

**CITY OF HOLLYWOOD
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
INSTRUCTIONS MODULE**



*Instructions for
Community Development Block Grant Applicants
FY 2020-2021*

Table of Contents:

	Content	Page
I.	Overview	2
II.	Required Funding Objectives	2
III.	Eligible Activities	3
IV.	Grant Award Selection Process	4
V.	Additional Award Criteria	4
VI.	Glossary of Terms	5
VII.	General Instructions	7

Special Considerations:

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be requested in an accessible format. Please contact the office of the City Manager five (5) business days in advance at (954) 921-3201. If an individual is hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 (information) or 1-800-955-8771 (V-TDD).

I. OVERVIEW:

The Community Development Block Grant (CDBG) Program was established by Congress with the passage of the Housing and Community Development Act of 1974. Through the 1974 Act several Federal programs were consolidated under Community Development in an effort to coordinate planning and maximize effectiveness. Programs developed for implementation under the CDBG Program were designed to allow for expenditures to be made in areas where principal benefit to low- and moderate-income people could be achieved.

The United States Department of Housing and Urban Development (HUD) places administrative responsibility of the CDBG Program locally under the City Commission of the City of Hollywood. The Community Development Division is responsible for carrying out the programs and policies established by the Housing and Community Development Act of 1974, as amended.

The primary objective of the CDBG Program and of each grantee under the CDBG Program is the development of viable urban communities, principally for persons of low- and moderate-income. Grant recipients **must** certify that their projected use of CDBG funds is to consist of eligible activities that will carry out one of the National Objectives of benefit to low- and moderate-income persons, aid in the prevention or elimination of slum and blight, or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

The City of Hollywood's Five Year Consolidated Plan identifies community development needs and strategies to address these needs. The Plan focuses on the proposed uses of federal funding for the FY2020-2024 planning period. The City's Community Development Advisory Board (CDAB) holds a Citizen Needs Assessment Public Hearing annually, and subsequently an Annual Action Plan is drafted that identifies the objectives, strategies and activities that the City will implement during the grant year to accomplish the goals established within the Five Year Consolidated Plan.

The City of Hollywood awards a portion of the City's total grant allocation to sub-recipients through a competitive application process to address CDBG Objectives and by carrying out certain CDBG eligible activities.

II. REQUIRED FUNDING OBJECTIVES:

An applicant for City of Hollywood CDBG funding must demonstrate that the activity proposed in its application meets at least one of the following objectives:

1. **Activities Benefiting Low- and Moderate-Income Persons:**
 - a. Area Benefit Activities - An activity, the benefits of which are available to all of the residents in a particular area, where at least 51% of the residents are low- and moderate-income persons.
 - b. Limited Clientele Activities - An activity which benefits a limited clientele (i.e., abused children, elderly persons, handicapped persons, illiterate persons, migrant farm workers, etc.), at least 51% of whom are low- and moderate-income persons.
 - c. Housing Activities - An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. If the structure contains two (2) dwelling units, at least one (1) must be so

occupied; and if the structure contains more than two dwelling units, at least 51% of the units must be so occupied.

- d. Job Creation or Retention Activities - An activity designed to create or retain permanent jobs where at least 51% of the jobs involve the employment of low- and moderate-income persons.

2. **Activities Which Aid in the Prevention or Elimination of Slum or Blight:**

- a. Activities to Address Slum or Blight on an Area Basis - Activities carried out in a designated slum, blighted or deteriorated area. The area **must** have been designated as such by local or State government.
- b. Activities to Address Slum or Blight on a Spot Basis - Activities designed to alleviate specific conditions of blight or physical decay on a spot basis not located in a designated slum or blighted area.

III. ELIGIBLE ACTIVITIES:

An applicant for City of Hollywood CDBG funding must demonstrate that the activity proposed in its application meets at least one of the following eligible categories:

1. **Public Services** - Activities (including labor, supplies and material) which are directed toward improving the community's public services and facilities, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. A public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government in the 12 calendar months before the submission of the action plan. Awards to Public Service activities are limited to 15% of the City's total annual CDBG allocation. **Based on past year allocations, the anticipated amount available for Fiscal Year 2019-2020 is estimated to be \$190,000.00. The actual amount is subject to legislative approval.**
2. **Public Facilities and Improvements** - Activities involving acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements carried out by the City of Hollywood or other public or private non-profit entities.
3. **Job Creation or Retention Activities** - An activity designed to create or retain permanent jobs where at least 51% of the jobs involve the employment of low- and moderate-income persons.
4. **Housing Activities** - An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. If the structure contains two (2) dwelling units, at least one (1) must be so occupied; and if the structure contains more than two dwelling units, at least 51% of the units must be so occupied.
5. **Special Activities by an Eligible Community-Based Development Organization (CBDO)** – Activities being carried out by a non-profit organization that meets the criteria as a CBDO. Eligible CBDO activities include;
 - a. **Neighborhood Revitalization** - Activities of sufficient size and scope to have an impact on the decline of a specific geographic location within the City (but not the entire City) designated in comprehensive plans, ordinances, or other local documents as a neighborhood or similar geographical designation;

- b. **Community Economic Development Project** - Activities that increase economic opportunity, principally for persons of low- and moderate-income, or that stimulate or retain businesses or permanent jobs, including projects that include one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs;
- c. **Energy Conservation Project** – Activities that address energy conservation principally for the benefit of residents of the City of Hollywood.

