

EXHIBIT A

Application





BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS URBAN COUNTY MUNICIPALITIES CDBG APPLICATION

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

Applications must be single sided; double sided applications will be returned.

A complete submission shall include an original signature application, two hard copies and a digital copy on a flash drive.

DEADLINE: ON OR BEFORE NOON, MONDAY, APRIL 21, 2025

<u>COMMUNITY DEVELOPMENT GRANT PROJECT SUMMARY</u>			
<u>Category</u>	<u>Budget</u>		
Cash			
In-Kind			
Other Grants			
CDBG	\$78,000.00		
TOTAL	\$78,000.00		
PROGRAM ACTIVITIES:		NATIONAL OBJECTIVE:	
Select only one category per application		Select only one category per application	
Public Service (15% Cap)	()	Limited Clientele	(X)
Capital Improvement	()	Limited Clientele	()
Capital Improvement	()	Area Benefit	()
Housing	(X)	Low/Mod Housing (LMH)	()
Capital Improvement	()	Area Benefit	()
Economic Development	()	Low/Mod Jobs (LMJ)	()
Continuing Project:	Yes (X)		
New Project:	Yes ()		
UNIQUE ENTITY IDENTIFIER: E3JMWK8PBN16 (The Unique Entity ID is the official identifier for doing business with the U.S. Government as of April 4, 2022. Entities registering in SAM.gov are assigned a Unique Entity ID as a part of the registration process. Entity uniqueness continues to be validated by an entity validation service.)			
Applicant completes the following items:			
1. Applicant Organization Name: CITY OF COOPER CITY Address: 9090 SW 50TH PLACE COOPER CITY FL 33329-0910 Telephone #: (954) 434-4300 FAX #:			
2. Contact Person: CARLOS VEGA Title: COMMUNITY DEVELOPMENT DIRECTOR Street Address: 9090 SW 50TH PLACE COOPER CITY FL 33329-0910 E-MAIL Address: CVEGA@COOPERCITY.GOV Telephone #: (954) 434-4300 FAX #:			
3. Project Name: PURCHASE ASSISTANCE & MINOR HOME REPAIR PROGRAM			
4. CDBG Funds Requested (\$15,000 Minimum Request): \$78,000			

Application Certification

5. General Provisions:

- Broward County reserves the right to reallocate funds from Municipalities with unexpended funds from multiple fiscal years.
- Current municipalities with a substantial amount of unobligated* funds remaining (30% of annual award, subject to change at the discretion of the director), as of March 2025, without adequate justification, may not be considered for funding, or may receive a reduced award amount in FY 2025.
- Once a project is submitted it cannot be substantially changed without documentation and approval by Broward County Housing Finance Division. The submission of documentation alone does not guarantee approval.
- Projects must be feasible and comply with one of the HUD required National Objectives, please refer to 24 CFR 208. Unless previously discussed with staff, all projects should be designed to primarily benefit low to moderate income residents.
- Projects should be near shovel ready or bid process status at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal).
- Applications requesting funding for designs/studies, as per 24 CFR 570.201, do not meet a National Objective. They qualify only if done in conjunction with a(n) infrastructure/capital project. Subsequently, once design is complete, the infrastructure/capital project must be completed within 12 to 24 months.
- Multi-funded projects must have non-CDBG funding secured before application submittal. **All** funding sources must be reflected in the Budget.
- Projects requiring maps, Census data (must include Year), construction plans, etc. must be included with the application. The most recent Census data can be found at <https://bcgis.maps.arcgis.com/apps/webappviewer/index.html?id=3e0d01ef6a76421bbee7ab43d150997d>
- If the project involves Housing Rehabilitation or Purchase Assistance, the City must follow the County's housing policies and lender guidelines.
- The Citizen Participation section is not optional, all cities must abide by the County's Citizen Participation plan which requires advertising to notify the public of a required Public Hearing to include discussion of the application. All backup, including proof of advertisement and any minutes from the public hearing must be attached to this application. A link to the County's Four-Factor Analysis for Limited English Proficiency can be found at:
<https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>
- Public Service projects should include but not be limited to recreation programs, education programs, public safety services, etc. Please keep in mind, entertainment is **not** eligible. For questions, please contact HFD.
- The County has the right to refuse or reject any/all projects.
- City shall disclose to County any and all third-party funding, whether public or private, for the Project. No CDBG Funds shall be used to supplant existing third-party funding.
- All information included above **must be submitted on or before noon (12 p.m.), Monday, April 21, 2025**, Broward County Housing Finance Division will not ensure approval of non or late submittals.

