

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

January 16, 2018

Certified Mail Return Receipt Requested

The Honorable Kenneth Hamilton
Mayor, City of Marianna
2898 Green Street
Marianna, Florida 32446

RE: Desk Monitoring Report – Job Creation
Small Cities Community Development Block Grant (CDBG) Program
Contract Number: 13DB-OH-02-41-02-E 10

Dear Mayor Hamilton:

Patrick Howard, grant manager for the City's subgrant agreement, performed a desk monitoring of the contract referenced above to confirm compliance with the program requirements for job creation. This letter, which contains no findings and no concerns, is a summary of that review. The desk monitoring involved an examination of job creation documents that the City's representative provided to the Department of Economic Opportunity.

A final review of economic development job creation activities was conducted to ensure that the funded activities have met the national objective of providing benefit to members of low- and moderate-income households. The national objective is met by creating jobs and ensuring that at least 51 percent of the positions were taken by or made available to members of low- and moderate-income households. Federal regulations also require that the majority of jobs being created require minimal skill or advanced education for initial employment. The City and the Participating Parties agreed to provide training opportunities to facilitate the hiring of low- and moderate-income persons if special skills were needed for the new positions.

A review of the documents submitted by the City's representative and the Participating Parties indicates that the Participating Parties exceeded the required job creation requirements, creating 111 new full-time equivalent jobs. In addition, the national objective of providing benefit to low- and moderate-income (LMI) persons was met because 74 of these 111 positions (66.67%) were filled by individuals from LMI households.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.floridajobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

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No breach of statutory, regulatory or contractual provisions was noted during the review.

Please be aware that this report does not relieve the City of its obligation to continue to administer the subgrant according to federal and state administrative rules and regulations, and sound management practices. A written reply to this report is not required. At this time, no future monitoring trips are planned for this subgrant.

Sincerely,



Sherri Martin, Bureau Chief
Bureau of Small Cities and Rural Communities

SM/ph

cc: ✓ Mr. James R. (Jim) Dean, City Manager, City of Marianna
Mr. Evan McAllister, Grants Administrator, David H. Melvin, Inc.