

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Lauderhill is located in the heart of Broward County, Florida. Established on June 20, 1959, the City holds significant history from its earlier years of beautiful grazing pastures to its name. Since then, the City has expanded from approximately 100 residents to 68,887 in population. Lauderhill has is an area of 7.84 square miles.

The City has participated in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program as an Entitlement Grantee since Fiscal Year 1995. As a CDBG Grantee, the City became eligible for State Housing Initiative Partnership (SHIP) Program and later joined the Broward County HOME Consortia.

The Program 2019 Annual Action Plan is the fifth year of the Five-Year Consolidated Planning period, which covers Program Years 2015 to 2019. This Plan outlines activities the City will undertake during the 2019 Program Year which runs from October 1, 2019 to September 30, 2020. The projects identified in this plan will benefit low- to moderate-income residents and neighborhoods of the City. CDBG has been instrumental in Lauderhill's ability to achieve priority housing and community development goals. With CDBG funding, the City assisted income eligible homeowners with owner-occupied rehabilitation; provided youth and senior services; and provided economic development opportunities to eligible businesses.

The City realizes citizen participation and consultation are ongoing processes. Lauderhill strives to provide and encourage public participation, emphasizing the involvement of low- and moderate-income individuals. The City continues to necessary actions appropriate to encourage participation of minorities, people who do not speak English, and people with disabilities. The City advertised the Program Year 2019 Annual Action Plan in the Sun-Sentinel on June 8, 2019 with a (30) thirty-day comment period concluding on July 8, 2019. Staff included instructions for comment submittal and contact information for all interested parties wanting to comment on the draft plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals of The City of Lauderhill for Program Year 2019 are to continue focusing on expanding economic opportunities and improving the living environment of residents in the low- to moderate-income areas of the City.

The goal of providing a suitable living environment includes improving the safety and livability of neighborhoods; providing public services to youths and seniors; increasing access to public and private facilities by upgrading physical improvements such as sidewalk installation, street lighting, and improved public streets. In addition, the City looks to create a Convention Visitors Bureau to assist the city's economic growth by providing residents and tourists with information on what our City has to offer.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

During PY 2018, the City of Lauderhill made exceptional strides in carrying out its Annual Action Plan. Staff worked diligently to attain the goals and objectives for that reporting period. The City offered youth services to 51 income eligible children in low/mod areas citywide. Programs offered a variety of activities to include summer and winter camps, after school programs, teen empowerment, and vocal and dance classes which were deemed advantageous for its participants.

Other services offered through the Lauderhill CDBG funding include owner-occupied rehabilitation, commercial façade program, retail recruitment, business technical assistance classes, and the micro loan program in accordance with the approved CDP.

To date, the City has assisted over 360 low to moderate households with residential home repairs and approximately 120 low to moderate households through the purchase assistance program, as well as, more than 240 businesses by providing technical assistance through the economic development division. All programs remain in demand due to the City's current outreach methods in place to ensure that the public is aware of the programs offered through the City. On average, staff receives approximately 50 to 60 calls inquiring the programs mentioned.

The City has also successfully met all Action Plan and CAPER submission requirements and timeliness each year. Existing conditions and past performance are constantly evaluated to develop the current Plan. During last reporting period, the City expended \$503,348.58 in eligible activities.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan (CPP) in accordance with the Housing and Community Development Act of 1974, as amended and 24 CFR Part 91, Subpart B: Citizen Participation and Consultation, sets forth the citizen participation plan requirements. This section of the Act provides for and encourages citizen participation with particular emphasis on person of low- and moderate-income. Consistent with the Act, the City of Lauderdale provides citizens reasonable and timely access to local meetings, information and records to maintain transparency. Technical assistance is made available to low- and moderate-income representative groups. The CPP details the process to develop needs, review proposed activities and program performance as well as the manner in which hearings are advertised and conducted.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no comments received during the comment period.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City did not receive any comments to provide summary or review. With this, there was no information to accept or decline.

7. Summary

Citizens are encouraged to participate in the planning process through the public hearing held prior to the adoption of the plan and the community budget planning workshop helps to generate input from the community.

The City has a Local Housing Advisory Committee which consists of a mix of Lauderhill residents, business owners, and affordable housing advocates to broaden public participation in the development of the Action Plan and Consolidated Plan. The City will put forth its best efforts to reach non-English speaking persons, as well as persons with disabilities. Provisions for non-English speaking persons and persons with disabilities were also made available for those persons, upon request, through the assistance of the City Clerk's Office.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Administration Department/City of Lauderhill	

Table 1 – Responsible Agencies

Narrative

The Grants Division will be primarily responsible for implementation of the Program Year 2015-2019 Community Development Plan, as well as administering the CDBG, SHIP, and HOME housing programs outlined within the Plan that offer grant assistance to homebuyers, and current homeowners seeking funding for minor rehabilitation of owner-occupied housing units. The Grants Division will coordinate with various City departments, as well as, partner with local non-profit agencies and private entities to meet the goals set forth within the plan, by providing public services, economic development opportunities, and public facilities improvements. The City currently maintains a vendor’s list on its website, which allows local vendors and/or contractors to participate in the rehabilitation program, through a competitive bidding process.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Lauderhill has previously adopted a citizen participation plan that identified when public hearings and other consultations are to take place. During the planning of the Action Plan, the City coordinated with other housing and support services agencies to ensure available resources are utilized and leveraged. In addition, interdepartmental coordination occurs to define supplementary needs of neighborhoods.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City will consult with the Broward County and Lauderhill Housing Authorities concerning consideration of public housing needs and planned activities.

Both agencies will be provided with information about the City's proposed use of CDBG funds that may affect the residents of any public assistance housing development within city limits, so that the information can be shared with interested residents at the annual public hearings held. The City encourages the participation of residents of public and assisted housing developments, along with other low/mod income residents of targeted revitalization areas in which the housing developments are located.

Through a partnership with Broward County and various cities, the City receives HOME Investment Partnership funds on a reimbursement basis. Broward County is the lead agency of the Broward County HOME Consortium and must develop a metropolitan-wide strategy for addressing the needs of mentally ill, HIV infected persons, the homeless, persons at risk, and their families living throughout the county. To the extent practical, the City of Lauderhill will collaborate with the County in this process.

The Broward County HOME Consortium brings together various cities and the unincorporated areas of the County. Although the City of Lauderhill is a part of the Consortium, the City is required to submit its own Consolidated Plan to HUD as an Entitlement City.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Broward County Continuum of Care (CoC) facilitates all issues regarding homeless persons and those at risk of becoming homeless countywide. Monthly meetings are held in conjunction with the Broward County HOME Consortium meeting to discuss and collaborate on planning activities that will reduce homelessness and prevent those at risk from becoming homeless. A representative from the City of Lauderhill attends the meetings on a monthly basis. Members of the CoC assist in gathering data and approving reports regarding the needs of the homeless in Broward County.

The Broward County Continuum of Care (CoC) Program supports countywide homeless needs to:

- Expand public/private partnerships;
- Expand network of social service providers and volunteers;
- Expand supportive services;
- Prevent homelessness through effective discharge planning;
- Maintain affordable, transitional, and supportive housing;
- Increase income of homeless persons; and
- Improve data collection.

The City will continue to take an active role in the discussions and initiatives set forth by the Broward County CoC to address the needs of its homeless population.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Lauderhill does not receive ESG funding. However, the Broward County Continuum of Care (CoC) facilitates all issues regarding emergency shelter county-wide. Monthly meeting are held in conjunction with the Broward County HOME Consortium meeting to discuss and collaborate on planning activities that will reduce homelessness and prevent those at risk from becoming homeless. A representative from the City of Lauderhill attends the meetings on a monthly basis. Members of the CoC assist in gathering data and approving reports regarding the needs of the homeless in Broward County.

The Broward County Continuum of Care (CoC) Program supports countywide homeless needs to:

- Expand public/private partnerships;

- Expand network of social service providers and volunteers;
- Expand supportive services;
- Prevent homelessness through effective discharge planning.