Signature: _____

Date: _____

By signing, you are stating that you have read and understood these provisions and agree to the County's authority to enforce them.

*Unobligated meaning not under agreement/contract (For example must be under contract and construction commenced in a capital/infrastructure project, or homeowner agreement executed with contractor for rehabilitation, etc.).

6. Project Goals: Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. The scope of services must include activities involved in implementing the project. Project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.

a. Project Goals and Quantifiable Objectives: Please note that HUD requires CDBG funds must benefit low/moderate income persons. Only pick one of the four objectives listed below. Describe how goals and objectives will either:

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

The City's Purchase Assistance and Minor Home Repair program will benefit low and moderate-income households in the City of Cooper City. A minimum of one (1) income eligible applicant will be awarded up to \$40,000 in grant funds for down payment and closing cost assistance or potential of (2) two income eligible applicants will be awarded up to \$40,000.00 in Minor Home Repair assistance. The City will provide grant funding for the down payment and closing cost assistance to the eligible families or provide minor home repairs to correct actions that will eliminate conditions in and around the home that pose a threat to the health, safety, and welfare of the household occupants.

b. Detailed Scope of Services: The scope of services should explain exactly what will be accomplished with the funds requested. (For example: square feet, linear feet, unduplicated persons, etc.)

The Purchase Assistance Program for the City of Cooper City ("City") is designed to assist with preserving the existing housing stock by facilitating homeowners' opportunities for low-income to moderate families. The Purchase Assistance Program will be available to provide purchase assistance for eligible purchases of properties within the City of Cooper City for down payment and closing cost assistance for low and moderate income first time homebuyers One (1) income eligible applicant will be awarded up to \$40,000 in grant funds for down payment and closing cost assistance. This program will assist in the city's efforts to stabilize its neighborhoods and create more affordable housing.

The Minor Home Repair program will assist approximately 2 (two) homes in Cooper City. It is designed to provide minor home repair assistance to low and moderate income single-family homeowners whose homes are in need of repair. Eligible costs include labor and components of existing structures. The repairs will be limited to corrective action that will eliminate conditions in and around the home that pose a threat to the health, safety, and welfare of the household occupants. The cost of repairs for each home will be up to \$40,000.

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

The City of Cooper City is a Manager/Commission form of government by Charter. The City Manager is charged with providing departments to serve the community with various services. The Community Development Department will be responsible for the maintenance of the project files after yearly project completion.

- d. Program Design: How do you plan to achieve the goals identified above? Please be clear and specific. Please attach separately, if necessary. Required for housing or public service activities.

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

See Exhibit B - Program Design.

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

The City has received grants from the Florida Department of Community Affairs and the Florida Department of Natural Resources in order to provide the development of recreation land and development of those properties for recreation services purpose. In addition, the City received the Florida Recreation Development Assistance Program (FRDAP) and the Broward County Challenge Grant.

The City's use of CDBG for public service activities has involved the purchase of a bus for the City's seniors, and supporting the salary for a bus driver in Cooper City's Senior Transportation Program

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

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

The City will assist Broward County in marketing the program and is proposing that Broward County administer and implement the City's Purchase Assistance / Minor Home Repair program.

If yes, please provide a detailed method of the procurement method used. **Attach Procurement Policy**

N/A

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

Broward County will administer and implement this program on behalf of the City of Cooper City.

1. Please provide municipalities' monitoring process/monitoring policy and procedures (Attachment A).

N/A

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

Broward County will administer and implement this program on behalf of the City of Cooper City.

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

Broward County will administer and implement this program on behalf of the City of Cooper City.

- f. Provide a list of current CDBG projects, including the most recent 3 years, funding amount, current status, extensions needed, etc. **If you have CDBG funds available prior to 2023, you must add the additional years and status as an additional attachment.**

2024 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2024 - September 30, 2025	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	In Progress	Current Balance of Program Funds	\$15,000

2023 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2023 - September 30, 2024	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	Completed	Current Balance of Program Funds	\$0

2022 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2022 - September 30, 2023	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	Completed	Current Balance of Program Funds	\$0

*Due to CDBG timeliness requirements, municipalities with large balances and/or funds prior to FY 2023 may not be funded.