IV. GRANT AWARD SELECTION PROCESS:

- Applications received by the posted deadline are reviewed by staff to determine eligibility based on CDBG regulations and the City’s coordinated community development focus.
- Applications must be complete and signed to be considered.
- The Community Development Advisory Board (CDAB), which is an advisory board made up of Hollywood residents appointed by the City Commission, will review all submissions and hear applicant presentations. The board takes into consideration community input, merits of the proposed project, implementing agencies and eligibility prior to making funding recommendations to the Hollywood City Commission.
- All funding recommendations are contingent upon the availability of federal funds.
- The City of Hollywood reserves the right to accept or reject any or all applications with or without cause; to waive technicalities; or to accept applications which, in the City’s sole judgment, best serve the interest of the City of Hollywood. Applicants awarded CDBG funding are subject to all federal laws, regulations and guidelines governing the grant.
- Approved projects will be funded in accordance with contractual agreements executed between the City of Hollywood and the CDBG sub-recipients.

V. ADDITIONAL AWARD CRITERIA:

- The activity **must** be eligible under HUD regulations and meet the National Objective that supports the City’s coordinated community development focus.
- The activity **must** meet a demonstrated need as identified in the City’s Consolidated Plan.
- The activity **must** benefit Hollywood residents.
- The agency or organization **must** have the administrative capacity to develop the activity.
- The agency or organization receiving funding **must** demonstrate that it has a stable financial position; it must be a viable agency or organization which does not rely on CDBG funding as its sole source of income.
- All attachments must be current.
- Activities **must** be completed within the funding year, October 1, 2020 through September 30, 2021.
- Agencies or organizations implementing continuing projects/activities **must** have demonstrated the willingness to follow federal and local program guidelines, the willingness to correct program deficiencies, and complete projects/activities in a timely manner.
- The agency or organization **must** agree to the greatest extent feasible to aid in the dissemination of information and promotional materials relative to City of Hollywood initiatives. This includes but is not limited, to making available information and promotional materials relative to City of Hollywood initiatives in the agency’s or organization’s offices and/or project sites. Upon request by the City, the agency or organization **must** provide a mailing list of the agency’s or organization’s clientele in a form sufficient that the City can direct mail information and promotional materials. Also, the agency or

organization **must** agree to make available staff who can provide referral services complete with appropriate contact person for City of Hollywood initiatives.

VI. GLOSSARY OF TERMS:

Activity - Actions funded or authorized to be funded, and related activities which are not funded (or not authorized to be funded) but which are put forth by an applicant as part of its strategy for the treatment of a project area.

Area Median Income (AMI) - The area median income (AMI) is the household income for the median — or middle — household in a region as calculated by the Department of Housing and Urban Development (HUD).

Community Based Development Organization (CBDO) – An organization that is an association organized under State or local law to engage in community development activities primarily within an identified geographic area of operation within the City and has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and is not an agency or instrumentality of the City and does not permit more than one-third of the membership of its governing body to be appointed by or to consist of, elected or other public officials or employees or officials of the City; and requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and is not subject to requirements under which its assets revert to the City upon dissolution; and is free to contract for goods and services from vendors of its own choosing; or is otherwise an eligible organization under 24 CFR 570.204 (c). An eligible CBDO must also be conducting one or more of the eligible activities allowable by 24 CFR 570.204 (a).

Consolidated Plan - A document required by HUD to receive federal funds which consolidates the application process of HUD assisted programs. The City of Hollywood's Consolidated Plan describes current estimates of the housing assistance needs of its very low-income, low-income and moderate-income families, including special populations; and assesses the availability of assisted and unassisted housing and other resources for addressing these needs in the jurisdiction. The Consolidated Plan addresses a strategy for meeting these housing needs over a five-year period.

Contact Person – The Contact Person is the point of contact during the application period, the contract period, and during activity implementation.

Davis-Bacon and Related Acts – The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the “Related Acts,” under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

Elderly Person - A person who is at least sixty-two (62) years of age.

Extremely Low-Income Family - A family whose total income is between zero and thirty percent (0-30%) of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that

HUD may establish income ceilings higher or lower than thirty percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents or unusually high or low family incomes.