The City will continue to take an active role in the discussions and initiatives set forth by the Broward County CoC to address the needs of its homeless population.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Broward County Homeless Initiative Partnership
	<p>Agency/Group/Organization Type</p> <p>Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Education Services - Victims County Planning Organization</p>	
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy HOPWA Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	

2	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p>	<p>Lauderhill Housing Authority</p> <p>Housing PHA Services-Children Services-Education Service-Fair Housing Other government - Local</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	
3	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p>	<p>Broward County Housing Finance and Community Redevelopment Division</p> <p>Housing Services - Housing Other government - County Planning organization</p>

<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The City partners with Broward County as the lead agency for the HOME Consortia to provide guidance on the administration and reporting of the HOME Investment Partnership Program.</p>

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Broward County Homeless Initiative Partnership Section	The Continuum of Care and City share the same goal of ending and preventing homelessness while supporting the provision of necessary services.
Comprehensive Plan	City of Lauderhill	Promote affordable housing, economic development, and community development efforts.
Capital Improvement Plan	City of Lauderhill	Install and improve needed public improvements and facilities to address community needs.

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Table 3 - Other local / regional / federal planning efforts

Narrative

Not applicable.

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AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

As a recipient of federal funds, the City of Lauderhill is required to adopt and implement a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in developing the Community Development and Annual Action Plans, any substantial amendments to such plans, and developing the Consolidated Annual Performance Evaluation Report.

It is the City's goal to ensure effective citizen involvement in an advisory role in the planning, implementation, and assessment of the programs covered by the Plan. The City encourages citizen involvement with particular emphasis on participation by low/mod income persons, particular those residents living in low/mod areas and/or other targeted area where CDBG funds are proposed to be used. In addition, the City hopes to increase governmental responsive through the provision of information and technical assistance to all interested in community development and related programs.

All aspects of the citizen participation process shall conduct in an open manner, with freedom of access for all interested persons. Citizens will be provided with freedom of access for all interested persons. Citizens will be provided with timely access to local meeting, public hearings, grant documents, copies of the Community Development Plan and all Annual Plans, in accordance with the federal regulations at 24 CFR Part 570.

Prior to adoption of a Community Development Plan or action Plans, the City will make information available to residents, public agencies, and other interested parties, in a manner that describes the amount of federal assistance that the City if expected to receive (including entitlement grants and program income), and the range of activities that may be undertaken, including the estimated amount that will benefit low/mod income persons.

The City of Lauderhill encourages the participation of all of its citizens including minorities and non-English speaking persons, as well as person with disabilities. The City will take appropriate actions to encourage such participation at the CDP planning process. This may include, but is not limited to: publications or materials, notices, or other records in an additional language (if determined necessary by the City of Lauderhill staff). Further, the City will ensure that hearing, sight, and mobility impaired persons have full and timely access.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Persons with disabilities Residents of Public and Assisted Housing	No response received	No response received	Not applicable	
2	Newspaper Ad	Minorities Persons with disabilities Residents of Public and Assisted Housing	No responses were received	No responses were received	Not applicable	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Lauderhill's CDBG allocation for PY 2019 is \$719,672. The City proposes to use the funds for public facilities and improvements, public service, economic development, and program administration. The City anticipates receiving \$97,408 in State Housing Initiative Partnership (SHIP) funds and \$216,084.00 in Home Investment Partnership (HOME) funds through the Broward County Consortia for rehabilitation and

purchase assistance programs.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	719,672	0	0	719,672	0	CDBG Allocation used to carry out priority need projects, including housing, public improvements, public service, economic development activities, and general planning and administration within the City.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Housing	216,084	0	0	216,084	0	The City of Lauderhill receives funds from the HOME Investment Partnership (HOME) Program as a part of the Broward County HOME Consortium. Funds are provided to address housing needs of households at or below 80% AMI. The City will use HOME funds for home repair and/or purchase assistance.
<u>Other</u>	<u>public - federal</u>	<u>Other</u>	<u>447,411</u>	<u>0</u>	<u>0</u>	<u>447,411</u>	<u>0</u>	<u>CDBG-CV funds to be used to prevent, prepare for and respond to the coronavirus (COVID-19).</u>
Other	public - state	Admin and Planning Housing	118,676	0	0	118,676	0	SHIP funds are distributed by the State of Florida and funded through real estate documentary stamps. Funds will be utilized in accordance with the City of Lauderhill Local Housing Assistance Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In an effort to leverage funds, the City has combined the CDBG and General Funds to assist the social service funding process. By combining these two processes, the City can make sure to fund agencies providing high priority need with General Funds that could not be funded with CDBG funds due to the 15% funding cap. This also eliminates the duplication of services. The process of funding social services agencies is as follows: A team, consisting of Council members, City finance staff and CDBG staff, review agency applications using set criteria and performance

measurement. Funding recommendations are presented to the City Commission through the budget process. Awarded agencies are contracted to deliver the specific services to residents of Lauderhill.

Federal funds will be used to leverage other resources available to extend the level of assistance the City can provide or scope of project that can be undertaken. The City does not have any funding sources that require matching.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

All City-owned inventory has been mapped as part of the State's requirement that the City maintain a printed inventory of locally-owned land suitable for affordable housing. The parcels of land that the City owns are committed to public use, such as, parks, streets or landscape buffers, or lack the proper zoning. However, recent land purchases in Central Lauderhill by the City of Lauderhill Community Redevelopment Agency and the Lauderhill Housing Authority are suitable for affordable housing and will be incorporated in to an in-fill housing program targeting very, low and moderate-income families. Every so often, the City Commission will review the inventory of City-owned lands and their suitability for use as affordable housing.

Discussion

With federal and state funding the City expects to achieve our housing and community development goals for its low and moderate income households. The City will dedicate 80 percent of its funds to target areas. The City has developed programs for minor home repair, emergency hurricane assistance for elderly and handicap, emergency rehabilitation assistance for elderly and handicap and rental assistance for families seeking to become homeowners. The Program 2019 Action Plan includes Community Development Block Grant (CDBG) funds, HOME Investment Partnership (HOME) funds allocated to the City through its participation in the Broward County HOME Consortium. Non federal

resources include funding from the State of Florida, State Housing Initiatives Partnership (SHIP) Program. SHIP funds are allocated to housing in accordance with the adopted Local Housing Assistance Plan (LHAP) adopted by the City Commission.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Expand economic opportunities	2015	2019	Non-Housing Community Development	City-wide	Economic Development Needs	CDBG: \$233,879	Other: 1 Other
3	Provide a suitable living environment	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Lauderhill Parks City-wide	Public Facilities Improvements Public Service	CDBG: \$341,859	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 67000 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 67000 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

2	Goal Name	Expand economic opportunities
	Goal Description	
3	Goal Name	Provide a suitable living environment
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

Following the adopted citizen participation and formal review process for the Annual Action Plan, the City of Lauderhill allocated its CDBG resources in a manner that addresses its identified housing and community development needs. The projects and programs selected for funding over the upcoming program year are described briefly in the following table.

#	Project Name
1	Economic Development
2	Public Service
3	Housing Rehabilitation
4	General Program Administration
5	Public Facilities and Improvements
<u>6</u>	<u>CV - Public Service</u>
<u>7</u>	<u>CV - Economic Development</u>
<u>8</u>	<u>CV - Reimbursement of Costs</u>

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Direct benefit activities will receive high priority for funding. It occurs when the residents/persons directly receive the benefit of the CDBG assistance. Public services, housing rehabilitation, and purchase assistance projects are direct benefit type activities. Eligible project proposals that directly benefit low to moderate income residents of the City of Lauderhill will be highly considered for funding. These types of projects can be city-wide since low and mod benefit test is on an individual or household basis.

Furthermore, cost burden and affordability is the number priority need in the City of Lauderhill. The City wishes to promote affordable housing to new and existing residents.

