



## BOARD OF COUNTY COMMISSIONERS

15470 FLIGHT PATH DRIVE • BROOKSVILLE, FLORIDA 34604  
P 352.754.4002 • F 352.754.4477 • W [www.HernandoCounty.us](http://www.HernandoCounty.us)

Sent Via Email: [CPTAgrants@Commerce.fl.gov](mailto:CPTAgrants@Commerce.fl.gov)

May 2, 2024

Bureau of Community Planning and Growth  
Division of Community Development  
Florida Department of Commerce  
107 East Madison Street, MSC 160  
Tallahassee, FL 32399-4120

To Whom it May Concern:

Thank you for the opportunity to apply for the Community Planning Technical Assistance Grant for Fiscal Year 2024-2025. Hernando County is applying for this grant to develop a Community Redevelopment Area (CRA) Plan for the South Brooksville community. This plan will revitalize the physical environment and economy of the South Brooksville community. The CRA activities are designed to solve the underlying problem of slum and blighted conditions through planning, redevelopment, historic preservation, and affordable housing so that the tax base can be protected and enhanced by these mutually supportive activities. The CRA Plan takes the vision of the community residents, not for profit agency partners and local businesses and make it a reality.

The proposed scope of work includes a commencement meeting, existing conditions inventory, a comprehensive public involvement campaign, public and stakeholder review of draft plan elements, presentation of the draft plan, and approval of the final CRA plan by the community and the Hernando County Board of County Commissioners and the Brooksville City Council. The final CRA Plan will identify essential facilities and elements desired to support the overall vision for the plan, include graphics, conceptual drawings and designs that illustrate locations for proposed master plan elements, and identify on and off-site improvements necessary to construct capital improvement projects.

It is anticipated that Hernando County will follow all procurement policies and hire a consultant to complete this analysis. The amount requested to complete this project is \$75,000.00.

Enclosed is the scope of work and budget for the project. If you have any questions or need any additional information, please contact Michelle Miller, Grant Writer, at (352) 754-4020 or via email at [MLMiller@hernandocounty.us](mailto:MLMiller@hernandocounty.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Rogers".

Jeffrey Rogers, P.E.  
County Administrator

Enclosures

CC: Veda Ramirez, Director of Housing and Supportive Services, Hernando County  
Haydee C. Padin-Alvarez, Community Development Specialist, Hernando County

# Scope of Work | South Brooksville Community Redevelopment Area Plan

## Introduction

South Brooksville is a tight knit historical community located in the east-central part of Hernando County with a rich faith-based history and presence. Traditionally, it was a low density residential, industrial, and manufacturing area with an active railroad that passed through from north to south, known as the 1885 Train Depot. The 1885 Train depot closed in 1971 and now sits as a historical museum site and is part of the Rails to Trail Program. The area is also home to Brooksville, Engineering, Science and Technology Charter school and is the entryway to Downtown Brooksville.

## Purpose

Pursuant to the Community Redevelopment Act of 1969 and contained in Florida Statutes, Chapter 163. The purpose of the South Brooksville CRA Plan is to revitalize the physical environment and economy of the Community Redevelopment Area. The CRA activities are designed to solve the underlying problem of slum and blighted conditions through planning, redevelopment, historic preservation, and affordable housing so that the tax base can be protected and enhanced by these mutually supportive activities. The CRA Plan takes the vision of the community residents, not for profit agency partners and local businesses and make it a reality. The South Brooksville CRA benefits from a very active group who already created the South Brooksville TRAC Corporation a 501(c)3 corporation that could help them apply to available funding that could be used to make improvement within the CRA. With the guidance of a steering committee consisting of one City Council, one County Commissioner, one member of Pasco Hernando State College, one member of the Hernando County School Board and five community representative, the South Brooksville CRA is creating a targeted implementation and financial plan to address the community's greatest needs, which includes identifying aging infrastructure (including stormwater and drainage issues), reducing community blight, encouraging economic development, embracing community identity/culture, resolving property line issues, increasing homeownership opportunities, community wellness, vehicular and transit mobility, safety and community policing and resident engagement.

## Study Area

The Study Area for the South Brooksville Community Redevelopment Area Plan is included in the attached area map.