Full-time Equivalent (FTE) Job - the number of total hours worked divided by the maximum number of compensable hours in a work year as defined by law. For example, if the work year is defined as 2,080 hours, then one worker occupying a paid full time job all year would consume one FTE. Two employees working for 1,040 hours each would consume one FTE between the two of them.

HUD Income Limits - Income limits are established by HUD every fiscal year which are based on estimates of median family income and listed by dollar amount and family size. Adjustments are made in the income limits for smaller and larger families by using the "four-person" family as a base.

Low-Income Family - A family whose total income does not exceed fifty percent (50%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than fifty percent of the median for the area on the basis that HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to low-income households in the CDBG Program.)

Moderate-Income Family - A family whose total income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than eighty percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This term corresponds to low-income households in the CDBG Program.)

Neighborhood-Based Non-Profit Organization - A neighborhood-based non-profit organization is an association or corporation duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of its membership, clientele, or governing bodies are residents of the neighborhood where activities assisted with CDBG funds are to be carried out. A neighborhood is defined as: (i) a geographic location within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation; (ii) the entire jurisdiction of a unit of general local government which is under 25,000 population; or (iii) a neighborhood, village or similar geographical designation in a New Community as defined in 24 CFR 570.403(a)(1).

Organizational Business Plan – A formalized statement of mission and respective goals that are supported by a reasonable assessment as to why the stated goals are attainable. The Organizational Business Plan must identify the target client base, a marketing strategy, and a plan to attract revenue other than that provided by the City of Hollywood.

Planning - Planning activities consist of various data gathering, studies, analysis and preparation of plans, and the identification of actions that will implement such plans.

Prevailing Wage - The hourly wage, usual benefits and overtime, paid to the majority of workers, laborers, and mechanics within a particular area.

Program Income - Gross income received by the recipient or a subrecipient directly generated by the use of CDBG funds, with some exceptions.

Project - An activity or group of integrally related activities designed by the grant recipient to accomplish, in whole or in part, a specific goal. Geographically or functionally related activities designed to accomplish a goal,

irrespective of the funding sources of those activities are grouped together as a single project.

Public Services - This represents those activities (including labor, supplies and material) which are directed toward improving the community's public services and facilities, which include, but are not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs.

Section 3 Business – A business that is at least 51% or more owned by Section 3 residents, or whose permanent full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents, or that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in either of the two preceding bullet points.

Section 3 Compliance – Congress established the Section 3 policy to guarantee that the employment and other economic opportunities created by Federal financial assistance for housing and community development programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. Activities funded under this category will be expected to reach out to LMI residents, businesses owned by LMI residents, and/or business that hire LMI residents to offer employment or other economic opportunities to the greatest extent feasible.

Section 3 Resident – A City of Hollywood resident that is either a public housing resident, or a low- or very low-income person residing in the City.

Small Business Investment Companies (Section 301(d)) - A Section 301(d) Small Investment Company is an entity organized pursuant to Section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit-making.

VII. GENERAL INSTRUCTIONS:

1. All applications must be submitted to:

**The City of Hollywood,
Department of Development Services
Community Development Division
Donna Biederman, Community Development Coordinator
2600 Hollywood Blvd. (Old Library Building)
Hollywood, FL 33020**

On or before the deadline of February 6, 2020, at 3:00 p.m. (Late applications will be rejected)

2. Select and submit **one** original application located in the "Application Modules" section, complete with tabs labeling specific sections and required attachments. Please do not submit in a binder.
3. Submit **1 single-sided copy** of the selected application and required attachments (**No tabs and No staples**) for distribution. In addition, **submit a Microsoft Word and a PDF version of the application, including all attachments to dbiederman@hollywoodfl.org.**
4. If applying for an activity in more than one category, you must submit a separate application for each activity/program.
5. **All blank spaces must be completed.** Use N/A only where response is not applicable. Any missing or incorrect information will have a negative impact on your application. Attach additional sheets as needed to respond in detail.
6. The application must be typed or printed legibly.
7. All applicable and current **attachments must be provided** where the application requests the

information or directly behind the application checklist.

8. All pages must be numbered, including attachments.
9. The application **must** be signed by an authorized person (*unsigned applications will not be considered*). Agency applications **must** be signed by the Chairperson, Board of Directors, CEO or President listed on www.sunbiz.org. City Department applications **must** be signed by the Department Director. The authorized party who signs the application should be the same party who will sign the City agreement, if funded.
10. **The application submission is final.** No substantial additions or amendments will be allowed after the submission date, except in limited circumstances where a clerical or technical error makes it necessary for City staff to request additional information. Any such request is subject to approval by the Community Development Manager.
11. Applicants are strongly encouraged to attend the application **Technical Assistance Workshop on January 14, 2020 at 6:00 p.m. at Hollywood City Hall in Room #215.**
12. Applicants are strongly encouraged to attend a scheduled presentation to the board in March (Date is TBA).