The major obstacle the city faces is not having sufficient funds to address priority needs. The City will continue to explore additional funding opportunities to leverage the resources it currently has.

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Project Summary Information

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1	Project Name	Economic Development
	Target Area	City-wide
	Goals Supported	Expand economic opportunities
	Needs Addressed	Economic Development Needs
	Funding	CDBG: \$719,672
	Description	Provide assistance to distressed businesses city-wide.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	67,000 residents
	Location Description	City-wide
	Planned Activities	Activities planned will include, but are not limited to, economic development services in connection with activities eligible under § 570.203 and its subparts. The City will provide funding for the Lauderhill Convention Visitors Bureau to assist residents and tourist with obtain economic development activities throughout the City of Lauderhill.
2	Project Name	Public Service
	Target Area	Central and Eastern Lauderhill City-wide
	Goals Supported	Provide a suitable living environment
	Needs Addressed	Public Service
	Funding	CDBG: \$719,672
	Description	Provide Youth and Senior Services limited to a specific group of people.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	75 low- mod-income children will be assisted.
	Location Description	City-wide.

	Planned Activities	Planned activities include, but are not limited to, art, dance, and vocal classes for both senior and youths. The City will also fund a winter, spring and summer camps along with entrepreneurial course for teens.
3	Project Name	Housing Rehabilitation
	Target Area	REHABILITATION/CODE ENFORCEMENT City-wide
	Goals Supported	Provide a suitable living environment
	Needs Addressed	Housing Cost Burden Needs
	Funding	CDBG: \$719,672
	Description	Provide rehabilitation to owner-occupants as well as public housing units.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The City anticipates on assisting 18 families that will benedit from the proposed activities.
	Location Description	Services will be provided city-wide.
	Planned Activities	Activities planned will include rehabilitation of income eligible homeowners to assist very low and low applicants.
4	Project Name	General Program Administration
	Target Area	City-wide
	Goals Supported	Provide a suitable living environment Expand economic opportunities
	Needs Addressed	Housing Cost Burden Needs Economic Development Needs Public Facilities Improvements Public Service
	Funding	CDBG: \$719,672

	Description	This activity is to provide grant administration capacity within the Housing and Economic Development Division necessary for the management, coordination and monitoring of CDBG funded activities, to assure compliance with program regulations; to provide financial management; to prepare required reports in a timely manner; and ensure compliance with environmental regulations, labor standards, citizen's participation requirements, and fair housing requirements. These costs are eligible pursuant to 24 CFR 570.206(a)(1).
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	City-wide
	Planned Activities	Providing overall program administration including, but not limited to, salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation not to exceed 20% of the awarded amount.
5	Project Name	Public Facilities and Improvements
	Target Area	City-wide
	Goals Supported	Provide a suitable living environment
	Needs Addressed	Public Facilities Improvements
	Funding	CDBG: \$719,672
	Description	Construction or rehabilitation of facilities that are principal designed to serve a low-mod neighborhood and that will be used for social services including recreation.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	67,000 residents
	Location Description	City-wide

	Planned Activities	Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and provide amenities for social services or multiple purposes.
6	Project Name	<u>CV - Public Service</u>
	Target Area	<u>City-wide</u>
	Goals Supported	<u>Provide a suitable living environment</u>
	Needs Addressed	<u>Housing Cost Burden Needs</u>
	Funding	<u>CDBG-CV: \$447,411</u>
	Description	<u>Residential subsistence payments (mortgage, rental, and/or water bill assistance).</u>
	Target Date	<u>3/31/2021</u>
	Estimate the number and type of families that will benefit from the proposed activities	<u>Staff projects to assist up to 62 income eligible residents that have been effected by coronavirus.</u>
	Location Description	<u>Citywide.</u>
	Planned Activities	<u>Mortgage, rental, and/or utility bill assistance as a one-time subsistence payment.</u>
7	Project Name	<u>CV - Economic Development</u>
	Target Area	<u>City-wide</u>
	Goals Supported	<u>Expand economic opportunities</u>
	Needs Addressed	<u>Economic Development Needs</u>
	Funding	<u>CDBG-CV: \$447,411</u>
	Description	<u>Operation expense payments for mortgage, rent, and/or water and refuse payments.</u>
	Target Date	<u>3/31/2021</u>
	Estimate the number and type of families that will benefit from the proposed activities	<u>Staff proposes to assist up to 50 businesses that have been affected by the coronavirus.</u>
	Location Description	<u>Citywide</u>

	<u>Planned Activities</u>	<u>Provide operating expense assistance as a one-time payment for mortgage, rent, and/or water and refuse bills.</u>
100	<u>Project Name</u>	<u>CV - Reimbursement of Costs</u>
	<u>Target Area</u>	<u>City-wide</u>
	<u>Goals Supported</u>	<u>Provide a suitable living environment</u> <u>Expand economic opportunities</u>
	<u>Needs Addressed</u>	<u>Housing Cost Burden Needs</u> <u>Economic Development Needs</u> <u>Public Service</u>
	<u>Funding</u>	<u>CDBG-CV: \$447,411</u>
	<u>Description</u>	<u>Funds will be used to cover the costs to prevent, prepare for, and respond to coronavirus incurred by the City.</u>
	<u>Target Date</u>	<u>3/31/2021</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>N/A</u>
	<u>Location Description</u>	<u>Citywide</u>
	<u>Planned Activities</u>	<u>Reimbursement of costs incurred by the City due to the coronavirus.</u>

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Funds will be allocated according to the identified needs of the population that are eligible for CDBG funding. Funds will be allocated on an as need basis bases for the prescribed activities offered in the various Geographic areas of the City. Therefore, funds will be allocated to the area of most need so that it can provide the maximum benefit.

During the next year, actions taken that will meet underserved needs include the use of CDBG dollars to fund the following activities: Public Facilities, Public Services and Property Acquisition.

Geographic Distribution

Target Area	Percentage of Funds
REHABILITATION/CODE ENFORCEMENT	
Central and Eastern Lauderhill	49
Central Lauderhill	
Lauderhill Parks	31

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

With federal and state funding the City expects to achieve our housing and community development goals for its low- and moderate-income households. The City will dedicate 80 percent of its funds to target areas. The City has developed programs for minor home repair, emergency hurricane assistance for elderly and handicap, emergency rehabilitation assistance for elderly and handicap and rental assistance for families seeking to become homeowners. Program 2019 includes Community Development Block Grant (CDBG) funds, Community Development Block Grant Supplemental Disaster Funds, HOME Investment Partnership (HOME) funds allocated to the City through its participation in the Broward County HOME Consortium. Nonfederal resources include funding from the State of Florida, State Housing Initiatives Partnership (SHIP) Program. SHIP funds are allocated to housing in accordance with the adopted Local Housing Assistance Plan (LHAP) adopted by the City Commission.

In addition, the City will expand on its effort to work with area agencies to further promote and develop coordination between housing and service agencies. For example, the City will continue to work with the Lauderhill Housing Authority and provide financing for both owner occupied and rental low to moderate income housing opportunities. Also, we will enhance our relationship with area housing

counseling agencies and community service agencies to assist in providing services to those in need.