8. Description: Describe the outcome(s) of the project. Description is to include timeframe for start-up and completion, street location of the service and census tract(s) (Including Year). Describe the service area.

The Purchase Assistance Program for the City of Cooper City ("City") is designed to assist

with the preservation of the existing housing stock by facilitating homeowners' opportunities for low and moderate-income families. The Purchase Assistance Program will be available to provide purchase assistance for eligible purchases of properties within the City of Cooper City for down payment and closing cost assistance for low and moderate-income first-time homebuyers. This program will assist the city in its efforts to stabilize its neighborhoods and create more affordable housing.

The Minor Home Repair program is designed to provide minor home repair assistance to low and moderate-income single-family homeowners whose homes are in need of repair. Eligible costs include labor and components of existing structures. The repairs will be limited to corrective action that will eliminate conditions in and around the home that pose a threat to the health, safety, and welfare of the household occupants. The cost of repairs for each home will be up to \$40,000.00.

- a. Project Description: Capital improvements should state anticipated linear feet of project or number and description of public facilities. **Projects should be near shovel ready or bid process status at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal). All design plans should be completed by Agreement execution.** Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects should state number of businesses to be assisted, jobs created and describe loans available. Both Rehabilitation and New Housing Construction should comply with Energy Star Requirements.

N/A

- b. Time Frame: What is the time frame for start-up and completion after notification of funding award? Indicate what funding commitment is required to provide for timely project start-up. **Timeline should be a detailed process with measurable outcomes.**

The project will start upon signature of agreement from Broward - October 1, 2025 and completion is schedule for September 30, 2026

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

N/A

2. Housing (Rehabilitation) – Phase II Environmental Review is required for each property after it has been identified.

Yes.

- d. ****Census Tract(s) and Block Groups (must include Year the Census Data is from): Consult census maps for the census tract location of this project. Legibile maps**

must be included. **Area benefit projects must serve 51% low- to very low-income persons. Preliminary drawings, sketches, plans and pictures should be included.**

This program is designed for low/moderate income families. See Exhibit C Map and Exhibit G - Income Limits.

*Applications without the above referenced attachments **will not be accepted.**

**Provide backup material used to determine eligibility, including year of census data.

9. Proposed activities located in a Community Redevelopment Area (CRA): Must provide a current copy of the area's Redevelopment Plan and map in order to be considered eligible under a HUD Slum/Blight designation. The following information must be provided at the time of application:

- a. Percentage of Deteriorated buildings
- b. Year area designated Slum/Blight
- c. Description of Slum/Blight area

N/A

10. Budget Table Instructions: Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project. Please include program funding and in-kind matches from **all** sources.

- a. Budget Table: For each expenditure category, (Personnel, Benefits, Travel, Equipment, Supplies, etc) enter the proposed amount necessary for that category. Please list these amounts according to the appropriate funding source as shown in the shaded area.

*** Please keep in mind that HUD regulations, 2 CFR 225, Appendix B, (8)(h), state that percentages should not be used to determine salaries for direct service delivery.**

**** Projects where direct service delivery costs apply detailed timesheets must be provided.**

Projects or activities that have already been budgeted or funded with other funding sources cannot be **supplanted** with CDBG funds. Supplanting occurs when a state, or local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. In addition, federal funding may not replace state or local funding that is required by law.

Category	(1) CDBG	(2) Non CDBG	(3) Non CDBG	
*Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
*Contractual with outside Agencies or Vendors	\$78,000.00			\$78,000.00
Construction (contractors, subcontractors, etc.)				
**Other				

Category	(1) CDBG	(2) Non CDBG	(3) Non CDBG	
Totals	\$78,000			\$78,000

* Only available for direct service delivery (detailed timesheets **must** be provided).

** Category must be explained with detail in the budget narrative.

11. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation and justification for each cost category shown in the Budget Table on page 8 of the **original blank application**. The budget narrative should identify non-CDBG resources (leveraging) to be utilized in financing the project, including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

CDBG Funds: \$78,000.00

CDBG Funds shall be used by the COUNTY to assist a minimum of one (1) low to moderate income homeowners in the CITY with the Purchase Assistance Program that will be available to provide purchase assistance for eligible purchases of properties within City of Cooper City for down payment and closing cost assistance for low to moderate income first time homebuyers.

