



BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS MUNICIPALITIES CDBG APPLICATION

Complete the following sections. **Submit one form for each project.** Attach additional pages as needed

<u>COMMUNITY DEVELOPMENT GRANT PROJECT SUMMARY</u>			
<u>Category</u>	<u>Budget</u>		
Cash	\$50,000 (Design Services)		
In-Kind			
Other Grants			
CDBG	\$123,241		
TOTAL	\$173,241		
PROGRAM ACTIVITIES:		NATIONAL OBJECTIVE	
Select only one category per application		Select only one category per application	
Public Service (15% Cap)	()	Limited Clientele	()
Capital Improvement	()	Limited Clientele	()
Capital Improvement	()	Area Benefit	(x)
Housing	()	Low/Mod Housing (LMH)	()
Capital Improvement	(x)	Area Benefit	()
Economic Development	()	Low/Mod Jobs (LMJ)	()
Continuing Project:	Yes ()		
New Project:	Yes (x)		
DUNS NUMBER: 089606685			
Applicant completes the following items.			
1. Applicant Organization Name: City of Hallandale Beach			
Address: 400 South Federal Highway, Hallandale Beach, FL 33009			
Telephone #: 954-457-1611		FAX #: 954-457-1624	
2. Contact Person: James Sylvain			
Title: Director of Public Works			
Street Address: 630 NW 2nd Street, Hallandale Beach, FL 33009			
E-MAIL Address: jsylvain@cohb.org			
Telephone #: (954) 457-1611		FAX #: (954) 457-1624	
3. Project Name: Public Works Drainage Improvement Project			
4. CDBG Funds Requested (\$15,000 Minimum Request): \$123,241.00			

5. General Instructions:

- Broward County reserves the right to reallocate funds for Municipalities with unexpended funds from multiple fiscal years.
- Once a project is submitted it cannot be substantially changed without documentation and approval by Broward County Housing Finance and Community Redevelopment Division. The submission of documentation alone does not guarantee approval.
- Projects must be feasible and comply with one of the HUD required National Objectives, please refer to 24 CFR 208. Unless previously discussed with staff, all projects should be designed to primarily benefit low to moderate income residents.
- Projects should be either shovel ready or ready for the bid process at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal).
- Applications requesting funding for designs/studies, as per 24 CFR 570.201, do not meet a National Objective. They qualify only if done in conjunction with a(n) infrastructure/capital project. Subsequently, once design is complete, the infrastructure/capital project must be completed within 12 to 24 months.
- Multi-funded projects must have non-CDBG funding secured before application submittal. All funding sources must be reflected in the Budget.
- Projects requiring maps, Census data, construction plans, etc. must be included with the application.
- If the project involves Housing Rehabilitation or Purchase Assistance, the City must follow the County's housing policies and lender guidelines.
- The Citizen Participation section is not optional, all cities must abide by the County's Citizen Participation plan which requires advertising to notify the public of a required Public Hearing to include discussion of the application. All backup, including proof of advertisement and any minutes from the public hearing must be attached to this application.
- Public Service projects should include but not be limited to recreation programs, education programs, public safety services, etc. Please keep in mind, entertainment is not eligible. For questions please contact HFCRD.
- The County has the right to refuse or reject any/all projects.
- All information included above **must be submitted on time**, Broward County Housing Finance and Community Redevelopment Division will not ensure approval of non or late submittals.



6. Project Goals: Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. The scope of services must include activities involved in implementing the project. 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:

Please note that HUD requires that 70% of CDBG funds must benefit low/moderate income persons over a three year period. Only pick one of the four objectives listed below. Describe how goals and objectives will either:

- 1). benefit low income persons
- 2). provide an area benefit:
- 3). eliminate or prevent slums and blighted conditions, or
- 4). impact a problem or need of particular urgency.

This Public Works Improvement Project will provide area benefit to the predominantly low and moderate income residents who reside within census tract #1004, group 1. The specific areas for implementation are indicated on the attached map (Exhibit 1).

