



AGENDA ITEM MEMORADUM

Item No. 11e

Finance Department

Department

Tony Bryan, Finance Director

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Oct 11, 2011	Sept 30th
<input type="checkbox"/> Oct 25, 2011	Oct 14th
<input type="checkbox"/> Nov 8, 2011	Oct 28 th
<input checked="" type="checkbox"/> Nov 29, 2011	Nov 10 th
<input type="checkbox"/> Dec 13, 2011	Dec 2 nd

*Subject to Change

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Approval of the Town's Application to Broward County for 38th Year Community Development Block Grant (CDBG) funds for the Town's Senior Programs.

EXPLANATION:

The Town has received CDBG grant funds for years to offset part of the cost of operating the senior center programs at Jarvis Hall. We are requesting formal Commission approval of a grant application in the amount of \$30,000 for funding next fiscal year's programs. The due date for submitting the application is December 2, 2011.

As of November 23rd, we have not received the final agreement for the current year funding. However, in May we were notified that due to a reduction in funding to Broward County from the Federal Government, the allocation for fiscal 2011-12 was likely to be reduced from the amount we initially applied for (\$29,209) to \$26,640 so we budgeted accordingly.

EXPECTED OUTCOME:

Ratify submittal of the grant application.

EXHIBITS:

Draft CDBG grant application.

Reviewed by Town Attorney

- Yes No

Town Manager Initials CB

2.	<p>Contact Person: Tony Bryan</p> <p>Title: Acting Finance Director Street Address: 4501 Ocean Drive, Lauderdale By The Sea, FL. 33308</p> <p>E-MAIL Address: tonyb@laurderdalebythesea-fl.org Telephone: (954) 776-640-4200 FAX: (954) 776-1857</p>
3.	<p>Project Name: Senior Center Activities & Operation</p>
4.	<p>CDBG Funds Requested (\$15,000 Minimum Request): \$ 30,000.00</p>

5. **Project Goals:** Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. Scope of services demonstrates activities involved in implementing the project while project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.
- a. **Project Goals and Quantifiable Objectives:** Describe how goals and objectives will benefit low income persons, provide an area benefit or eliminate or prevent slums and blighted conditions, or impact a problem or need of particular urgency.

Goal of the Community Center is to provide services and activities that will allow seniors to continue to maintain a physically active and social lifestyle based on their personal interests and abilities. The goal of targeted programs will be to reduce medical and emotional problems that can result from inactivity (loneliness and remoteness). Efforts will be made to promote awareness of existing services for seniors and to assist them in obtaining needed services available through county, state and federal programs. Additionally, an objective of the Senior Center will be to develop programs and services that utilize the talents and past experiences of senior participants who are willing to volunteer their time for the benefits of their neighbors.

- b. **Detailed Scope of Services:** The scope of services should explain exactly what will be accomplished with the funds requested.

The funds will be used to address the recreational, social and educational needs of the residents of the Town Of Lauderdale-By-The-Sea. These activities include computer, yoga, Ping-Pong, bridge, dancing, chess, water colors classes and meditation sessions.

- c. **Project Continuation and Maintenance:** Indicate what organization is responsible for maintenance of the project after completion. (Attach letters or verification).

The Community Center is currently in its ninth year of operation. The Town provides space and overhead operational costs consisting of utilities and insurance for the Community Center. Also equipment, supplies, and mailing cost for the distribution of the monthly activity calendar.

- d. **Program Design:** How do you plan to achieve the goals identified above. Please be clear and specific. (Please Attach)

6. **Applicant's Management Capability:** Briefly describe the capacity of your municipality to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.

- a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs.

The Town of Lauderdale-By-The-Sea has been successfully managing this grant program for several years.

- b. Provide a list of current CDBG projects.

This is the only CDBG project we currently have.

First Grant

Project Name	Senior Center Activities	Funding Amount	30,000.00
Contract Period	10/ 01/ 12- 9/ 30 / 2013	Balance of funds unspent	30,000.00

Second Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Grant

Project Name		Funding Amount	
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Contract Period		Balance of funds unspent	
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7. **Description:** Describe the outcome(s) of the project. Description is to include time frame for start-up and completion, street location of the service and census tract(s). Describe the service area.
- a. **Project Description:** Capital Improvements should state anticipated linear feet of project or number and description of public facilities. Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects, should state number of businesses to be assisted, jobs created and describe loans and amounts of loan funds available.

The service area for the project is the Town Of Lauderdale By The Sea. According to the 1990 federal census, 50.9% of the residents are over the age of sixty.

Last fiscal year (10-11) the senior center registered approximately 108 persons and participated in 1,743 activities. The senior center scheduled approximately 1,131 class activities. An average of eleven volunteers provided approximately 1,769 hours of their own time for the benefits of their neighbors.

- b. **Time Frame:** What is the time frame for start-up and completion after notification of funding award. Indicate what funding commitment is required to provide for timely project start-up.

Start up of the program will be October 1, 2012 and start-up costs are not necessary as this program will be in its tenth year. Any funds necessary will be provided by the Town Of Lauderdale By The Sea as part of the cash contribution.