## Deliverable 1:

### Commencement Meeting

Grantee shall facilitate and coordinate a project "kick-off" meeting with the County that will:

- Identify and discuss any technical and policy issues.
- Confirm the project goals/objectives/possible outcomes.
- Establish organizational responsibilities.
- Identify key stakeholders and finalize the project schedule.
- Prepare a formal summary of the meeting, including a summary of issues, conclusions, and opportunities.

### Existing Conditions Inventory

- Review Finding of Necessity and all previous area plans and efforts.
- Identify constraints and parameters that may impact the master plan process.

- Identification of gaps in the planning process and Finding of Necessity to be completed prior to development of CRA Plan

### **Public Involvement**

The Grantee shall develop a comprehensive public involvement campaign, including public meetings, surveys, interviews, small group meetings, and other public involvement mechanisms, to ensure that all members of the public and appropriate stakeholders are engaged in the CRA Plan Development process.

South Brooksville benefits from an already formed community group that meets monthly to discuss the needs of the community and has been instrumental in the conversations for the need of creating the South Brooksville CRA. With the creation of the Steering Committee which will have the City and County government participating in monthly conversations with the community about the development of the CRA, it provides an opportunity for public involvement and discussions that can focus on specific needs, and it would help to make better decisions and a more thoughtful community plan by contributing toward formulation of goals, objectives, planning, fund/resources identification and direction.

Deliverable 2:

### **Public and Stakeholder Review**

Based on the feedback from the public and stakeholders, the grantee shall develop a draft listing of capital improvements to be addressed as part of the Community Redevelopment Area master plan and a draft concept plan for review.

### **Draft Community Redevelopment Area Master Plan**

Grantee shall Develop South Brooksville Community Redevelopment Area Plan in compliance with all Florida State Statutes and reflective of the public input received from the community and stakeholders. This plan shall include a detailed list of potential costs of the development plan, including any tax increment financing revenue projections.

The master plan should also include a long-term phasing plan and actions needed to implement the master plan. The final master plan concept report shall include conceptional layouts and renderings for capital improvement projects as well as detailed sheets for each capital improvement proposed as part of the CRA plan. The conceptual plans for the master plan shall include:

- Essential facilities and elements desired to support the overall vision for the master plan.
- Graphics, conceptual drawings, and design alternatives that illustrate the location and space layout for the proposed master plan elements.
- On and off-site improvements necessary to construct capital improvement projects.

Each proposed capital improvement sheet will include the following information:

- Project Priority Ranking
- Estimated Total Cost
- Background information on capital improvement project/community need.
- Existing conditions
- Public Participation feedback and justification
- Project specifics and limitations
- Ongoing maintenance and repair needs
- Project location and map

Deliverable 3:

**Community Redevelopment Area Plan Presented for Approval**

Upon the completion of the Master Planning process, the grantee shall present the final Community Redevelopment Area Plan and associated Tax Increment Financing district proposal to the South Brooksville community and the Board of County Commissioners for approval. The specific deliverables, tasks, associated project documentation, due dates and anticipated costs are set forth in the following table:

<b>Deliverables and Tasks</b>	<b>Date to Be Produced to Department of Commerce</b>	<b>Project Documentation to Be Delivered</b>	<b>Anticipated Deliverable Cost</b>
<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>• Commencement Meeting</li> <li>• Existing Conditions Inventory</li> <li>• Public Involvement Campaign</li> </ul>	January 1, 2025	Meeting minutes from commencement meeting Existing Conditions Inventory Public Involvement Campaign Strategy and Outcomes	\$30,000.00
<b>Deliverable 2:</b> <ul style="list-style-type: none"> <li>• Public and Stakeholder Review</li> <li>• Draft Community Redevelopment Area Master Plan</li> </ul>	April 1, 2025	Summary of Public Involvement and Stakeholder Analysis Draft Community Redevelopment Area Plan	\$30,000.00
<b>Deliverable 3:</b> <ul style="list-style-type: none"> <li>• Community Redevelopment Area Plan Presented for Approval</li> </ul>	June 1, 2025	Approval minutes from South Brooksville community and approval documentation from Board of County Commissioners	\$15,000.00

Project Budget:

The proposed project budget, including costs for each deliverable and grant administration, is set forth in the following table:

<b>Budget Line Item</b>	<b>Line-Item Cost</b>
Contracted Services	\$ 75,000.00

# South Brooksville Community Redevelopment Area Map

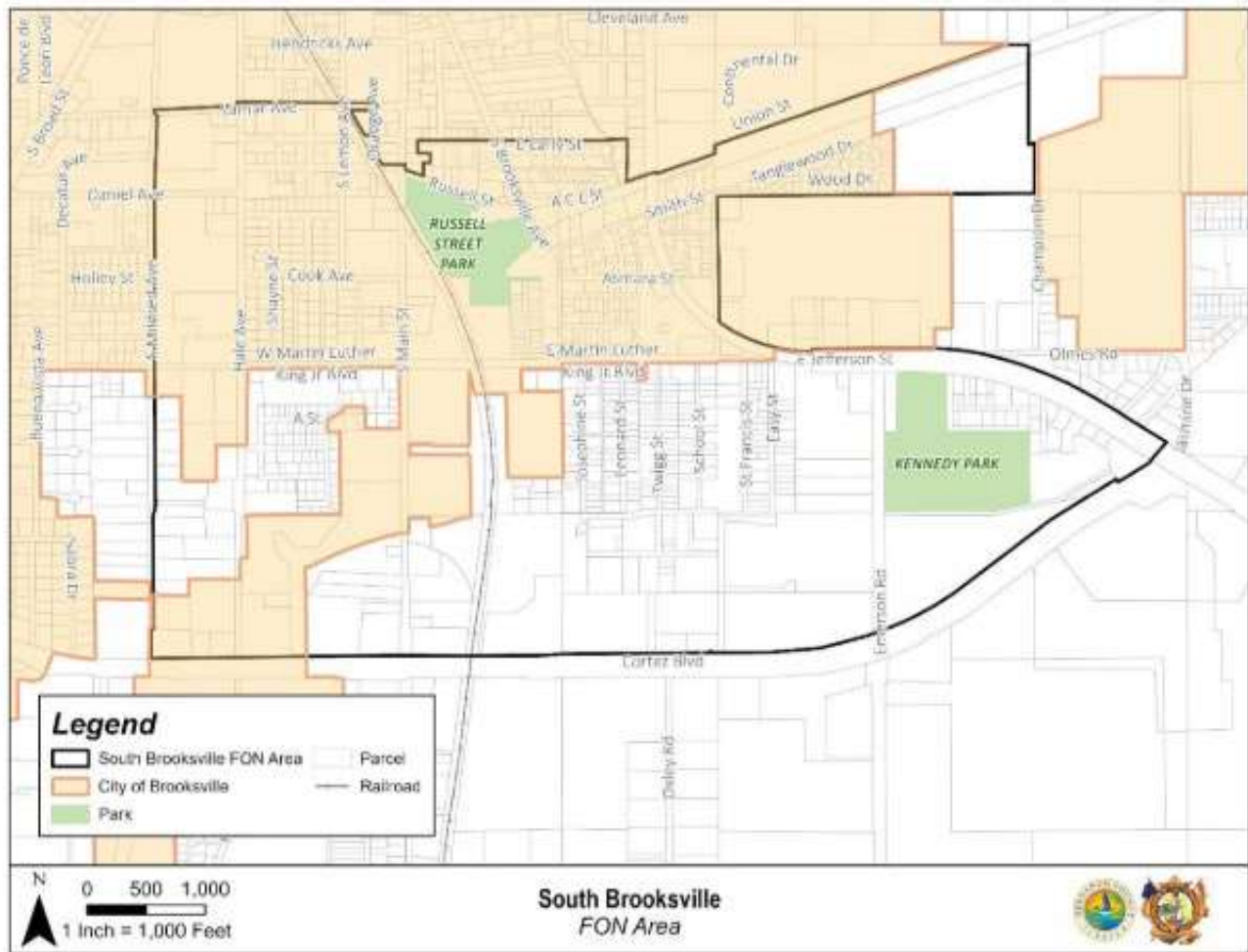


Figure 1: Sources: City of Brooksville, Hernando County, Hernando County Property Appraiser, Florida Geographic Data Library (FGDL), 2023