Project includes retrofitting/upgrade of existing gravity storm drainage system, construction of new storm water facilities, regrading and sodding of swales to increase permeability, construction of new sidewalks, asphalt pavement construction/restoration and landscape improvements. These improvements will address flooding in the area and upgrade physical/aesthetic appearance that will complement housing development and rehabilitation as well as promote more attractive neighborhoods.

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

Retrofitting/Upgrade Drainage	N/A	\$78,241.00
Concrete Construction/Reconstruction (including sidewalks)	285 SY	\$ 15,000.00
Asphalt Pavement Construction/Reconstruction	1,555 SY	\$20,000.00
Regrading and Sodding of Swales	500 SY	\$ 10,000.00
Total		\$123,241.00

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

City of Hallandale Beach will be responsible for maintenance of the project after completion



- d. Program Design: How do you plan to achieve the goals identified above? Please be clear and specific. Please attach separately, if necessary.

For housing activities/projects, please provide details to include the types of assistance provided, affordability period, recapture terms etc. These terms and provisions must be consistent with the Broward County's Consolidated/Action Plan

The project retrofitting and upgrades will be designed by a consultant and project will be subsequently bid and constructed by an outside contractor approved and selected by the City and County Staff.

7. 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. Experience - Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs and provide a list of CDBG Projects below

The City of Hallandale Beach has over 21 years of experience participating in the Broward County CDBG Program. The City has demonstrated the in-house capacity and expertise to complete project in a timely manner and professionally.

- b. Does the municipality intend to utilize an outside vendor/contractor to provide the direct service delivery for any of the activities listed?

Yes. The City will utilize 46th Year CDBG funding to procure outside vendors/contractors for the construction of the project.

If yes, please provide a detailed method of the procurement method used.

Please see attached Standard Operation Procedure Flowchart from Procurement Department (Exhibit 2).

The City of Hallandale Beach Procurement Department, governs the process for purchasing in the City, the City of Hallandale Beach's Ordinance No. 2013-03 – Chapter 23 as summarized below per vendor for purchase values:

\$1 - 2,500;

- Requisitions and/or checks are processed – no quotes needed. Insurance needed if vendor comes on City premises. Department must check Munis to make sure all



insurance has not expired before entering information.

\$2,501 - \$50,000;

- 3 quotes and/or piggyback contract number and contract must be scanned in Tyler Content Management (TCM). The term of the contract must be provided with the requisition and/or change order.

\$50,001 - Above;

Any purchase for goods and/or services over \$50,000 must go to City Commission for approval.

- c. **Monitoring – How does the municipality ensure compliance with regulatory and statutory requirements? And third party vendors/contractors?**

The City will hire a consultant to do the design of the project (the plans will be signed and sealed by a Professional Engineer). The City staff will manage and inspect the project from start to finish. The project manager will make sure that the State and Local requirements will be followed during the design and construction completion of the project.

- d. **Non – housing activities – How does the municipality ensure compliance with scope of work, budgetary items, procurement, programmatic compliance etc.?**

The Project Manager as well as the City's Grants Office have compliance and financial oversight responsibilities to ensure that grant requirements are met.

- e. **Housing activities: How does the municipality track the properties, beneficiary data, HQS (if applicable) and ensure compliance with affordability restrictions?**

N/A

Please provide monitoring process and include monitoring policy/procedures (Attachment A)

See Exhibit 3 - CDBG Procedure for Capital Improvement Projects.