- c. **Street address / Location:** Attach map identifying project location. Also provide an address in the description when site acquisition is involved.

The Senior Center is adjacent to the Town Hall complex (Exhibit A). The address is 4505 Ocean Drive, Lauderdale by the Sea, FL. 33308.

- d. **Census Tract(s) and Block Groups:** Consult census maps for the census tract location of this project. (Area benefit projects must serve 51% low and very low-income persons.)

8. **Budget Table Instructions:** Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

- a. **Budget Table:** For each expenditure category in the left hand column enter the proposed amount necessary to complete this project under the column for the source of funding. Enter the source of funding in the appropriate cell.

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Contractual With Outside Agencies or Vendors	\$ 30,000.00	\$ 30,000.00		\$ 60,000.00
Construction				
Other				
Totals	\$30,000.00	\$30,000.00		\$ 60,000.00

9. **Budget Narrative Instructions:** The budget narrative statement should provide a detailed explanation justification for each cost category space shown in the Budget Table on page 5. The budget narrative should identify non-CDBG resources to be utilized in financing including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

The projected budget for 2012-2013 will include \$ 30,000.00 from the CDBG funds for the contractual services provided to the Town's Senior Center. These services will be provided by a not-for-profit agency. The Town will be responsible for any amount over \$ 30,000.00 for contractual services and operating expenses of the Senior Center. Currently, the projected amount the Town will be providing as a cash contribution is \$ 30,000.00

10. **Describe and calculate Leveraging:** Describe and attach supporting documentation including letter of commitment, resolutions, minutes of meetings, etc. providing the specific resources the applicant will commit to the project identified in columns 2 and 3 of the Budget Table above. Include and identify in-kind contributions, sweat equity and other resources.

a. Provide documentation as an attachment and summarize below.

1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, title of job and salary.
2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.

b. Instructions on calculating leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

Percent Leveraging = $\frac{\text{Total Non-CDBG Funds}}{\text{Total CDBG \$}} \times 100$

Total CDBG \$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc.

11. **The project generally reflects adopted plans, goals, objectives and policies.**

a. **Project consistent with Broward County Consolidated Plan: Project should explain which Consolidated Plan priority it will address.**

Yes, the project is consistent with Broward County Consolidated Plan.

b. **Project Consistent with Local Government Plans and Zoning: Project letters from municipality or County government in which the project will occur, stating consistency with county or municipal adopted comprehensive plans.**

Not applicable.

c. **Is project a permitted use in the zoning text regulations for the zoning district designated for the project site?**

Yes Attach municipal or County verification of zoning and adopted future land use plan designation for the site
No plan of action to achieve zoning district change.

d. **Plat Approval: Does your project require platting or a plat note amendment?**

Yes Attach platting requirements and time table for completion.
No Provide Plat Name, Plat Book Number and Plat Page Number

e. **Countrywide Programs: If a specific program in the area of single family or rental rehabilitation, residential redevelopment, commercial revitalization, or redevelopment is proposed, explain how the program will be more effective on a cost and services basis than the same program provided by the Broward County Community Development Division.**

Not applicable

f. **State and Regional Policy Plans: The Florida State Comprehensive Plan provides long-range policy guidance for the orderly social, economic and physical growth of the state. The Strategic Regional Policy Plan for South Florida specifically addresses housing and economic development.**

12. **Real Property and Relocation Policy:** Complete this section when displacement of families or businesses is required.

- a. **Real property: Does the proposed project require the acquisition, subordinated or leasing of real property?**

Yes [] **Provide a legal description, street address and the property owner's name. *Consult the Community Development Division staff before acquiring real property to follow the Uniform Acquisition Procedures.***

No [x] **No property is to be acquired**

- b. **Relocation: Does the proposed project necessitate the relocation of homeowners, tenants or commercial establishments.**

Yes [] **Outline the proposed relocation plan and show source of funds on Page 5 and 6 for the budget table and narrative above.**

No [x]

13. **Citizen Participation:** Complete this section for citizen participation documentation. How did the citizens in your jurisdiction participate in the selection of this project?

- a. A copy of the resolution from the governing body giving authorization to submit proposal(s) with name and title of official designated to sign application.

 The application is being ratified at a regular commission meeting on 11/29/2011 and copy of the resolution will be forwarded under separate cover.

- b. Copies of meeting or hearing notices which verify efforts to invite citizen input (to include points of distribution) and pertinent information from the municipality reflecting inclusion of citizen input in final decisions. Documentation includes a copy of the certified proof of advertising of the public hearing held by the governing body.

The grant application and program was on the agenda for the commission roundtable meeting held on 11/29/2011. A copy of the agenda and minutes will be forwarded under separate cover.

- c. Verification of other efforts which provide information to citizens, i.e., workshop notices, attendance records, sunshine ads, civic association meetings.

Town's newsletter is delivered to all residents and includes and a monthly calendar of events. Programs are also announced on the local cable channel.

14. **Certification:** Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the Broward County Community Development Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false fictitious statement, knowing same to be false.

Name of Organization: Town Of Lauderdale-By-The-Sea

Type of Organization: Municipal

Constance Hoffmann
(Signature)

Town Manager
(Title)

11/29/2011
(Date)