Discussion

During the coming year, the City will enhance its coordination between public and private housing, health and social service agencies. For example, it will work with the local agencies to assist residents with assistance in Housing, employment, health services, legal aid, social security, HIV/AIDS testing, transportation, financial services, drivers licensing, childcare and education. Agencies that will participate in 2019/2020 include Broward County Health Department, Broward House, Broward Outreach Center, Broward Re-Entry Coalition, City of Lauderhill Housing Authority, Healthy Mothers Healthy Babies, Legal Aid of Broward, Women in Distress and Career Source Broward.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The process for removing barriers to affordable housing will be expedited by the Building Division. All affordable housing projects introduced to the City will be reviewed by Planning and Zoning Division who relays information to the City Manager to begin the process of permit expediting. The City Manager is fully involved in the process to ensure the permitting process is expedited.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Lauderhill will implement the following to remove barriers to affordable housing:

- Expediting the approval process of development orders or permits for affordable housing projects, as defined in s. 163.3164(7) and (8).
- Modification of impact fee requirements, including reduction or waivers of fees and alternative methods of fee payments for affordable housing.
- The allowance of increased density levels for affordable housing.
- Reservation of housing infrastructure capacity for low and very low income persons.
- Allowance of affordable accessory residential units in residential zoning districts.
- Reduction of parking and setback requirements for affordable housing.
- Allowance of zero-lot- line configurations for affordable housing.
- Modification of street requirements for affordable housing.
- Establishment of a process by which the City considers, before adoption, policies, ordinances, regulations or plan provision that increase

cost of housing.

- Preparation of a printed inventory of locally owned public land suitable for affordable housing.

Discussion

Triennially, the advisory committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions, including recommendations to amend the local government comprehensive plan and corresponding regulations, ordinances, and other policies. At a minimum, each advisory committee shall submit a report to the local governing body that includes recommendations on, and triennially thereafter evaluates the implementation of, affordable housing incentives programs to ensure an integrated approach to the work of the advisory committee.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The following section identifies other actions that will be undertaken during the 2018 Program Year:

Actions planned to address obstacles to meeting underserved needs

The City will explore additional funding sources to leverage its Federal, state, and local resources. This is the main obstacle in meeting underserved needs.

Actions planned to foster and maintain affordable housing

The City will continue to promote affordable housing with the continued implementation of approved incentives and strategies outlined in its Local Housing Assistance Plan.

Actions planned to reduce lead-based paint hazards

The City will ensure that all appropriate lead hazard disclosures, brochures, and testing are done in compliance with federal regulations for those homes that were built 1978 and prior. If abatement is required, specifications by a certified lead contractor will be written and incorporated into rehabilitation specifications to be implemented by the City with CDBG funding. These actions will prevent lead poisoning and hazards in the community.

Actions planned to reduce the number of poverty-level families

The City of Lauderhill economic development/antipoverty strategy is to foster growth and job creation for the City's low and moderate income households. Our goal is to increase job training, employment readiness skills and education opportunities for low- and moderate-income households and match employment openings with the local workforce. One of the ways this is being accomplished is through the collaboration the City has established with the Lauderhill Chamber of Commerce.

The City's anti-poverty strategy will assist small business development through activities such as continuation of commercial rehabilitation, job incentives programs, technical assistance and business

planning and marketing directed towards job creation. The City will begin to implement its Section 3 Policy which will provide economic opportunities for the residents of the area receiving funding.

Actions planned to develop institutional structure

The City will continue to participate in the Broward County HOME Consortium and manage its current State Housing Initiatives Partnership (SHIP) Program. The City will also attempt to partner with local for-profit and non-profit organizations, lending institutions, public housing authorities, educational institutions, and other governmental agencies to implement federal and state funded programs as well as to continue preserving, providing and expanding affordable housing opportunities for very low- and low-income persons.

The Grants Division under the guidance of the Administration Department will serve as the lead department responsible for implementing the City of Lauderhill's Program Year 2019 Action Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Lauderhill participates in County/City Committees created to coordinate public private and community based efforts to expand affordable housing and economic development initiatives through research and program development activities that support community development joint ventures between the private and public sectors.

Discussion

The Grants Division under the guidance of the Administration Department will serve as the lead department responsible for implementing the City of Lauderhill's Program Year 2019 Action Plan.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The following section identifies program specific requirements for the Community Development Block Grant Program.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

MAYOR
Ken Thurston

VICE MAYOR
Howard Berger

COMMISSIONERS
M. Margaret Bates
Richard Campbell
Denise D. Grant

CITY OF LAUDERHILL



CITY MANAGER
Charles Faranda, CM
Desorae Giles-Smith, DCM
Kennie Hobbs, Jr., ACM

CITY ATTORNEY
Earl Hall, Esq.

CITY CLERK
Andrea M. Anderson

GRANTS DIVISION

RE: Citizen Participation Efforts - CDBG-CV CARES Act

SUMMARIZE CITIZEN PARTICIPATION PROCESS AND HOW IT IMPACTED GOAL-SETTING

As a recipient of the special allocation to the City of Lauderhill of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19, staff amended our adopted and implemented a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in amending the Consolidated Plan, Action Plan, and Consolidated Annual Performance Report.

CITIZEN PARTICIPATION OUTREACH

The City used public meeting, internet and social media blast as the mode of outreach. Our target outreach was minorities and non-English speaking persons, specifically Spanish and Creole.

The City received no responses to the advertisement. There were no response received to provide a summary of response/attendance, no response received to provide a summary of comments, and no comments denied with reasons to provide.

Citizen Participation Plan – DRAFT

(Changes to this document – underline is used to add text, ~~strikethrough~~ is used to remove)

This City Program Year 2019 Citizen Participation Plan was amended (see below) in response to COVID-19 and was made available for public comment. This Citizen Participation Plan will be incorporated into the City Fiscal Year 2019 Annual Action Plan.

INTRODUCTION

The City of Lauderhill is required by law to have a detailed Citizen Participation Plan, which contains the City's policies and procedures for public involvement in the 2015-2019 Community Development Plan process and the use of CDBG and HOME money. The Citizen Participation Plan must be available to the public.

Encouraging Public participation

The law requires that our Citizen Participation Plan both provides for and encourages public participation, emphasizing involvement by low and moderate-income people – especially those living in low and moderate-income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects that City of Lauderhill to take whatever actions are appropriate to encourage participation of minorities, people who do not speak English, and people with disabilities.

The Role of Low Income People

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities – all, principally for low and moderate-income people.

Because the amount of federal CDBG, HOME, ESG, and HOPWA money the City of Lauderhill gets each year is mostly based upon the severity of both poverty and substandard housing conditions in Lauderhill, it is necessary that public participation genuinely involve low income residents who experience these conditions. Genuine involvement by low income people must take place at all stages of the process, including: identifying needs; setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs; as well as, overseeing the way in which programs are carried out.

Various Stages of the Consolidated Plan Process

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of housing and community development needs.
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Sometimes there might also be the development of a proposed new Five-Year Strategic Plan.
3. Formal approval by elected officials of a final Annual Action Plan or Five-Year Strategic Plan.
4. On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year

Citizen Participation Plan

Strategic Plan. In that case a formal substantial Amendment will be proposed, considered, and acted upon.

5. After a “program year” is completed a Consolidated Annual Performance Report must be drafted for public review and comment, and then sent to HUD.

The Program Year

The “program year” chosen by Lauderhill is October 1 through September 30.

PUBLIC NOTICE

Items Covered by the Public Notice

There shall be advance public notice once a federally required document is available, such as the Proposed Annual Action Plan or Five-Year Consolidated, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advance public notice of all public hearings and all public meetings such as Community Advisory Committee meetings or City Council Subcommittee meeting relation to the funds or planning process covered by this Citizen Participation.

“Adequate” Public Notice

Adequate advance is “timely”; it is given with enough lead time for the public to take firm action. Such notice of a public hearing is to be published at ~~least fifteen~~ least five (15 5) days in advance of the hearing however the City of Lauderhill will publish notices at least five ~~thirty (30 5)~~ days in advance. The content of notices will give residents a clear understanding of the event being announced.

Forms of Pubic Notice

1. Public notices will be published in the Sun-Sentinel newspaper as display advertisements in a non-legal section of the newspaper.
2. Notice will also be given through letters to neighborhood organizations, pubic housing residents groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Lauderhill will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well a the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding he past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, as required by law, the City of Lauderhill will provide the public with reasonable and timely access to local meeting relating to the proposed or actual use of funds (such as Community Advisory Committee meetings, Planning Commission meetings, City Council subcommittee meetings, etc.)

Citizen Participation Plan

Standard Documents

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Substantial Amendment to an Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizens Participation Plan.