- f. **Provide a list of current CDBG projects, included the most recent 3 years, funding amount, current status, extensions needed. Etc.**

2019 Project

Project Name	44th Year Public Works Improvements	Initial Funding Amount	\$134,681
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Contract Period	10/01/2018 - 04/31/2020	Number of Extensions Needed and Dates	Number of Extension:1 04/27/2019 - 04/30/2020
Current Status of Program Including Completion Date	Project Closed Completion Date:10/10/2019	Current Balance of Program Funds	\$8,676.30

2018 Project

Project Name	43rd Year Public Works Improvements	Initial Funding Amount	\$108,737
Contract Period	10/01/2017 - 03/31/2019	Number of Extensions Needed and Dates	Number of Extension:0
Current Status of Program Including Completion Date	Project Closed. Completion Date: 03/31/2019	Current Balance of Program Funds	\$0

2017 Project

Project Name	42nd Year Public Works Improvements	Initial Funding Amount	\$109,842
Contract Period	10/01/2016 - 06/30/2018	Number of Extensions Needed and Dates	Number of Extension: 1 03/31/2017 - 06/30/2018
Current Status of Program Including Completion Date	Project Closed. Completion Date: 06/15/2018	Current Balance of Program Funds	\$0



8. Description: Describe the outcome(s) of the project. Description is to include timeframe 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. **Applicant must already have construction plans for project at time of application.** 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 available. Both Rehabilitation and New Housing Construction should comply with Energy Star Requirements.

The detailed scope of services is found in section 6-b, Project Description

- 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.

Work Tasks	Start	Completion
City/consultant preparation of design, drawings and construction specifications	10-23-20	01-15-21
Bid Package Preparation	01-18-21	01-29-21
County Approval of Bid Package	02-01-21	02-22-21
Bid Advertisement	02-26-21	03-29-21
Open Bid and Award	04-02-21	05-05-21
Contract Execution - Notice to Proceed	05-07-21	05-31-21
Construction	06-18-21	08-20-21
Close Out	08-20-21	09-13-21

- c. Street address / Location: Attach map identifying both census tracts and project location. Also provide a street address or a description of the location when site acquisition is involved. Provide current **Phase 1 – Environmental Assessment and NEPA Environmental Assessment Checklist** for Capital, New Construction and Economic Development activities that were done within 6 months of application for funding.

The location of the improvements are indicated on the attached map (Exhibit 1) as follow:

- Along NW 2nd Avenue (between NW 7th Street and NW 9th Street)
- Along NW 7th Court (between NW 2nd Avenue and NW 3rd Avenue)
- Along NW 8th Street (between NW 2nd Terrace and NW 2nd Avenue)

- 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-to very low-income persons.**

See Exhibit 4 - Broward County Census Tracts and Map.

9. Proposed activities located in a Community Redevelopment Area (CRA), must provide a copy of the area's Redevelopment Plan and map in order to be considered eligible under a HUD Slum/Blight designation. The following information must be provided at the time of application:
 - a. Percentage of Deteriorated buildings
 - b. Year area designated Slum/Blight
 - c. Description of Slum/Blight area
 - a. Percentage of Deteriorated buildings: City of Hallandale Beach CRA Implementation Plan attached (Exhibit 7).
 - b. Year area designated Slum/Blight: The City of Hallandale Beach Community Redevelopment Area was created in 1996. The City of Hallandale Beach Ordinance No. 96-25 has been attached as well as the Broward County CRA map with the CRA area in Hallandale Beach highlighted in yellow (Exhibit 5 and 6).
 - c. Description of Slum/Bright area: As described in page 13 and 14 of the Community Redevelopment Area (CRA) implementation plan, the area of this project is located in the Northwest Quadrant, Tract 1004. A Broward County Census Tract Map has been attached. Page 1 of the CRA Implementation plan describes the definition of slum and blight (Exhibit 7).
10. **Budget Table Instructions:** Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project. Please include program funding and in-kind matches from **all** sources.
 - a. Budget Table: For each expenditure category, (Personnel, Benefits, Travel, Equipment, Supplies, etc) enter the proposed amount necessary for that category. Please list these amounts according to the appropriate funding source as shown in the shaded area.

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
Contractual With Outside Agencies or Vendors				
Construction	\$123,241			\$123,241

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Other			\$50,000	\$50,000
Totals	\$123,241			\$173,241

11. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation and justification for each cost category shown in the Budget Table on page 5. The budget narrative should identify non-CDBG resources to be utilized in financing the project, 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.

