

# EXHIBIT B

## Program Design



## **PROGRAM DESIGN**

The City of Cooper City

Purchase Assistance Program & Minor Home Repair

Program Design - CDBG 52nd Year

### **Program Summary**

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 homeownership opportunities for low to moderate income families. The Purchase Assistance Program will be available to provide purchase assistance for eligible purchases of properties with Cooper City for down payment and closing cost assistance for low to moderate income first time homebuyers. The Program will assist in the City's efforts to stabilize its neighborhoods and create more affordable housing.

The Minor Home Repair program is designed to provide 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.

### **Program implementation Overview**

Broward County or City consultant will be administering the City's Purchase Assistance and Minor Home Repair Program. The County or City consultant will be responsible for the implementation of the City's Purchase Assistance and Minor Home Repair Program.

### **Program Marketing**

The City will be responsible for assisting with the marketing of the programs through one or more of the following: advertisement on the City website; in the City Newsletter; or on the City social media outlets.



## **PROGRAM DESIGN**

The City of Cooper City

Senior Transportation Services

Program Design - CDBG 52nd Year

### **Program Summary**

The City of Cooper City's Senior Transportation services ("Program") is designed to provide a limited clientele, senior citizens of Cooper City, with an alternative mode of transportation for carrying out everyday activities. At no cost, senior riders are transported to and from the doctor, dentist, governmental agencies, and shopping facilities. The program is available on Tuesdays, Wednesdays and Thursdays, but the schedule is subject to change.

### **Program Implementation Overview**

The Senior Transportation services are implemented by the City of Cooper City Parks & Recreation Department. The Program has a Parks & Recreation Van/Bus staff whose responsibilities include: registering prospective eligible seniors, scheduling weekly transportation requests, preparation and submittal of monthly transportation ridership reports to include participant race/ethnicity, participant income eligibility, and vehicle fuel usage. The Parks & Recreation Van/Bus staff also serves as the lead driver for all scheduled shopping trips and appointments. Additional staff is utilized as drivers when necessary.

### **Recipient Selection Criteria**

The Senior Transportation Services program is implemented from the Cooper City Community Center. The Program is made available to all eligible seniors, 62 and older, who reside in Cooper City. Personal identification, to verify age and address of program participants, is kept on file.



### **Program Marketing**

The Program is marketed through one or more of the following media outlets: news advertisement, City's website newsletter, social media sites, as well as on-site fliers.

### **Income Categories to be Served - National Objective**

Specifically, seniors who are 62 years or older are considered limited clientele. Per CDBG federal regulations, seniors are presumed to be low-to-moderate income.

### **Applicant Processing and Verification**

The seniors register at the City's Parks & Recreation Adult Program Office located at the Cooper City Community Center.

### **Payment Disbursement**

Timesheets and a summary of expenses incurred through the Senior Transportation Services Program are maintained by the City. These funds are documented in the Program's Monthly/Quarterly report, and the portion of the Project that is to be reimbursed to the City through CDBG funding is documented in a monthly pay request.