid as the original; AND
2. I have the right to review information received using this form; AND
3. I have the right to a copy of information provided to the City of Daytona Beach and to request correction of any information I believe to be inaccurate; AND
4. All household members 18 years or older will sign this form and cooperate with the City of Daytona Beach in the eligibility verification process.

Print Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
 [PUBLICATION – 10/29/2024]

Program Purpose:

- Aimed to provide rental/relocation assistance to Daytona Beach residents impacted by the HURRICANE MILTON.
- To help ensure housing stability for low to moderate income workers who have been displaced, due to the HURRICANE MILTON or Nicole disaster.

Type of Program Assistance:

- Rental payment(s) – 6 Months Maximum assistance per household.
- Maximum assistance capped at \$1,500 per month and \$9,000 total per household.
- Assistance payments will only be payable to Landlords or Rental Property Management companies.

Program Funding:

- **Limited funds available and applications will be accepted until depleted.**
- Assistance will be provided on a first complete application and first qualified/eligible basis.
- Assistance will only be provided for rental/relocation housing costs that incurred during service periods on or after October 9, 2024, when Hurricane Milton touched down in Daytona Beach. The Florida Disaster Declaration was made by President Joseph R. Biden, Jr., Volusia County is one of the Counties included in the declaration.

Program Eligibility Criteria:

- Applicant must provide proof of residency within the City limits of Daytona Beach, prior to Hurricane Milton, with a lease or signed notarized letter from the landlord, for the rental unit in Daytona Beach, FL.
- The applicant must be able to document a loss or major damages that resulted in being displaced as a direct result of HURRICANE MILTON impact.
 - a. On or after October 9, 2024, you must have experienced **an involuntary** loss of a rental unit or displaced due to flood and/or major damages which makes the unit inhabitable, as a direct result of the HURRICANE MILTON crisis.

Program Eligibility Criteria continued:

The applicant ANNUAL household income must be at or below the Area Median Income Level (AMI) shown on the following chart. Household is defined as the family occupying a specific residence.

(To estimate your annual household income, multiply your gross monthly income by 12)

Household Size →	1	2	3	4	5	6
1% - 80% AMI →	\$46,400	\$53,000	\$59,650	\$66,250	\$71,550	\$76,850
81% - 120% AMI → (Limited Funding Available)	\$69,600	\$79,560	\$89,520	\$99,360	\$107,400	\$115,320



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
[PUBLICATION – 10/29/2024]

Applying for Assistance:

- Applicants **MUST** complete an application package and provide ALL applicable supporting documents.
- Only a completed application package will be reviewed by the City for eligibility and adequate supportive documents. The City will then process and mail all disbursements, weekly or monthly, to the landlords on behalf of the applicant and maintain all client files.

Essential Program Requirements for Applicants:

- Applicants must call the Sub-Recipient of their choice and obtain information on their intake process.
- At a minimum, applicants must provide the following items for verification and eligibility determination purposes during screening and intake. The required documentation includes:
 - Documentation that supports applicant being displaced on or after October 9, 2024 – this may be a lease or a signed notarized letter from your landlord.
 - Documentation of displacement due to HURRICANE MILTON.
 - Documentation of earned income for the last 1 month for all household members (examples: pay stubs, profit and loss statement if self-employed).
 - Benefit award letters for unearned income for any household member (examples: current year social security letter, pension letter, unemployment, cash assistance, etc.).
 - Last 1 month bank statement or financial history.
 - Documentation of all funds/assistance received related to HURRICANE MILTON.
 - Government issued picture ID for all household members ages 18 or older.
 - Social Security Cards for all household members, regardless of age.
 - Relevant documents such as Dissolution of Marriage and/or Child Support Orders for all household members.
 - A type of bill (utility preferred) in the applicant (s) name to confirm residency.
 - Active Lease Agreement and Landlord's legal name, address and tax ID for payment processing.
- Applicants must sign and certify information is correct, duplication of Benefits/Subrogation certification and an authorization form for release of information.



CITY OF DAYTONA BEACH
 HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
 [PUBLICATION – 10/29/2024]



Client Intake Form

Date:

Applicant Information:

Last Name:				First Name:				
Physical Address:								
Contact Phone:				Email:				
Social Security Number:				Proof of Identification:		Driver's License	Yes, Check here <input type="radio"/>	
						Other		
Head of Household: (Circle one)	Y <input type="radio"/> N <input type="radio"/>	Disabled: (Circle one)	Y <input type="radio"/> N <input type="radio"/>	Hispanic Ethnicity: (Circle one)	Y <input type="radio"/> N <input type="radio"/>	Age 62 or Older: (Circle one)	Age: <input type="text"/>	Race: (Select from below)
						Y <input type="radio"/>	N <input type="radio"/>	

11White **12**Black/African American **13**Aian **14**American Indian/Alaska Native **15**Native Hawaiian/ Other Pacific Islander
16American Indian/Alaska Native & White **17**Asian & White **18**Black/African American & White **20**OTHER MULTI-RACIAL
 DEMOGRAPHIC INFORMATION IS FOR STATISTICAL PURPOSES ONLY.

