



AGENDA ITEM REQUEST FORM

Item No. 9b

Finance Department

Department Submitting Request

Doug Hoag

Dept Head's Signature

REGULAR COMMISSION MTG Meeting Dates - 7:00 PM

DEADLINE TO Town Clerk

ROUNDTABLE MEETING Meeting Dates - 7:00 PM

DEADLINE TO Town Clerk

- Nov 9, 2010
- Dec 7, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 29 (5:00 pm)
- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Nov 22, 2010
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 30 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

*Subject to Change

- | | | | |
|---------------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

SUBJECT TITLE: Formal Approval of the FY 2011-2012 Community Development Block Grant (CDBG) Application.

EXPLANATION:

This item was discussed at the roundtable and staff was given direction to apply for these funds, subject to the Town Attorney's review of the interlocal agreement with Broward County. We are now requesting formal approval of this grant application in the amount of \$29,209 which was due no later than December 1, 2010. The grant funds are used to offset part of the costs of operating the senior center programs at Jarvis Hall. The Town has applied for and received funding for this program for several years. While we are requesting \$29,209 the actual amount may be different.

RECOMMENDATION:

Ratify submittal of the grant application.

EXHIBITS:

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

We will include matching funds for this grant in the FY 2011-2112 budget process as follows:

- Amount \$30,791
- Acct # 001-572.000-500.342
- Transfer of funds required
- From Acct # _____

* Grant revenues will be budgeted in 001-303.000-334.910 in the amount of \$29,209

Reviewed by Town Attorney
 Yes No

Town Manager Initials CHA

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

The Senior Activities Program is currently in its ninth year of operation. The Town provides space and overhead operational costs consisting of utilities and insurance for the Lauderdale-By-The-Sea 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	29,209.00
Contract Period	10/ 01/ 11- 9/ 30 / 2012	Balance of funds unspent	29,209.00

Second Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Grant

Project Name		Funding Amount	
---------------------	--	-----------------------	--

Contract Period		Balance of funds unspent	
--------------------	--	-----------------------------	--

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 (09-10) the Community Center registered approximately 248 persons and participated in 4,116 activities. The Community Center scheduled approximately 1,131 class activities. An average of eleven volunteers provided approximately 1,511 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, 2011 and start-up costs are not necessary as this program will be in its ninth 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 Community Center is adjacent to the Town Hall complex. 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				
Contractual With Outside Agencies or Vendors	\$ 29,209.00	\$ 30,791.00		\$ 60,000.00
Construction				
Other				

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Totals	\$29,209.00	\$30,791.00		\$ 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 2010-2012 will include \$ 29,209.00 from the CDBG funds for the contractual services provided to the Town's Senior Activities Program. These services will be provided by a not-for-profit agency. The Town will be responsible for any amount over \$ 29,209.00 for contractual services and operating expenses of the Senior Activities Program. Currently, the projected amount the Town will be providing as a cash contribution is \$ 30,791.00

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 December 7, 2010 and a 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 November 22, 2010. 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.**

The Town's newsletter is delivered to all residents and includes 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

<hr/>	<hr/>	<hr/>
(Signature)	Asst Town Manager (Title)	11/24/2010 (Date)

EXHIBIT "A"

PROJECT DESCRIPTION

Project Name:

Senior Activities Program

Project Description:

The Senior Activities Program Project will provide activities for seniors including computer classes, art classes, beginning and intermediate bridge classes, and exercise, dance, and yoga classes. A provider will be contracted to provide the activities for seniors who are 60 years and older.

As of September 30, 2010, activity enrollment is 4,116 and there were 248 seniors registered in the Senior Activities Programs conducted at the Lauderdale-By-The-Sea Community Center. Total scheduled class activities last fiscal year was 1,131.

One of the methods that will be used by the provider to measure participation is to count the number of seniors who participate in activities. The goal each month is to serve (80) clients and when registering for programs, seniors must show proof of residency.

This project is to provide supportive services for Limited Clientele located at the Community Center, 4505 Ocean Drive, Lauderdale-By-The-Sea, Florida, 33308.

CDBG HUD National Objective: (for CDD completion)

EXHIBIT "B"**BUDGET TABLE/COSTS FOR PROJECT**

Each cost category below reflects the proposed amount necessary to complete the project by funding source(s).

Funding Sources					
Cost Category		(1) CDBG	(2)	(3)	Total
A.	Personnel	\$			\$
B.	Fringe Benefits	\$			\$
C.	Travel	\$			\$
D.	Equipment	\$			\$
E.	Supplies	\$			\$
F.	Contractual Services	\$29,209	\$30,791		\$60,000
G.	Construction	\$			\$
H.	Other	\$		\$	\$
I.	Total	\$29,209	\$30,791	\$	\$60,000

EXHIBIT "B"
Continued

BUDGET NARRATIVE

The budget narrative statements below provide a detailed justification for each cost category shown in the budget table for both CDBG and Non-CDBG funding sources utilized in financing the project.