Description	Quantity	Cost
Design Services	N/A	\$50,000.00
Retrofitting/Upgrade Drainage	N/A	\$78,241.00
Concrete Construction/Reconstruction (including Sidewalks)	285 SY	\$15,000.00
Asphalt Pavement Construction/Reconst.	1,555 SY	\$20,000.00
Regrading and Sodding of Swales	500 SY	\$10,000.00
	Total	\$173,241.00

12. Describe and calculate Leveraging: Describe and attach supporting documentation including letter(s) of commitment, resolutions, minutes of meetings, etc., showing specific resources the applicant will commit to the project as identified in columns 2 and 3 of the Budget Table on page 6. Include and identify in-kind contributions, sweat equity and other resources.

a. Provide documentation as an attachment and summarize below.

- 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, job title and salary.

N/A

- For housing development projects, anticipated mortgage financing will



be considered as in-kind contribution.

N/A

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.

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

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.

In-Kind Contributions are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc that do not involve cash payments by the entity. However, a dollar value must be provided for in-kind contributions and that value must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the funded entity.

Calculations: Total Non-CDBG Funds \$50,000 x 100
Divided by CDBG Request \$123,241

Percent Leveraging 40.57%

13. 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.

N/A

- 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. **Provide Flood Plan Map, if in flood plain.**

See exhibit 8 and 9.

- 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

g. 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.

Letter, dated February 20, 2020, to South Florida Regional Planning Council. (Exhibit 8)
Letter, dated February 20, 2020 from City of Hallandale Beach to Planning and Zoning Department is attached. (Exhibit 9)

14. **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 with Broward County Housing Finance and Community Development Division staff before acquiring real property in order to follow Uniform Acquisition Procedures.***

No ☒ 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 ☒

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

- a. Attached is the advertisement published in the Sun Sentinel as well as the Agenda for the Commission Meeting on March 18, 2020. (Exhibit 10).
- b. City of Hallandale Beach Agenda and Resolution is attached. (Exhibit 11).
- c. Attached are the attendance sheets and surveys that were filled out by residents during the 46th Year CDBG public meeting on March 18, 2020. (Exhibit 12).

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

16. 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.

Conflict of Interest (24 CFR 570.611; 24 CFR 85.36; and 24 CFR 84.42)

There are two sets of conflict of interest provisions applicable to activities carried out with CDBG funding. The first set, applicable to the procurement of goods and services by subrecipients, is the procurement regulations located at 24 CFR 84.42 and 85.36. (See 24 CFR 570.611(a)(1).) The second set of provisions is located at 24 CFR 570.611(a)(2). These provisions cover situations not covered by parts 84 and 85.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance and 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: City of Hallandale Beach

Type of Organization: Government

☒ Municipal

(Signature)

(Title)

(Date)

STATE OF Florida
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing) who, after first being sworn by me, affixed his/her signature in the
space provided above on the _____ day of _____, 2020.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

NOTARY PUBLIC, State of Florida

My commission expires _____.

Exhibit 1

Project Description and Location

The City of Hallandale Beach, Public Works Department, focuses on areas that needs rehabilitation and improvement within the City to protect and ensure safety of the residents. The proposed project will address flooding issues and thus, be beneficial to underserved communities; predominantly low and moderate income residents.

The project scope will include street resurfacing, construction of new storm drainage, regrading and sodding of swales, sidewalk replacement and new ADA compliant ramps. These improvements will address flooding in the area and upgrade physical/aesthetic appearance that will complement housing development and rehabilitation as well as promote more attractive neighborhoods. The cost estimate for the improvement mentioned above is approximately \$123,241.00.

The location of the improvement is indicated on the attached map as follow:

- Along NW 2nd Avenue (between NW 7th Street and NW 9th Street)
- Along NW 7th Court (between NW 2nd Avenue and NW 3rd Avenue)
- Along NW 8th Street (between NW 2nd Terrace and NW 2nd Avenue)