Applicant Household & Income Information:

#	Name:	Age:	Birthdate:	Gender:	Income Types:	Annual Income:
1	APPLICANT					
2						
3						
4						
5						
<i>Attach additional pages as necessary</i>					TOTAL HOUSEHOLD INCOME:	\$
VALUE OF OTHER HOUSEHOLD ASSETS: Account Balances/Value in Checking, Savings, Investments, Retirements, Stocks, Bonds, Real Estates, etc. <i>(Attach listing & documents as necessary)</i>					TOTAL OTHER ASSETS:	\$



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
 [PUBLICATION – 10/29/2024]

Rental Housing Information:

Landlord/Property Management Name:									
Landlord Mailing Address: <small>(Where assistance payment(s) will be mailed)</small>									
Contact Phone:				Email:					
Landlord Tax Identification Number:					Proof of Lease:	Provided	(Circle one)	Y <input type="radio"/>	N <input type="radio"/>
						(Copy of essential pages - signature, rent rate and Landlord info required)			
Impacted by Job Loss/Income: <small>(Circle one)</small>	Y <input type="radio"/>	Hurricane Milton Related: <small>(Circle one)</small>	Y <input type="radio"/>	Currently Occupying the Unit: <small>(Circle one)</small>	Y <input type="radio"/>	ASSISTANCE BEING REQUESTED FOR:			
	N <input type="radio"/>		N <input type="radio"/>		N <input type="radio"/>				

Applicant Certifications:

PENALTIES FOR FALSE OR FRAUDULENT STATEMENT:

Florida Statute 817 provides that willful false statements or misrepresentation concerning income, asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.83. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

WRITTEN STATEMENT REGARDING TO COLLECTION AND USE OF SOCIAL SECURITY NUMBERS:

This statement is being provided to you pursuant to Section 119.071(5), Florida Statutes. The City of Daytona Beach and its authorized agencies are required by 24 CFR 5.210, to collect the social security number(s) of applicant(s). Social security numbers are unique numeric identities that will be used by this to identify, verify, track and search information in conjunction with person's applying for assistance. The City of Daytona may disclose social security numbers to another agency or governmental entity if it is necessary for the receiving agency or governmental agency to perform its duties and responsibilities.

FLORIDA'S PUBLIC RECORDS LAW:

Information provided by applicant(s) may be subject to Chapter 119 Florida Statutes, regarding Open Records.

DUPLICATION OF BENEFITS:

In the event the applicant received or is scheduled to receive additional funds related to rental assistance as a result of HURRICANE MILTON not previously disclosed in this application, the applicant shall immediately notify the City of Daytona Beach at (386) 671-8180 who will determine if the funds or a portion of the funds are a duplication of benefits and require repayment.

RELEASE OF INFORMATION:

Signing this form authorizes the City of Daytona Beach or any of its duly authorized representatives to obtain information from a third party regarding your eligibility and participation in the HURRICANE MILTON rental Assistance Program. Each adult member of the household must sign this form if age 18 or older.



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
[PUBLICATION – 10/29/2024]

RELEASE OF INFORMATION: continued...

Privacy Act Notice Statement: The City of Daytona Beach requires the collection of the information contained on this application to determine an applicant's eligibility for the Program. This information will be used to establish the level of benefits for which the applicant is eligible and to verify the accuracy of the information furnished. Information received from an applicant or as a result of verifying an applicant's eligibility may be released to appropriate Federal, State, and local agencies or, when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in delay or rejection of your eligibility approval. The City of Daytona Beach is authorized to ask for this information under the National Affordable Housing Act of 1990 whereby the assistance derive from this funding source. For example, inquiries may be needed to process this application from, but not limited to, Past and Present Employers, Unemployment Agencies, Support and Alimony Providers, Dependent Income: Full-time Student, Banks and Financial Institutions, Social Security Administration, Retirement Systems, Veterans Administration, Agencies providing Welfare and Other Assistance, and any source of Assets contained with this application for assistance.

Duplication of Benefits Agreement (DOB) with Recipient

Whereas applicant ("Recipient") is receiving funds from the City of Daytona Beach, to provide funding to pay rent for the property located at the address provided in this application. Now, therefore, the Jurisdiction has an option to recoup assistance used on the above-described property upon the terms, conditions and contingencies herein set forth.

Federal Benefits and Charitable Donations

Recipient agrees that if he/she receives further federal benefits or charitable donations to pay rent in connection with the HURRICANE MILTON response, the recipient will report receiving benefits by emailing communitydevelopment@codb.us or calling (386) 671-8055 within seven (7) days of receipt of additional proceeds and/or benefits. If recipient fails to report additional federal benefits or charitable donations, then the Jurisdiction may require immediate repayment in full of the entire amount of assistance provided by the Jurisdiction.