CDBG Funding Source

The CDBG Funding Source will assist the Town of Lauderdale-By-The-Sea to contract with a service provider to administer the activities of the Senior Activities Program which will cost the Town \$60,000.00 annually.

CDBG \$29,209.

Non-CDBG Funding Source(s)

The Town of Lauderdale-By-The-Sea will contract with a service provider to administer the activities of the Senior Activities Program.

General Fund \$30,791

The Town of Lauderdale-By-The-Sea will provide suitable space and use of existing resources to provide classes and activities. Use of the space to conduct these classes and activities will be held approximately six hours per day, five days per week throughout the year. Utilities, maintenance and insurance will also be provided.

EXHIBIT "B"
(Cont.)

Allowable Cost for U.S. HUD Share of Budget

Federal cost principles for grants and contracts with state and local governments are stated in OMB Circular A-87, Cost Principles for State and Local Governments. This document is an extensive and somewhat complicated series of principles governing the allowability of various types of costs under federal grants and contracts. General information concerning the cost principles is summarized below:

The following types of costs are specifically unallowable:

- (A) Advertising costs other than those associated with recruitment of personnel and the solicitation of bids for goods and services.
- (B) Bad debts.
- (C) Contingencies.
- (D) Contribution and donations.
- (E) Entertainment.
- (F) Fines and penalties.
- (G) Interest.
- (H) Losses on other grants or contracts.

Most other categories of cost are generally allowable under the cost principles provided the costs are allowable and reasonable. General comments on individual cost elements are listed below:

Salary costs are generally allowable provided they are based on actual current salaries adjusted for any anticipated cost-of-living or merit increases during the grant period. Salary costs for unidentified new employees must be consistent with the organization's overall employee compensation structure. The organizational compensation policy should not change as a result of obtaining a federal grant.

Fringe Benefit costs such as pay for vacations, holidays, sick leave, employee insurance, and unemployment benefits are allowable to the extent required by law or established organizational policy.

EXHIBIT "B"
(Cont.)

Travel costs consistent with established organizational policy are generally allowable. The difference between first class and coach air fare is specifically unallowable. In the absence of established organizational travel policy, it is a good practice to adopt policies consistent with the federal travel regulations.

Equipment costs should be based on the least cost method of acquisition (rent, purchase, lease with option to buy) over the grant period as demonstrated by competitive bidding. Equipment costs are only allowable to the extent the equipment is directly necessary to accomplish the grant. The cost of equipment not fully utilized under the grant must be allocated to other organization costs to assure a fair share distribution. Whenever practical, used equipment should be considered in meeting equipment needs.

Material cost directly associated with the project is allowable. Prices must generally be justified through competitive bids except for nominal purchases.

Subcontracts must be awarded on a competitive basis except in extraordinary circumstances. The same principles applicable to individual cost principles for grantees are generally applicable cost-reimbursement type subcontracts under grants.

Consultant agreements should include a certification by the consultant that the consultant rate is equal to or less than the lowest rate the consultant accepts for comparable work. Additionally the Congress has prohibited the salary component of consultant fees under H.U.D. Grants not to exceed the applicable approved rate schedule.

Construction costs include construction of new buildings, structures, or other real property as well as alteration or repair of existing structures. Construction costs should be supported by detailed cost estimates and competitive bidding. Consult with the Housing and Community Development Compliance Officer on applicability of the Davis-Bacon Wage determination to this project.

Other costs include all types of direct costs not specified above. Normally, such costs include space, telephone, utilities, printing, and other basic operating expenses.

Leverage is that which the municipality or non-profit organization brings to the project. It may be in the form of services or contributed operating expenses (in-kind contributions) or cash support from the organization itself or from other sources.

Exhibit "C"

Project Schedule/Timeline Table

The table below lists the main work tasks required to complete project objectives before the term of the agreement expires.

Work Task	Start-Up Date	Date of Completion
Schedule classes and activities	October 1, 2011	September 30, 2012
Record registration information	October 1, 2011	September 30, 2012
Record participation in activities	October 1, 2011	September 30, 2012
Create volunteer opportunities, Request & Identify Participants	October 1, 2011	September 30, 2012

EXHIBIT "D"

MONTHLY PROGRESS REPORT

Reporting Period: _____

Date Report Prepared: _____

A. Project Information:

Agency Name	Town Of Lauderdale-By-The-Sea
Person Preparing the Report	Douglas Haag
Job Title	Acting Finance Director
Signature	
Project Name	Town of Lauderdale-By-The-Sea Senior Activities Program
Project Start-Up Date	October 01, 2011
Project Completion Date	September 30, 2012
Amended Completion Date (if applicable)	

B.1 Project Cost

		Funds Expended to Date	Percentage
Total Project	\$60,000		
CDBG Funding	\$29,209		
Other Funding (specify source below) General Fund	\$30,791		

B.2 Declaration of Agency Budget Changes

Program Income: _____ N/A _____

Source of Program Income: _____ N/A _____

EXHIBIT "D"
(Cont.)