CDBG Funds shall be used by the COUNTY to assist approximately (2) two homes in the CITY with minor home repairs. It is designed to provide minor home repair assistance to low and moderate income single-family homeowners whose homes are in need of repair. Eligible costs include labor and components of existing structures. The repairs will be limited to corrective action that will eliminate conditions in and around the home that pose a threat to the health, safety, and welfare of the household occupants.

Non-CDBG Funds: \$0

12. Describe and calculate Leveraging: Describe and attach supporting documentation including letter(s) of commitment, resolutions, minutes of meetings, etc., showing specific resources the applicant will commit to the project as identified in columns 2 and 3 of the Budget Table on page 8 **original blank application**. Include and identify in-kind contributions, sweat equity and other resources.

There will be no leveraging for this Program.

a. Provide documentation as an attachment and summarize below.

1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, job title and salary.

N/A

2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.

N/A

3. For capital projects, include City in-kind or other non-federal funds. When Cities

have capital improvement funds, you must provide a copy of the Capital Improvement Plan (CIP).

N/A

b. Instructions on calculating leveraging

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

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

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

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

Calculations: N/A

13. The project generally reflects adopted plans, goals, objectives and policies:

a. Project consistent with Broward County Consolidated Plan: Please indicate which one of the County's three primary priorities your project addresses

- ☒ Housing
☐ Capital
☐ Public Service

13. b Only applicable to Capital and Housing Projects

b. Please provide floodplain map with target location designated.

13. c & d Only applicable to development/redevelopment and economic development

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

The City's Purchase Assistance Program is consistent with the City's adopted comprehensive plan to provide quality services to the entire community and its residents.

d. Plat Approval: Does your project require platting, or a plat note amendment? If the project requires platting, projects will only be considered only if the platting hearing has occurred and it is in the plat recording process.

- Yes ☐ Attach platting documentation, include the timeline for recording of the platting process
No ☒ Provide Plat Name, Plat Book Number and Plat Page Number

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

addresses housing and economic development.

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

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

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

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

Yes ☐ Provide a legal description, street address and the property owner's name. ***Consult with Broward County Housing Finance Division staff before acquiring real property in order to follow Uniform Relocation Act (URA) Procedures.***

No ☒ No property is to be acquired

* If the proposed project is subject to subordination, the County's subordination policy must be followed.

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

Yes ☐

No ☒

If you answered "yes" above, please outline the proposed relocation plan and show source of funds on Pages 8 and 9 original blank application for the budget table and budget narrative (Must conform to the URA).

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

Public Hearing

Per Broward County's HUD approved Limited English Proficiency (LEP) all public notices and published citizen participation advertisements will include a statement in Spanish that services and program materials are available in Spanish upon request. A link to the County's Four-Factor Analysis for Limited English Proficiency can be found at:

<https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>

- a. A copy of the resolution from the governing body giving authorization to submit proposal(s) with name and title of official designated to sign application.
- b. Copies of meeting or hearing notices which verify efforts to invite citizen input (to include points of distribution) and pertinent information from the municipality reflecting inclusion of citizen input in final decisions. Documentation includes a copy of the certified proof of advertising of the public hearing held by the governing body.
- c. Verification of other efforts which provide information to citizens, i.e., workshop notices, attendance records, sunshine ads, civic association meetings.

16. Certification: Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application. Current municipalities with a substantial amount of *unobligated funds remaining (30% of annual award, subject to change at the discretion of the director), as of March 2024, without adequate justification, may not be considered for funding, or may receive a reduced award amount in FY 2024.

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

The following conflict of interest provisions are applicable to activities carried out with CDBG funding. They are located at 24 CFR 84.42 – Codes of Conduct, 85.36 – Procurement, 24 CFR 570.611(a)(1) – Conflict of Interest – Applicability and 24 CFR 570.611(a)(2) – Conflict of Interest – Conflicts prohibited. These provisions cover situations not covered by parts 84 and 85.

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

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for falsifying, concealing, or covering up by any trick, scheme, or device a material fact; making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry .

Name of Organization: CITY OF COOPER CITY

Type of Organization: MUNICIPAL

☒ Municipal

(Signature)

(Title)

(Date)

STATE OF FLORIDA_____

COUNTY OF BROWARD_____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ (name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the _____ day of _____, 20____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

NOTARY PUBLIC, State of Florida

My commission expires _____.

*Unobligated meaning not under agreement/contract (For example must be under contract and construction commenced in a capital/infrastructure project, or homeowner agreement executed with contractor for rehabilitation, etc.).