Availability of Standard Documents

These materials will be available in a form accessible to persons with disabilities, when requested.

PLACES WHERE STANDARD DOCUMENTS ARE AVAILABLE

Standard documents will be available in the City Clerks office at City Hall:

City of Lauderhill
5581 West Oakland Park, Boulevard
Lauderhill, FL 33313

PUBLIC HEARINGS

Public hearings are required by law in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals.

The law requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year.

Access to Public Hearings

Public hearings will be held only after there has been adequate notice as described in the public notice part of the Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper, public service announcements, website postings, social media postings, or a combination of the all options thirty five (30 5) days prior to the public hearing.

The City has moved to virtual commission meeting to encourage social distancing. Public hearings will be held at 7:00 PM, a time convenient to most people who might benefit from use of funds. Public hearings will be held during its regularly scheduled meeting dates and times, as advertised to the public.

Public hearings will be held at places accessible by bus and otherwise convenient and not intimidating to most people who might benefit from the use of funds. All public hearings will be held at City Hall.

Public Hearings and Populations with Unique Needs

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when request are made at least five working days prior to a hearing. Any individual who believes she/he has a disability which requires a reasonable accommodation in order to participate fully and effectively in the meeting should contact the City Clerk's office at 954-730-3010 at least seventy-two (72) hours prior to the meeting. The accommodations also include provisions for

Citizen Participation Plan

non speaking residents in the event a significant number of non-English speaking residents can be reasonably expected to participate.

THE STAGES IN THE PROCESS

A. IDENTIFYING NEEDS

Because the housing and community development needs of low and moderate income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain residents' opinions about needs, and what priority those needs have.

B. THE "PROPOSED" ANNUAL ACTION PLAN / FIVE YEAR CONSOLIDATED PLAN

The law providing the funds covered by this Citizens Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Lauderhill will use the following procedures.

At the beginning of this stage, the City of Lauderhill will provide the public with an estimate of the amount of CDBG, HOME, ESG and HOPWA it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. In addition, the public will be given an estimate of the amount of these funds, which will be used in ways that will benefit low and moderate- income people.

The plans of the City of Lauderhill is to minimize the extent to which low and moderate income people will have to leave their homes as a result of the use of federal dollars (called displacement). The City does not plan to use federal dollars to fund any activities, which will cause displacement.

Technical Assistance

City staff will work with organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

Availability of a Proposed Annual Action Plan

The City of Lauderhill will notify the public that a Proposed Annual Action Plan is available.

The date the Proposed Annual Action Plan is available to the public will also be at least ~~30 days~~ **five (5) days** prior to the date a Final Annual Action Plan is approved by Mayor and City Council so that low and moderate income people will have reasonable opportunity to examine it and to submit comments.

Citizen Participation Plan

Copies of the Proposed Annual Action Plan will be made available to the public free and without delay. In addition, copies will be available at the locations specified above in the section, "Public Access to Information."

So that low and moderate income people can determine the degree that they might be affected, the Proposed Annual Action Plan will be complete, containing; all HUD required sections, the HUD required Priorities Table; and a written description of all proposed uses of CDBG and ~~HOE~~ HOME, ESG, and HOPWA. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.

Public Hearing and Further Action

A public hearing about the Proposed Annual Action Plan will be conducted. In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments; in addition, explanations why any comments were not accepted.

C. THE "FINAL" ANNUAL ACTION PLAN / FIVE YEAR CONSOLIDATED PLAN

Copies of the Final Annual Action Plan and summary of it will be made available to the public free and within two days of a request. In addition, copies will be made available at the location specified above in the section, "Public Access to Information".

D. THE ANNUAL PERFORMANCE REPORT / FIVE YEAR CONSOLIDATED PLAN

The Final Annual Action Plan will be amended anytime there is: a change in one of the Priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the Final Annual Action; or a change in the purpose, location scope or beneficiaries of an activity. The public will be notified whenever there is an amendment in excess of \$100,000.

"Substantial" Amendments

The following will be considered "substantial" amendments:

- A change in the use of CDBG money from one activity to another.
- The elimination of an activity originally described in the Annual Action Plan.
- The addition of an activity not originally described in the Annual Action Plan.
- A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial in access.
- A change in the location of an activity.

Public Notice and Public Hearing for Substantial Amendments

Citizen Participation Plan

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review and comment. Notice will be made according to the procedures described earlier in this Citizens Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. A detailed written description of the proposed Substantial Amendment will be made available to the public.
2. The public will have ~~30 days~~ **5 days** to review the proposed Substantial Amendment.
3. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments; in addition, explanations why any comments were not accepted.

E. THE ANNUAL PERFORMANCE REPORT

Every year, the City of Lauderhill must send into HUD an Annual Performance Report within 90 days of the close of the program year. In general, the Annual Performance Report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

Public Notice and Public Hearing for annual Performance Report

There must be reasonable notice that an Annual Performance Report is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan:

1. A complete copy of the annual Performance Report will be made available to the public.
2. There will be a public hearing regarding the Annual Performance report.
3. In preparing an annual Performance report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comments; in addition, explanations why any comments were not accepted.

Contents of the Annual Performance Report

The Annual Performance Report presented to the public will contain at least as much detail as was required by HUD for Grantee Performance Reports. The Annual Performance Report will have an accounting for each activity in any Action Plan, until an activity is officially "closed-out" with HUD by jurisdiction. For each activity the details will include, but are not limited to:

1. Activity number from the Action Plan
2. Name of Activity plus HUD "Activity Title" with regulation reference
3. A description of the activity that is in enough detail for the public to have a clear understanding of the nature of the activity
4. The name of the activity
5. The location of the activity

Citizen Participation Plan

6. The description of economic development
7. "Float Loan Funded" activities and "Section 108 Loan Guaranteed" activities should be clearly identified as such
8. The date the activity was initially funded
9. The "national objective" the activity claims to meet
10. The status of an activity, such as whether it is completed, underway, or cancelled.
11. The accomplishments for the activity should be a description of what was actually done, including numerical measures when appropriate.

COMPLAINT PROCEDURES

The following procedure will be followed for complaints or grievances the City received in conducting grant programs covered under its Consolidated Submission to HUD, including the CDBG program:

1. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives on the basis of their belief that the Consolidated plan design or implementation, including that of the CDBG program, is inappropriate based upon such factors as environmental considerations or civil rights.
2. Complaints shall be issued in writing to the chief elected official within thirty (30) days of the perceived problem and delivered or mailed to the official address of the City.
3. The City shall investigate the complaint/grievance and respond in writing within fifteen (15) days although conclusion of the matter may take more than fifteen (15) days.
4. The investigation may be performed by local officials, consultants, or others as determined appropriate by the City.
5. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to HUD.
6. Nothing in this policy shall prohibit a complaint from filing a complaint with HUD or any other regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotline.

Published: May 4, 2020

**CITY OF LAUDERHILL
CITIZEN PARTICIPATION PLAN AND 2019 ANNUAL ACTION PLAN CDBG-CV AMENDMENTS
AND
NOTICE OF FUNDING AVAILABILITY
CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

Community Development Block Grant (CDBG) CARES Act

On March 27, 2020, The Coronavirus Aid, Relief and Economic Security Act (CARES), Public Law 116-136, was signed by President Trump. The CARES Act made available supplemental Community Development Block Grant (CDBG) funding for assistance to prevent, prepare for, and respond to COVID-19. The CDBG-CV provides flexibilities for CDBG grantees to expedite the use of federal funds to help address the challenges facing our nation during this historic public health crisis.

The City of Lauderhill's first allocation of funds under the CDBG-CV Grant will be \$447,411 to be used to prevent, prepare for, and respond to COVID-19. The City of Lauderhill Grants Division will administer funding. The City must submit an amended 2019 Annual Action Plan to include the use of CDBG-CV funding and amend its Citizen Participation Plan to include a 5-day comment period.