Duplication of Benefits

Recipient agrees that if benefits received subsequent to the receipt of City of Daytona Beach's Disaster Relief funds, are a duplication of benefits (DOB) received from other sources such as federal benefits or charitable donations, that the following shall apply:

1. If the Award has been fully expended by the City of Daytona, any Subsequent DOB Proceeds shall be repaid by Recipient to the City of Daytona up to the amount of the Award.
2. If no portion of the Award has been expended by the City of Daytona, any Subsequent DOB Proceeds shall be paid by Recipient to the City of Daytona and used to reduce the Award. If the application of the Subsequent DOB Proceeds would reduce the Award to zero, all Subsequent DOB Proceeds and any funds previously paid by the Recipient to the City of Daytona shall be returned to the Recipient, and this Agreement shall terminate.
3. If some portion of the Award has been expended by the City of Daytona, any Subsequent



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
[PUBLICATION – 10/29/2024]

DOB Proceeds shall be used, retained

and/or disbursed in the following order: (1) Subsequent DOB Proceeds shall first be paid by Recipient to the City of Daytona to reduce the unexpended portion of the Award; (2) if the application of the Subsequent DOB Proceeds would reduce the unexpended Award to zero, any remaining Subsequent DOB Proceeds shall be applied to expended portion of the Award and retained by the City of Daytona; (3) if the application of the Subsequent DOB Proceeds reduces both the unexpended and the expended portions of the Award to zero, any remaining Subsequent DOB Proceeds shall be returned to the Recipient, and this Agreement shall terminate.

4. If the City of Daytona makes the determination that the Recipient does not qualify to participate in the Program or the Recipient decides not to participate in the Program, the Subsequent DOB Proceeds and any funds previously paid by the Recipient to the City of Daytona that have not been used or obligated by the Program shall be returned to the Recipient, and this Agreement shall terminate.
5. Once the City of Daytona has recovered an amount equal to the Award, the City of Daytona will reassign to Recipient any rights assigned to the City of Daytona pursuant to this Agreement.

Income Eligibility

Recipient certifies that he/she has provided complete, accurate, and current information regarding household income to demonstrate Recipient's eligibility to receive SHIP Disaster Relief funds.

ACKNOWLEDGEMENT AND CERTIFICATION OF THE APPLICATION CONTENTS, AGREEMENTS AND INFORMATION PROVIDED:

Applicant and All household members age 18 or older must sign this application.

- I/We understand the information provided above is being collected to determine if I/we are eligible to receive assistance under the City of Daytona Beach HURRICANE MILTON Rental Assistance Program.
- I/We hereby certify that all the information provided herein is true and correct.
- I/We understand that providing false statements or information is grounds for termination of housing Assistance, repayment of assistance provided, and is punishable under state and federal laws.
- I/We authorize the City of Daytona Beach and any of its duly authorized representatives to verify all information provided in this application.
- I/We understand that additional information may be required to finalize eligibility determination.
- I/We understand and have read each this "Applicants Certification" section in its entirety and agree to comply.

Enforcement

The Recipient and the Jurisdiction acknowledge that the Jurisdiction has the right and responsibility to enforce this agreement.

Whereas, if the Recipient does not violate any of the terms listed in this agreement, then this agreement will be considered released on or up to 6 months from date of signed application, depending on assistance period.

IN WITNESS WHEREOF, the undersigned recipient(s) has/have affixed his/her signature(s) ...



CITY OF DAYTONA BEACH
HURRICANE MILTON DISASTER RELIEF PROGRAM
RENTAL ASSISTANCE APPLICATION
 [PUBLICATION – 10/29/2024]

Signed, sealed and delivered in the presence of:

Applicant (Recipient) _____ **Date** _____
 (signature)

Witnessed:

1) _____ **Date** _____
 (signature)

2) _____ **Date** _____
 (signature)

Acknowledgment of all Household Members age 18 or older:

2) _____ **Date** _____
 (signature)

2) _____ **Date** _____
 (signature)

3) _____ **Date** _____
 (signature)

4) _____ **Date** _____
 (signature)

This Section for INTAKE AGENCY ONLY – ASSISTANCE CERTIFICATION DETERMINATION: (Check One)

Agency Representative Signature / Date:	Meets all Income Eligibility and all Qualifying Program Criteria:		RENT ASSISTANCE REQUESTED TO BE PROCESSED:			
			Mth/Yr	Amount	Mth/Yr	Amount
	Y <input type="radio"/>	N <input type="radio"/>		\$		\$

GUIDELINE DETERMINATION:

Total Household Size:	Very Low:	Low:	Moderate:	Meets Income Eligibility:	Meets All Qualifying Program Criteria:
	VL	L <input type="radio"/>	M <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>	Y <input type="radio"/> N <input type="radio"/>