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TOTAL	\$30,000		
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Continuing Project:	Yes (X)		
New Project:	Yes ()		
UNIQUE ENTITY IDENTIFIER: (The Unique Entity ID is the official identifier for doing business with the U.S. Government as of April 4, 2022. Entities registering in SAM.gov are assigned a Unique Entity ID as a part of the registration process. Entity uniqueness continues to be validated by an entity validation service.)			
Applicant completes the following items:			
1. Applicant Organization Name: City of Cooper City Address: 9000 Sw 50th Place Cooper City, Fl 33328 Telephone #: (954) 434-4300 FAX #:			
2. Contact Person: Stacie Weiss/Anthony Valeo Title: Parks and Recreation Director / Parks and Recreation Manager Street Address: 9000 Sw 50th place Cooper City Fl, 33328 E-MAIL Address: Sweiss@coopercity.gov or avaleo@coopercity.gov Telephone #: (954) 434-4300 FAX #:			
3. Project Name:			
4. CDBG Funds Requested (\$15,000 Minimum Request): \$15,000			

Application Certification

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Signature: _____

Date: _____

By signing, you are stating that you have read and understood these provisions and agree to the County's authority to enforce them.

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

The City's Senior Transportation is designed to provide free transportation to senior citizens and will serve a limited clientele of the population. Senior citizens are presumed to be low-income, but still must register to utilize the City's program. Riders are transported to and from doctors/dentist office, government agencies, and shopping. The City will assist approximately 40 seniors (unduplicated) and make approximately 1,200 trips. The program will benefit low-income seniors.

b. Detailed Scope of Services: The scope of services should explain exactly what will be accomplished with the funds requested. (For example: square feet, linear feet, unduplicated persons, etc.)

CDBG funding will support staff to drive the bus and coordinate the senior transportation registration.

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

The City of Cooper City is a Manager/Commission form of government by Charter. The City Manager is charged with providing departments to serve the community with various services. The Parks and Recreation Department will be responsible for the maintenance of the project files after yearly project completion.

d. Program Design: How do you plan to achieve the goals identified above? Please be clear and specific. Please attach separately, if necessary. Required for housing or public service activities.

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

See Exhibit B - Program Design.

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

The City has received grants from the Florida Department of Community Affairs and the Florida Department of Natural Resources in order to provide the development of recreation land and development of those properties for recreation services purposes. In addition, the City received the Florida Recreation Development Assistance Program (FRDAP) and the Broward County Challenge Grant.

The City's use of CDBG for public service activities has involved the purchase of a bus for the Seniors, purchasing equipment for the Community Center, and supporting the salary for a bus driver in the City's Senior Transportation Program.

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

The City has received grants from the Florida Department of Community Affairs and the Florida Department of Natural Resources in order to provide the development of recreation land and development of those properties for recreation services purposes. In addition, the City received the Florida Recreation Development Assistance Program (FRDAP) and the Broward County Challenge Grant

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

The City will run the program in house with our City staff.

If yes, please provide a detailed method of the procurement method used. **Attach Procurement Policy**

N/A

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

After executing a contract with Broward County, the City of Cooper City ensures compliance with all program regulations for all funding sources (CDBG). Broward County Broward County Housing Finance Division Municipal Application 49th Program Year 3 includes program requirements in all contractual agreements, and will provide technical assistance, one-on-one as needed. On-site monitoring visits will occur at least once during the term of the contract prior to close-out. The City of Cooper City will maintain records (including books, documentation and other evidence) pertaining to the costs of carrying out their activity to the extent of detail that will adequately reflect net costs, direct and indirect labor, materials, equipment, supplies/ services, and other expenses. Authorized representatives of the City or Broward County shall have access to the City program records at reasonable times of the business day for inspection, audit or reproduction. The City will make these records available throughout the program year and four years after it expires.

1. Please provide municipalities' monitoring process/monitoring policy and procedures (Attachment A).

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

The County will contact the City of Cooper City to arrange for monitoring. Program and fiscal monitoring may or may not be scheduled concurrently. The City of Cooper City will be monitored once annually. In some cases, it may be necessary to perform follow up monitoring visit. The City of Cooper City will be informed as to the initial

records to be reviewed. These records should be collected and available at the working space set up for the monitor, and should be in an understandable format.