The City of Lauderhill encourages public participation in development of the CDBG-CV Plan. To provide an opportunity for participation, the City invites interested parties to review and comment on the proposed CDBG-CV 2019 Annual Action Plan amendment and the amended Citizen Participation Plan during the upcoming public comment period.

In accordance with HUD guidelines, the proposed CDBG-CV Plan for the City of Lauderhill must be published for no less than 5 calendar days for public comment before it is submitted to the U.S. Department of Housing and Urban Development (HUD). The 5-day comment period will begin on Monday, May 4, 2020 and extend through close of business Friday, May 8, 2020. On June 8, 2020 a virtual Public Hearing will be held at 7:00 PM. The link to the Public Hearing will be on the City of Lauderhill's home page at: www.lauderhill-fl.gov.

Beginning on May 4, 2020 the proposed CDBG-CV Plan and the amended Citizen Participation Plan will be available to review and download from the City of Lauderhill's website: www.lauderhill-fl.gov. Hard copies will be available for pickup at the Grants Division by calling 954-730-3000, Monday, May 4, 2020 through Friday, May 8, 2020 between the hours of 8:00 AM to 1:00 PM. Written comments should be e-mailed to lauderhillcares@lauderhill-fl.gov or mailed to City of Lauderhill Grants Division at 5581 W. Oakland Park Blvd., Lauderhill, FL 33313, Attn: Tameka Dorsett, Assistant Grants Manager. Comments must be received by close of business on Monday, May 11, 2020.

Summary of Projects

\$ 75,000	Residential (Rent and Mortgage Assistance – up to \$1,200 per family)
\$ 75,000	Business (Rent and Mortgage Assistance up to \$1,500 per business)
\$ 75,000	Utility Bill Assistance (COL – Water Bill Assist– up to \$200 per family/business)
\$ 15,000	Counseling for Business and Residences
\$ 207,411	COVID-General Program Administration
\$ 447,411	

Application Process

Staff hereby notifies the residents and businesses of Lauderhill that applications for the Lauderhill CARES Program will be accepted on or after May 11, 2020. Applications will be accepted via fax (954-730-3025), email (tdorsett@lauderhill-fl.gov), or mail (City of Lauderhill, 5581 W. Oakland Park Blvd., Lauderhill, FL 33313, Attn: Tameka Dorsett, Assistant Grants Manager) on a first-qualified, first-served basis, until funding is fully

expended. Applications for each program can be found on our website at www.lauderhill-fl.gov under the Housing Grants webpage.

For questions about applications, please visit www.lauderhill-fl.gov or contact the Grants Division at 954-777-2045.

In accordance with the Americans with Disabilities Act and Florida Statutes Section 286.26, persons with disabilities needing special accommodations to participate in this hearing should contact the Office of the City Clerks at least 48-hours prior to the hearing at (954)730-3010.

EQUAL HOUSING OPPORTUNITY

CPD CARES Act Formula Grants

KEY	STA	NAME	CDBG20-CARES
120234	FL	Boca Raton	\$264,749
120264	FL	Boynton Beach	\$351,815
120402	FL	Cape Coral	\$633,992
120534	FL	Coconut Creek	\$186,964
120588	FL	Coral Springs	\$467,525
120684	FL	Davie	\$404,285
120708	FL	Deerfield Beach	\$406,320
120732	FL	Delray Beach	\$312,450
120954	FL	Ft Lauderdale	\$934,515
120966	FL	Ft Myers	\$377,472
121236	FL	Hialeah	\$1,666,196
121320	FL	Hollywood	\$739,276
121344	FL	Homestead City	\$484,742
121512	FL	Jupiter	\$178,908
121728	FL	Lauderhill	\$447,411
121874	FL	Marco Island	\$50,209
121878	FL	Margate	\$224,749
121968	FL	Miami	\$3,281,526
121974	FL	Miami Beach	\$564,276
121976	FL	Miami Gardens City	\$646,257
122022	FL	Miramar	\$529,773
122142	FL	North Miami	\$452,692
122370	FL	Palm Beach Gardens	\$139,799
122448	FL	Pembroke Pines	\$545,110
122514	FL	Plantation	\$319,016
122538	FL	Pompano Beach	\$613,463
122958	FL	Sunrise	\$406,724
123006	FL	Tamarac	\$245,450
123213	FL	Wellington	\$171,436
123249	FL	Weston City	\$215,955
123252	FL	West Palm Beach	\$597,108
129011	FL	Broward County	\$1,663,844
129021	FL	Collier County	\$1,561,633
129071	FL	Lee County	\$1,900,157
129086	FL	Miami-Dade County	\$7,770,499
129099	FL	Palm Beach County	\$3,935,468

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

Interim City Manager
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019, 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Interim City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Interim City Manager
APPLICANT ORGANIZATION City of Lauderhill	DATE SUBMITTED 05/01/2020

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

04/02/2020

4. Applicant Identifier:

B-19-MC-12-0042

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

CDBG-CV

State Use Only:

6. Date Received by State:

N/A

7. State Application Identifier:

N/A

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Lauderhill

* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6044104

* c. Organizational DUNS:

0722381080000

d. Address:

* Street1:

5581 West Oakland Park Blvd.

Street2:

N/A

* City:

Lauderhill

County/Parish:

Broward

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

33313-1411

e. Organizational Unit:

Department Name:

Administration Department

Division Name:

Grants Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

* First Name:

Desorae

Middle Name:

N/A

* Last Name:

Giles-Smith

Suffix:

N/A

Title:

Interim City Manager

Organizational Affiliation:

Employee

* Telephone Number:

954-730-3000

Fax Number:

954-730-3025

* Email:

dgiles@laudershill-fl.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

N/A

CFDA Title:

N/A

*** 12. Funding Opportunity Number:**

~~B-19-MC-12-0042~~ CDBG-CV

* Title:

Community Development Block Grant CARES ACT - City of Lauderhill

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant CARES Act Citywide.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="447,411.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="447,411.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

MAYOR
Ken Thurston

VICE MAYOR
Howard Berger

COMMISSIONERS
M. Margaret Bates
Richard Campbell
Denise D. Grant

CITY OF LAUDERHILL



CITY MANAGER
Charles Faranda, CM
Desorae Giles-Smith, DCM
Kennie Hobbs, Jr., ACM

CITY ATTORNEY
Earl Hall, Esq.

CITY CLERK
Andrea M. Anderson

GRANTS DIVISION

May 1, 2020

Ann Chavis, Director
U.S. Department of Housing and Urban Development
Community Planning and Development Division
909 SE First Avenue
Miami, FL 33131

This letter has been transmitted via regular mail and email: CPD_COVID-19WaiverMIA@HUD.gov.

RE: Lauderhill – CARES Act Waiver Request

Dear Ms. Chavis:

The City of Lauderhill respectfully submits the following email notification of our intent to utilize available waivers to prevent the spread of COVID-19 and Mitigate Economic Impacts caused by COVID-19.

Requestor

Tameka Dorsett, Assistant Grants Manager
Administration Department
City of Lauderhill, FL

Declaration Disaster Area

City of Lauderhill, FL

Date of which the grantee anticipates first use of the waiver flexibility

May 4, 2020

The City of Lauderhill is requesting the use of the following available suspensions and waivers:

- CDBG and HOME - Consolidated Planning Requirement – Citizen Participation Public Comment Period for Consolidated Plan Amendment

- CDBG and HOME - Consolidated Planning Requirement – Citizen Participation Reasonable Notice and Opportunity to Comment
- HOME and CDBG - Housing Quality Standards (HQS) – Initial physical inspection of Unit
- HOME and CDBG - Timeline for a Participating Jurisdiction’s Response to Findings of Noncompliance
- HOME - Four-Year Project Completion Requirement
- HOME and CDBG – Income Documentation
- CDBG – Fifteen Percent (15%) Public Service Cap
- CDBG – Twenty Percent (20%) Administrative Cap
- CDBG – Timeliness deadline
- CDBG and HOME – Pre-Award Expenditures

If you have questions, please feel free to contact Tameka Dorsett at 954-777-2045 or tdorsett@laudershill-fl.gov, Jane Sullivan at 954-730-3001 or jsullivan@laudershill-fl.gov, or Desorae Giles-Smith at 954-730-3002 or dgiles@laudershill-fl.gov.

