



Florida Entitlement Community Development Block Grant Coronavirus Relief Funding (CDBG-CV) Application for Funding

Applicant: **City of Hollywood**

(Name of Local Government)

Mailing Address:

Department of Economic Opportunity
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
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<http://www.floridajobs.org/CDBG-CV>

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****Parts IV-XII must be completed for each project/activity***

Supporting Documentation will be uploaded separately, per part online through our Qualtrics application. For a supporting documentation checklist and more information on submitting your application through Qualtrics go to www.floridajobs.org/CDBG-CV.

Throughout the application try to keep responses limited to the space provided, but if more space is needed include a supplementary document in your supporting documentation upload on Qualtrics.

Part I – Applicant Information

Local Unit of Government Applicant:		City of Hollywood	
CEO Name:	Dr. Wazir Ishmael	Title:	City Manager
Address: 2600 Hollywood Blvd.			
City, State, Zip Code: Hollywood, Fl.			
Telephone No:	954	Ext:	
Fax Number:			
E-Mail Address: wismael@hollywoodfl.org			

Applicant Contact Name:	Anthony Grisby	Title:	Community Development Manager
Direct Telephone No:	954-924-2958	Ext:	
E-Mail Address: agrisby@hollywoodfl.org			

Federal ID/Tax Number:	59-600038
DUNS Number:	076022136000
CAGE Code:	1QZS3
SAM Expiration Date:	November 28, 2021

Demographics			
U.S. Congressional District Number:		Florida Senate District Number:	
23rd and 24th		34th and 35th	
Service Area Census Tract(s) and Block Group(s):		Florida House District Number:	
Citywide		99th, 100th, and 101st	

State of Financial Emergency Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Part II – Grant Request Information

Total Grant Requested Amount:		\$760,335.00
Total Number of Activities Requested with Budget (maximum 5 activities):		
Activity 1 Name	Small Business Assistance	Budget \$270,335.00
Activity 2 Name	HVAC	Budget \$340,000.00
Activity 3 Name	Laptops of Community Ctr. Programs	Budget \$80,000.00
Activity 4 Name	Wiring and Networking	Budget \$70,000.00
Activity 5 Name		Budget

Part III - Citizen Participation

Two public hearings must be held at different stages of project development. The first public hearing will be used to collect information on the COVID related housing and community development needs of the jurisdiction. The second public hearing will be used to collect citizen input on the proposed sources and uses of funds. Both hearings must be conducted prior to submission of the final application. Documentation of the citizen participation activities must be uploaded in Appendix II: Citizen Participation Supporting Documentation. (See instructions.)

Please provide dates for the following:

List the date that the public notice for the first public hearing was published:	6/10/2021	List the date when the first public hearing was held:	6/16/2021
List the date that the public notice for the second public hearing was published:	10/10/2021	List the date when the second public hearing was held:	10/20/2021

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
- The frequency with which LEP persons come into contact with the program;
- The nature and importance of the program, activity, or service provided by the program; and
- The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located in [Appendix A of the LEP Final Guidance](#).

Describe the outcomes of the 4-Factor Analysis for Limited English Proficiency:

Proportion of LEP persons in the eligible population - 5,957 LEP Spanish speaking households.
 Frequency - The proposed project includes direct business assistance. Therefore, LEP business owners are likely to have considerable direct contact with the program and its staff.
 Nature and importance of the activity - The proposed project provides direct assistance to project area businesses adversely affected by the COVID-19 Health Emergency. Assisted business shall create or retain jobs for area residents.
 Resources - Currently, there are free websites that can be utilized to translate some written materials. Additionally, City of Hollywood staff volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the United States Department of Housing and Urban Development (HUD) website.

FOUR FACTOR ANALYSIS
and
LANGUAGE ACCESS PLAN
for
LIMITED ENGLISH PROFICIENCY PERSONS
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM CORONAVIRUS
CDBG-CV2

CITY OF HOLLYWOOD, FL.

Purpose: In compliance with Executive Order 13166, the City of Hollywood has developed the following Language Access Plan (LAP)/Four Factor Analysis for Limited English Proficiency (LEP) persons.

History: Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

City of Hollywood Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the City of Hollywood will undertake to guarantee access to the City of Hollywood Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The City of Hollywood utilized American Community Survey data Table K201601. Based on this data, there are 5,957 households or 10% Spanish speaking LEP households.

2. The frequency with which the LEP persons come into contact with the program.

The proposed project includes direct business assistance. Therefore, LEP business owners are likely to have considerable direct contact with the program and its staff.

3. The nature and importance of the program, activity, or service provided by the program.

The proposed project provides direct assistance to project area businesses adversely affected by the COVID-19 Health

Emergency. Assisted business shall create or retain jobs for area residents.