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

N/A

- f. Provide a list of current CDBG projects, including the most recent 3 years, funding amount, current status, extensions needed, etc. **If you have CDBG funds available prior to 2023, you must add the additional years and status as an additional attachment.**

2024 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2024 - September 30, 2025	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	In Progress	Current Balance of Program Funds	\$15,000

2023 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2023 - September 30, 2024	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	Completed	Current Balance of Program Funds	\$0

2022 Project

Project Name	Senior Transportation Program	Initial Funding Amount	\$15,000
Contract Period	October 1, 2022 - September 30, 2023	Number of Extensions Needed and Dates	N/A
Current Status of Program Including Completion Date	Completed	Current Balance of Program Funds	\$0

*Due to CDBG timeliness requirements, municipalities with large balances and/or funds prior to FY 2023 may not be funded.

8. Description: Describe the outcome(s) of the project. Description is to include timeframe for start-up and completion, street location of the service and census tract(s) (Including Year). Describe the service area.

This program will support the provision of free transportation services to seniors residing in the City of Cooper City. CDBG Funds shall be used to support the salary and fringe benefits for one (1) part-time staff person to drive the bus and coordinate registration for the senior transportation services. Senior riders shall be transported to and from

doctors/dentist offices, governmental agencies, and shopping centers. A limited clientele within the City of Cooper City shall be served by providing senior transportation services for approximately forty (40) unduplicated persons, representing approximately 1,200.

- a. Project Description: Capital improvements should state anticipated linear feet of project or number and description of public facilities. **Projects should be near shovel ready or bid process status at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal). All design plans should be completed by Agreement execution.** Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects should state number of businesses to be assisted, jobs created and describe loans available. Both Rehabilitation and New Housing Construction should comply with Energy Star Requirements.

N/A

- b. Time Frame: What is the time frame for start-up and completion after notification of funding award? Indicate what funding commitment is required to provide for timely project start-up. **Timeline should be a detailed process with measurable outcomes.**

The project will start upon signature of agreement from Broward - October 1, 2025 and completion is schedule for September 30, 2026

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

Activity Exempt

2. Housing (Rehabilitation) – Phase II Environmental Review is required for each property after it has been identified.

N/A

- d. ****Census Tract(s) and Block Groups (must include Year the Census Data is from):** Consult census maps for the census tract location of this project. **Legible maps** must be included. **Area benefit projects must serve 51% low- to very low-income persons. Preliminary drawings, sketches, plans and pictures should be included.**

This program is designed for low/moderate income seniors. See Exhibity C Map and Exhibit G - Income Limits.

*Applications without the above referenced attachments **will not be accepted.**

**Provide backup material used to determine eligibility, including year of census data.

9. Proposed activities located in a Community Redevelopment Area (CRA): Must provide a current copy of the area's Redevelopment Plan and map in order to be considered eligible under a HUD Slum/Blight designation. The following information must be provided at the time of application:

- a. Percentage of Deteriorated buildings
- b. Year area designated Slum/Blight
- c. Description of Slum/Blight area

N/A

10. Budget Table Instructions: Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project. Please include program funding and in-kind matches from **all** sources.

- a. Budget Table: For each expenditure category, (Personnel, Benefits, Travel, Equipment, Supplies, etc) enter the proposed amount necessary for that category. Please list these amounts according to the appropriate funding source as shown in the shaded area.

*** Please keep in mind that HUD regulations, 2 CFR 225, Appendix B, (8)(h), state that percentages should not be used to determine salaries for direct service delivery.**

**** Projects where direct service delivery costs apply detailed timesheets must be provided.**

Projects or activities that have already been budgeted or funded with other funding sources cannot be **supplanted** with CDBG funds. Supplanting occurs when a state, or local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. In addition, federal funding may not replace state or local funding that is required by law.

Category	(1) CDBG	(2) Non CDBG	(3) Non CDBG	
*Personnel	\$10,275			\$10,275
Benefits	\$4,725			\$4,725
Travel				
Training				
Equipment				
Supplies				
*Contractual with outside Agencies or Vendors				
Construction (contractors, subcontractors, etc.)				
**Other			\$15,000	\$15,000

Category	(1) CDBG	(2) Non CDBG	(3) Non CDBG	
Totals	\$15,000		\$15,000	\$30,000

* Only available for direct service delivery (detailed timesheets **must** be provided).