Sincerely,



Tameka Dorsett
Assistant Grants Manager

CC: Flordaliza Bustamante, Program Manager, HUD Miami Field Office
John F. Quade, CPD Representative, HUD Miami Field Office
Desorae Giles-Smith, Interim City Manager, City of Lauderhill
Jane Sullivan, Grants Manager, City of Lauderhill



CITY OF LAUDERHILL DUPLICATION OF BENEFIT POLICY

PURPOSE

The City of Lauderhill policy is to ensure no duplicate benefits are paid by local, state, or Federal agencies on behalf of its citizens. In accordance with the Stafford Act, disaster recovery funds may not be used for costs where other assistance was already provided for the same purpose if no unmet need remains. This policy shall help ensure CDBG-DR and state awards are necessary and reasonable, monitored for compliance, and funds recaptured if duplication is discovered.

INTRODUCTION

Duplication of benefits (DOB) occur when a beneficiary received assistance from multiple sources such as Federal Emergency Management Agency, the National Flood Insurance Program (NFIP), the Small Business Administration (SBA), private insurance companies, non-profits, city, state, etc., for a cumulative amount exceeding the total need for a specific recovery purpose. The duplication amount is the excess assistance provided above the need. City policy is derived from the Federal Register.

Although this is over-arching City policy, there are DOB procedures incorporated into specific operational program elements of Disaster Recovery Action Plans. Each contains tailored procedures with provisions for identifying required applicants' documents, and process for verification. Funds recapture plans are addressed in HOME, SHIP, and CDBG policy and procedure manuals.

RESPONSIBILITIES

The City of Lauderhill, as award recipient, is responsible for ensuring all CDBG-DR and state requirements are met. The City Manager or his/her designee, is ultimately responsible for ensuring compliance with the requirements.

The City's Grants Division or their designee will act as Program Administrator for the Lauderhill Grant-related Disaster Recovery funds awarded. The programs include the following projects: Homebuyer Purchase, Homeowner Rehabilitation, Rental Assistance, and Economic Development Assistance as authorized by the Department of Housing and Urban Development (HUD) and Florida Housing Finance Corporation, and approved by the City of Lauderhill City Commission.

The Grants Division or their designee will perform required analysis and determine any DOB as noted below and detailed in each program's policies and procedures.

City of Lauderhill internal auditors will monitor DOB compliance during audit activities.

DUPLICATION OF BENEFITS DETERMINATION

1. Regardless of program, the first step in DOB calculation is to determine the amount of funds previously received or made available to assist with disaster needs.
2. During the intake, application process, persons, business concerns, and other entities receiving financial assistance will be required to disclose all sources of disaster recovery assistance received. The City will verify amount(s) received. Prior to any award of assistance and for each program established in the Action Plan or Local Housing Assistance Plan. The City will provide forms and procedures addressing DOB. Each procedure will:
 - a. Identify the total need of assistance.
 - b. Identify the total of all available assistance.
 - c. Identify the assistance deemed unavailable for the activity (same purpose)
 - i. Provide for a different purpose
 - ii. Funds used for a different, eligible purpose
 - iii. Funds not available to the applicant, e.g. forced mortgage payoff, contractor fraud, etc.
 - iv. Private loan funds not secured by SBA, forgivable loans are duplicative
 - v. Any other asset or line of credit available to the application, e.g. checking and /or savings accounts, stocks, etc.
 - d. Determine total funds available from other sources for activities (same purpose) by subtracting unavailable assistance from total assistance received.
 - e. Calculate unmet need by subtracting available funds from other sources, from the total need for assistance.
3. Require applicants to sign a subrogation agreement to repay any assistance later received for the same purpose as the CDBG disaster recovery funds.
 - a. The City will monitor compliance with agreements by verifying amounts with support agencies listed in original calculation, and recalculating DOB if required.
 - b. Monitor for one year or follow agency-specific requirements, whichever is longer.
4. Recapture funds if necessary. (See recapture procedures addressed in HOME, SHIP, and CDBG policy and procedure manuals)
 - a. If additional need is established, subsequent funds would not be considered a duplication (76 FR 221, 71062).
 - b. If addition need is not demonstrated, funds must be recaptures that are in excess of need and duplicate other assistance received by the beneficiary for the same purpose. Time frames will include an annual review of DOB as noted above, and the City's normal collection policies.

Basic DOB Verification

The following represents the basic framework for DOB verification in all CDBG-DR and state programs.

1. Identify Applicant's Total Need	\$100,000
2. Identify All Potential Duplicative Assistance	\$ 35,000
3. Deduct Assistance Determined to be Duplicative	\$ 30,000
4. Unmet Need (Item 1 less Item 3)	\$ 70,000
5. Program Cap (if applicable)	\$ 50,000
6. Final Award (Lesser of Item 4 and 5)	\$ 50,000

In addition to this framework the City will use HUD's Duplication of Benefits Review Worksheet" to ensure compliance with DOB requirements.

Specific Assistance

All FEMA Housing Needs Program and NFIP payments for repair payments (for real property only) must be deducted from any CDBG-DR and stated assistance available to the applicant. Other insurance, SBA loans, repair grants, compensation in compliance with court order, other assessments available to address structure damages must be deducted. At Florida Department of Emergency Services or FEMA's direction, other assistance may be deducted.

On July 25, 2013, HUD provided additional guidance on duplication of benefits requirements and provision of CDBG-DR assistance. The guidance is limited to decline SBA loans. The City of Lauderhill as grantee, may assist household and business that have declined SBA loans, but will analyze the circumstances under which the assistance was declined and demonstrate why providing CDBG-DR funds is necessary and reasonable. To establish awarding CDBG-DR funds as necessary and reasonable, the City/and or the Program Administrator will at minimum:

1. Identify the circumstances under which the applicant declined the SBA assistance.
2. Establish why CDBG-DR assistance is appropriate for the applicant.
3. Determine amount of assistance necessary and reasonable to assist applicant in recovery.

Sample Questions to Ask Potential CDBG DR Applicants

Have you received disaster recovery assistance form the SBA?

If yes, what is the amount of the loan

If no, did you apply for a SBA loan?

Did you decline the SBA loan?

What was the amount of the loan?

Why was the loan not accepted? Explain.

Sample Determination Form

The City of Lauderdale has determined that the following reasons establish that the CDBG DR award to the applicant is necessary and reasonable given that the applicant declined a SBA loan offer: [insert circumstances or facts].

Based on my review of [insert applicants name here]'s file, I have determined that the award is necessary and reasonable as defined above: Yes No

If no, provide an explanation:

Authorizer's Name/Title

Authorizer's Signature

Date

Determining CDBG-DR Assistance

1. Grants Division staff or its designee will work with State, Federal, and private agencies, to obtain information about any assistance received from those agencies and their programs for each applicant.
2. Grants Division staff or its designee will determine assistance for applicants by subtracting any DOB applicable as per the City's DOB policy and HUD requirements.
3. For Homeowner Assistance, any funds homeowner received or had available to repair the damaged property structure including by not limited to private insurance, FEMA, and/or SBA, must be accounted for when determining the housing assistance award amount. If the homeowner spent funds intended for home repair on anything other than their designated purpose or temporary housing, the homeowner will have a DOB and must escrow the money prior to tract signing.
4. If the City decided to implement a Public Infrastructure Program, the Finance Department will work with the FEMA, Florida Emergency Services, HUD, NFIP, the SBA, private insurance carriers, and any other applicable organization in order to assist in determining any duplication of benefits. Some sources or recovery/development funding include, but are not limited to:
 - a. FEMA benefits (public and/or individual assistance, etc.)
 - b. Army Corps or Engineers Assistance
 - c. HUD Community Development Programs
 - d. Other state or charitable assistance

5. All documentation of DOB will be stored in a hard file in the Administrative Department and in the electronic data base for applicable program. The Grants Division and City internal auditors will monitor the DOB process. Monitoring results will be reviewed by the City Manager and/or his/her designee and filed accordingly.