C.3. Describe success or problems encountered with the project:

Successes include a steady increase in the computer classes and daily activities.

C.4. Anticipated problems or concerns with project. Please identify technical assistance needed and/or requested from Housing and Community Development staff.

There are no anticipated problems or concerns with the Senior Activities Program. It continues to be one of the most popular programs the Town of Lauderdale-By-The-Sea offers its citizens.

C.5. Anticipated advertisements and/or other contractual services. If so, has the Housing and Community Development staff been advised and appropriate steps taken to assure compliance?

N/A

C.6. If applicable, please complete the following Direct Benefit Report Form on all program participants.

N/A

Exhibit "D"
(C.6 – Cont.)

Indicate persons or households. Only unduplicated counts should be given

Total number
served
This Month

Total number
served
year to date

Ethnicity

Hispanic
Non-Hispanic

1. Total

Racial Data

Hispanic

- 11. White
- 12. Black/African American
- 13. Asian
- 14. American Indian/Alaskan Native
- 15. Native Hawaiian or other Pacific Islander

- 16. American Indian/Alaskan Native & White
- 17. Asian & White
- 18. Black/African American & White
- 19. American Indian/Alaskan Native & Black/African American
- 20. Other Multi-Racial

2. Total

Income Data

- Very Low Income <30% of area median
- Low Income <50% of area median
- Moderate Income <80% of area median
- Non-Low Moderate Income

**income levels must equal persons benefiting*

3. Total

Other Demographic Data

- Households
- Persons
- Homeless
- Female Head of Household
- Disabled Persons Assisted
- Elderly Persons Assisted
- Census Tract served

Exhibit "D"
(C.6 – Cont.)

Applicable if implementing one of the following activities

Public Services / Public Facilities and Improvements

Total number
this quarter

Total number
year to date

Public Services / Of the persons assisted

Number that have new access to this service or benefit
Number that have improved access to this service or benefit
Number that receive a service or benefit that is no longer
substandard

1. Total

Public Facilities or Infrastructure Improvements

Number that have new access to this type of public facility or
infrastructure improvement

Number that have improved access to this type of public facility or
infrastructure improvement

Number served by public facility or infrastructure that is no
longer substandard

2. Total

Overnight Shelter / Emergency Housing

Number of bed created in overnight shelter or other emergency
Housing

3. Total

Exhibit "D"
(C.6 – Cont.)

**Applicable if implementing one of the following activities
Housing and Economic Development Data**

Total number
this quarter

Total number
year to date

Rehab. Of the total owner units

- Occupied by elderly
- Units moved from sub-standard to standard (HQS or local code)
- Units qualified as Energy Star
- Units made accessible
- Units brought into compliance with lead safety rules (24 CFR Part 35)

1. Total

1st Time Homebuyers: of total households

- Number received housing counseling
- Number downpayment assistance / closing costs

2. Total

Assistance to Businesses

- Number of *new* businesses assisted
- Number of *existing* business assisted

- Number of existing businesses *expanding*
- Number of existing businesses *relocating*

- Number of businesses assisted with commercial façade treatment/
business building rehab

- Number of businesses assisted that provide goods or services to
meet the needs of a service area, neighborhood or community

- Women owned business

3. Total

Name of Each Business Assisted

DUNS #

N/A

**DUNS number required for each business*

**EXHIBIT "D"
(Cont.)**

D. Program Objectives

* Work Tasks	Projected Yearly Total / Performance	Monthly Progress	Progress Yr-To-Date	Supporting Documentation
Record Class Activities	400			Monthly Class Activity Calendar
Record Registration Information	80			Monthly Registration Form
Record Participation in Activities	2,000			Monthly Participation Form
Record Volunteer Participation Hours	100			Monthly Volunteer Form

* Please list Work Tasks as listed in the agreement's Exhibit "C" (Project Schedule/Timeline Table).

EXHIBIT "E"
Municipal Subgrantees

**SUBGRANTEE'S
REQUEST FOR PAYMENT**

Community Development Block Grant Program
37th Year Funding

Contract Period October 01, 2011 to September 30, 2012

1. Project Name: Senior Activities Program			
2. Organization: Town of Lauderdale-By-The-Sea		Telephone Number: 954-776-0576	
3. Billing Number: #			
4. Billing Period Covered:			
5. % of Total Contract, Expended thru this Billing: %			
6. Cost Categories	Total Expenditures Up to Last Billing	Expenditures This Billing	Total Expenditures To Date
A. Project Costs			
Salary & Fringes			
Contractual			
Construction			
Other Project Costs			
Total Expenditures			
Funds Obligated: (By Funding Agreement)			
Balance			
B. In-kind			