4. The resources available and costs to the recipient.

Currently, there are free websites that can be utilized to translate some written materials. Additionally, City of Hollywood staff volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the United States Department of Housing and Urban Development (HUD) website.

Language Access Plan: As a result of the preceding Four-Factor Analysis, the City of Hollywood has identified the following types of language assistance to be provided on an as needed basis by City of Hollywood staff throughout the implementation of the CDBG program:

- *All CDBG-CV2 citizen participation documents, project-related resolutions, public notices, and amendments will be made available in Spanish on the City of Hollywood Sunshine Board, and at the City of Hollywood City Hall and Website.*
- *Additionally, all published citizen participation advertisements will be published in Spanish and include a statement on the website indicating other program materials are available in Spanish upon request.*
- *All citizen participation notices on the website will include a statement that translators will be available at public meetings upon prior request.*
- *If other populations of LEP persons are identified in the future, the City of Hollywood will consider additional measures to serve the language access needs of those persons.*

Adopted:

Date Adopted

Attest

Chief Elected Official

Describe the methods used to solicit participation of low- and moderate-income persons:

Needs Assessment - The City of Hollywood met with the Community Development Advisory Board (CDAB) to discuss the uses of CDBG-CV2 in a public meeting. The CDAB members represent low- to moderate-income areas of the City of Hollywood and historically have been used to gather information on Community needs as it relates to various funding sources. The City also held advertised a Public Hearing before the City Commission on May 3, 2021. The City asks for community input on uses of CDBG-CV2 and suggested some possible activities that are compatible with activities that are currently provided by CDBG-CV1, CDBG-CV3, CDBG, and CRF funding currently available to residents of the City.

Final Application - The City advertised a Public Hearing on the Final Application before the City Commission on October 20, 2021. Residents were offered the opportunity to review the application before submittal and comment at the Public Hearing.

Denote any adverse comments/complaints received and describe resolution:

N/A

If no comments were made by the residents during the public hearing, describe the efforts to obtain input from residents on the project:

The City advertised in the Sun Sentinel, posted on the Sunshine Board and on the City Website.

Sections IV through XII must be completed for each activity proposed (maximum of 5). For additional activities complete the supplemental application pages provided online at <http://www.floridajobs.org/CDBG-CV>.

Part IV – Activity Description

Project/Program Title: Small Business Assistance

Describe the proposed project in no more than 3 sentences using the guidelines in the instructions.

CDBG-CV2 shall be used to provide working capital for City of Hollywood small business that are recovering from the financial affects of the COVID-19 Health Emergency.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description;
- Justification of need for CDBG-CV funding (tie to COVID-19);
- Description of the service area;
- Identification of all project partners;
- Information on leveraged funds included in project; and
- Beneficiaries (Total, VLI and LMI) of the activities.

*Include the 500 word summary on a separate document along with other supporting documentation, if applicable, in Part IV through the online Qualtrics application.

CDBG National Objective: 24 570.208(a)

CDBG Eligible Activity: 24 CFR 570.203

IDIS Matrix Code: 18A

Projected Timeline. Please provide projected dates/timelines for completion of the following:

Months from Award to Execution of Activity Contracts: 1

Months from Activity Contracts to Activity Implementation: 1

Months from Activity Implementation to Completion: 24

Briefly explain the timeline provided above:

The City of Hollywood has entered into to contract with Civitas to prepare policies that are specifically designed to be CDBG-CV eligible. Immediately after award the City can accept applications for funding. Applications will be accepted on a first-come, first-qualified basis and shall continue throughout the grant term or until funding is exhausted.