DOB Attachments:

- DOB Applicant Certification Form
- DOB Subrogation Grant Agreement
- Sample DOB Worksheet

City of Lauderhill
LAUDERHILL CARES PROGRAMS
DUPLICATION OF BENEFITS CERTIFICATION

(Please place a check mark in the appropriate box and circle 'I' or 'We' whichever applies)

I/We _____ hereby states that:

- I/We have **not received** any prior financial and/or insurance as a result of COVID-19.
- I/We **have received** funds from insurance company, FEMA, Small Business Administration, or any other agency/company for assistance with COVID-19 relief assistance.

- 1. Type of Assistance: _____ Source: _____ Amount: \$ _____
- 2. Type of Assistance: _____ Source: _____ Amount: \$ _____

I/We understand if I/we receive any other funds to assist with COVID relief assistance that:

- The funding received through CDBG CARES Act funding is in no way a duplication of any other benefits received.
- I/We will notify the Grants Division of said funds, and
- I/We hereby agree that any funds received from insurance company, FEMA, Small Business Administration or any other agency/company, will be used to reimburse the City the portion of the grant that was used to provide relief of the same item. If we have filed a claim with any of the stated agencies, we will provide copies of the Explanation of Benefits.

_____ Applicant's Printed Name	_____ Signature	_____ Date
_____ Co-Applicant's Printed Name	_____ Signature	_____ Date

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me, **by means of** **physical presence** or **online notarization**, this _____ day of _____, 20____, by _____, as _____, who is personally known to me or who has produced _____ as identification.

Notary Signature: _____

Printed Name: _____
Notary Public, State of Florida at Large

My Commission Expires _____

Federal law prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster as to which he has received financial assistance under any other program or from insurance or any other source. Funds may not be used for activities reimbursable by or for which funds have been made available by homeowner insurance, FEMA, the Army Corps of Engineers, or any other organization. Applicants for assistance must certify that there will be NO DUPLICATION OF BENEFIT.

Subrecipients of Disaster Recovery funding must use this form when screening and qualifying applicants for housing and/or economic development assistance. A copy must be completed by each applicant and maintained in the applicant's case file along with documentation of any assistance previously provided (i.e., insurance claim that shows amount paid by the insurance company, FEMA claim, etc.).

The client file should also include evidence that applicant signed for release of information by FEMA, evidence of request for information sent to FEMA by local government, any FEMA responses of FEMA reports for that household or benefits paid. Grantees should first contact the Department to determine the availability of FEMA information.

**CDBG Disaster Recovery
Grant Award and Subrogation Agreement**

WHEREAS, _____ (Applicant(s)) is receiving financial assistance from the City of Lauderhill CDBG Disaster Recovery Program in the amount of \$_____ to provide mortgage assistance, or rental assistance, and/or water bill assistance as a one-time direct payment to the mortgage lender, landlord, Broward County, or City of Lauderhill associated with the CARES Act in response to debt relief due to CoVID-19 at [address here]

In consideration of receipt of funds under City of Lauderhill Community Development Block Grant (CDBG) Disaster Recovery Program (Program) for the City of Lauderhill 2020 CoVID-19 relief initiative being administered by the City of Lauderhill, Florida, subject to the provisions below, I hereby assign to the City of Lauderhill (the City), to the extent of the grant proceeds awarded or to be awarded to me under the Program, all of my claims and future rights to reimbursement and all payments hereafter received or to be received by me (a) under any policy of casualty or property damage insurance or flood insurance (Policies) on the residence, excluding contents (Residence) described in my application for assistance under the Program; (b) from FEMA, Small Business Administration, HUD, and any other federal agency, arising out of physical damage to the Residence cause as a result of the Disaster. Such policies include, but are not limited to, insurance policies characterized as homeowner's, wind, flood or any other type of casualty or debt relief or property damage or hazard insurance coverage under which I have or may assert any claim for physical damage to the Residence due to severe storms, flooding, and/or loss of income resulting from the Disaster.

Notwithstanding anything to the contrary contained herein, this is a limited subrogation and assignment, and is limited to an amount not to exceed the amount of the grant received by the undersigned under the Program, to which the City has not been reimbursed from other sources. If I hereafter receive any federal Assistance payments for mortgage, rental, utility bill, debt relief or physical damage to the residence (not including contents) from the Disaster, I agree to promptly pay should amount to the City if that amount would have received the amount of my Program grant had I received such Federal Assistance Payment prior to my receipt of grant proceeds. For Federal Assistance Payments, this assignment shall not apply to benefits specifically calculated to be in excess of the amount of my grant received under the Program.

In any proceeding to enforce this Agreement, the City shall be entitled to recover all costs of enforcement, including actual attorney's fees and court costs.

NOW, THEREFORE, the City of Lauderhill has an option to recoup assistance used on the above described property upon the terms, conditions and contingencies herein set forth.

Applicant(s) agrees that if he/she received further insurance proceeds and/or federal benefits for loss of income, rehabilitation, repairs or reconstruction to their residence in connection with 2019 CoVID-19, the Applicant will report receiving benefits by emailing LauderhillCARES@Lauderhill-fl.gov or calling 954-730-3000 within one (1) month of receipt of additional proceeds and/or benefits. Of applicant fails to report additional insurance proceeds and/or federal benefits, then City of Lauderhill will require immediate repayment of the total amount of additional funding received.

The Applicant and the City of Lauderhill acknowledge that the City has the right and responsibility to enforce this agreement.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the undersigned applicant(s) has affixed his/her/their signature(s) and seal this ____ day of _____, 2020.

AGREED TO AND ACCEPTED by Parties on the _____ day of _____, 2020, has executed this Agreement, after due reading of the whole.

CITY OF LAUDERHILL

Desorae Giles-Smith, Interim City Manager or designee

WITNESSES:

APPLICANT(S):

Witness Signature

Applicant Signature

Witness Print Name

Applicant Print Name

Witness Signature

Co-Applicant Signature

Witness Print Name

Co-Applicant Print Name

Duplication of Benefits (DOB) Worksheet

Duplication of Benefits arises when assistance from more than one source of funding is received or available for the same purpose or activity. The specific purpose or activity may constitute all or a portion of a mitigation project. Specifically, HUD CDBG Disaster Recovery funds cannot be used where an individual's disaster recovery or disaster mitigation needs have already been met or will be met through other available sources of assistance. The following worksheet identifies several of the most common sources of funds that may pose a Duplication of Benefit. Applicant must disclose information about the actual receipt of financial assistance, and provide proof of payment.

Applicant Name:		Program Name:		
Property Address:		County:		
Source of Funding	Amount Awarded	Documentation	Verification of Award Date	Notes
FEMA				
Homeowner Insurance				
National Flood Insurance Program				
Small Business Administration (SBA) Loan				
Private Non-Profit Sources				
Increased Costs of Compliance				
Other:				
Total Non-CDBG DR Received	\$			
Total Cost (total eligible costs per itemized reimbursement list)				
Unmet Need	\$			
CDBG-DR Award	\$			

APPLICANT ATTESTATION: I certify that all of the above information is true and accurate to the best of my knowledge. Further, I understand that information regarding my property may be shared with and verified by custodians of property records such as other Federal or other governmental agencies, insurance companies, or any public or private entity for the purposes of ensuring that the property has not received money that is duplicative of any possible CDBG Recovery grant received.

Applicant Signature:	Date:
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After DOB has been fully executed and all information has been verified:

Monitoring and Compliance Specialist:	Date:
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