** Category must be explained with detail in the budget narrative.

11. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation and justification for each cost category shown in the Budget Table on page 8 of the **original blank application**. The budget narrative should identify non-CDBG resources (leveraging) to be utilized in financing the project, including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

Personnel and Benefits (Adult Program Specialist and p/t Adult Program Aide)= \$15,000 - Other Category includes the cost of the City's Contribution = \$15,000, City's match will include space in which the Senior Bus Center operates in the Cooper City Community Center, fuel and maintenance of the buses. See Exhibit F- City Match Letter

12. Describe and calculate Leveraging: Describe and attach supporting documentation including letter(s) of commitment, resolutions, minutes of meetings, etc., showing specific resources the applicant will commit to the project as identified in columns 2 and 3 of the Budget Table on page 8 **original blank application**. Include and identify in-kind contributions, sweat equity and other resources.

A. Personnel and Benefits (Adult Program Specialist and p/t Adult Program Aide)= \$15,000
B. Other Category includes the cost of the City's Contribution = \$15,000. City's match will include space in which the Senior Bus Center operates in the Cooper City Community Center, fuel and maintenance of the buses

a. Provide documentation as an attachment and summarize below.

1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, job title and salary.

N/A

2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.

N/A

3. For capital projects, include City in-kind or other non-federal funds. When Cities have capital improvement funds, you must provide a copy of the Capital Improvement Plan (CIP).

N/A

b. Instructions on calculating leveraging

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

Percent Leveraging = Total Non-CDBG Funds \$ X 100

Total CDBG \$

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

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

Calculations: Percent Leveraging = total Non- CDBG Funds \$ X 100 Total CDBG:
\$15,000

13. The project generally reflects adopted plans, goals, objectives and policies:

- a. Project consistent with Broward County Consolidated Plan: Please indicate which one of the County's three primary priorities your project addresses

[] Housing
[] Capital
[X] Public Service

13. b Only applicable to Capital and Housing Projects

- b. Please provide floodplain map with target location designated.

13. c & d Only applicable to development/redevelopment and economic development

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

- d. Plat Approval: Does your project require platting, or a plat note amendment? If the project requires platting, projects will only be considered only if the platting hearing has occurred and it is in the plat recording process.

Yes [] Attach platting documentation, include the timeline for recording of the platting process

No [X] Provide Plat Name, Plat Book Number and Plat Page Number

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

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

Yes [] Attach municipal or County verification of zoning and adopted future land use plan designation for the site.

No [X] Plan of action to achieve zoning district change.

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

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

Yes [] Provide a legal description, street address and the property owner's name. ***Consult with Broward County Housing Finance Division staff before acquiring real property in order to follow Uniform Relocation Act (URA) Procedures.***

No [X] No property is to be acquired

* If the proposed project is subject to subordination, the County's subordination policy must be followed.

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

Yes []

No [X]

If you answered "yes" above, please outline the proposed relocation plan and show source of funds on Pages 8 and 9 **original blank application** for the budget table and budget narrative (Must conform to the URA).

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

N/A

Per Broward County's HUD approved Limited English Proficiency (LEP) all public notices and published citizen participation advertisements will include a statement in Spanish that services and program materials are available in Spanish upon request. A link to the County's Four-Factor Analysis for Limited English Proficiency can be found at:

<https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>

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

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

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

16. Certification: Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application. Current municipalities with a substantial amount of *unobligated funds remaining (30% of annual award, subject to change at the discretion of the director), as of March 2024, without adequate justification, may not be considered for funding, or may receive a reduced award amount in FY 2024.

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

The following conflict of interest provisions are applicable to activities carried out with CDBG funding. They are located at 24 CFR 84.42 – Codes of Conduct, 85.36 – Procurement, 24 CFR 570.611(a)(1) – Conflict of Interest – Applicability and 24 CFR 570.611(a)(2) – Conflict of Interest – Conflicts prohibited. These provisions cover situations not covered by parts 84 and 85.

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

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for falsifying, concealing, or covering up by any trick, scheme, or device a material fact; making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry .

Name of Organization: City of Cooper City

Type of Organization: Municipal

☒ Municipal

(Signature)

(Title)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ (name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the _____ day of _____, 20____.

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

NOTARY PUBLIC, State of Florida

My commission expires _____.

*Unobligated meaning not under agreement/contract (For example must be under contract and construction commenced in a capital/infrastructure project, or homeowner agreement executed with contractor for rehabilitation, etc.).