Hollywood CDBG-CV Part IV Activity I

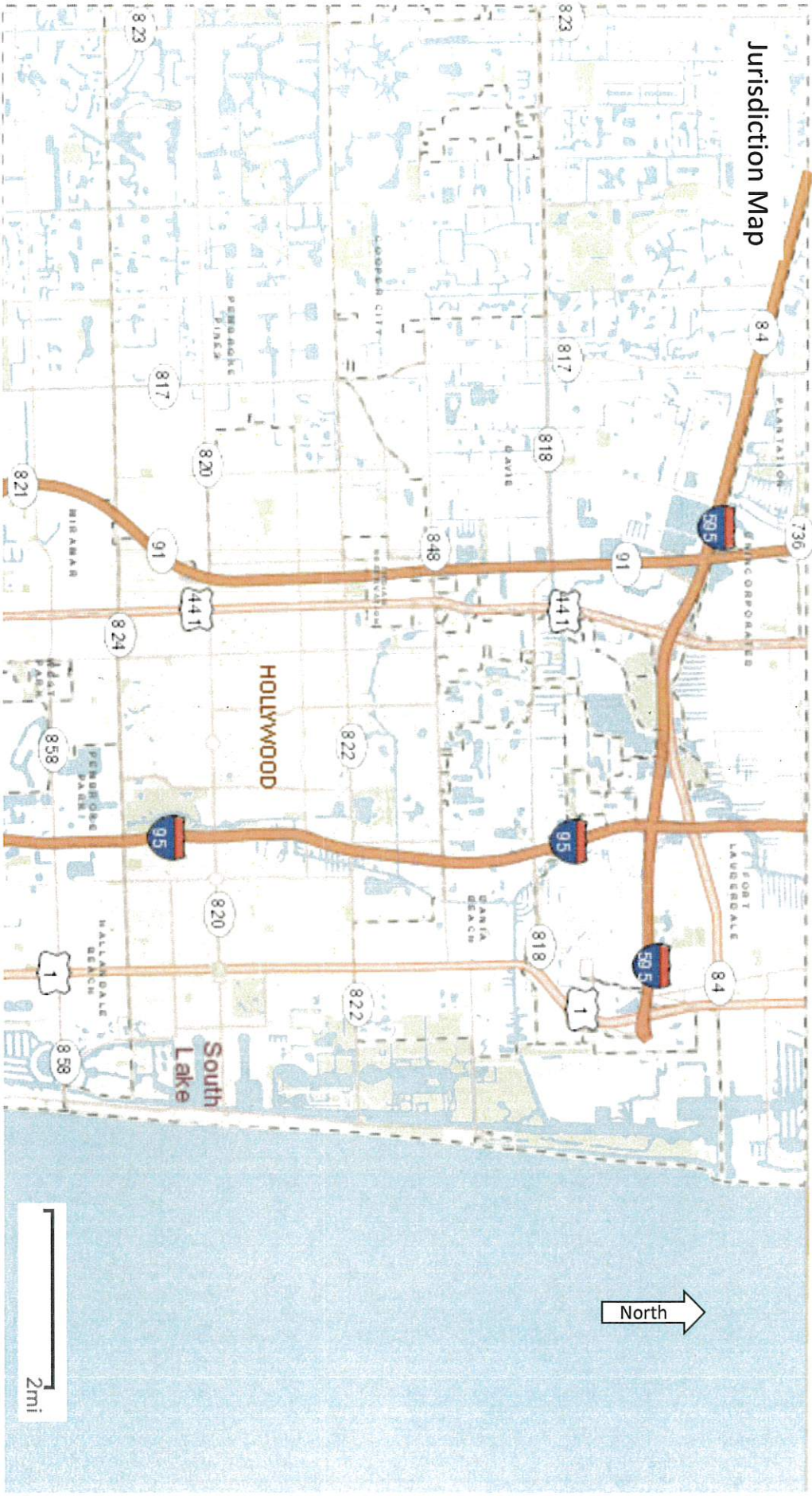
As a result of the safer at home requirements, many businesses that were required to close operations are still recovering. The City of Hollywood will invest CDBG-CV funds to assist small businesses located within the City in preventing, preparing for, and responding to the COVID-19 pandemic. Eligible business must meet the following criteria:

- Must have a HUD-eligible commercial business location within the city limits of Hollywood (home-based businesses are ineligible)
- Must be a for-profit business
- Must have \$5 million or less in annual gross revenue (for calendar year 2019)
- Must have 50 or fewer W-2 employees (including the owner(s) of the business)
- Eligible applicants may have applied for and received (or applied for and been denied) grant funding from the United States Federal Government for Federal COVID-19 related business assistance programs
- Documentation will be required to substantiate application and receipt of funds, denial, or lack of qualification for other COVID-19 Federal aid programs
- If applicant received federal funding (via a loan or grant), applicant must provide verification of amount received and documentation on how the funds were used
- All grant awardees will be required to enter into a CDBG-CV Grant Agreement with the City prior to issuance of grant funds
- Per program requirements, the CDBG-CV Grant Agreement will require the awardee to return any funds to the City for which awardee may later receive other federal funding to avoid Duplication of Benefits (DOB)
- Business must be structured as a sole proprietorship, partnership, corporation, S corporation (S subchapter) or limited liability company (LLC). Individuals who are self-employed are also eligible to apply

Eligible businesses are eligible to receive up to \$20,000 in funding to create or retain at least one low-to-moderate Full Time Employee income job / position for at least three (3) months that pays an annual salary of \$49,300 or less or the person holding the job is a member of a low-moderate income household. The businesses that will retain at least one low- and moderate-income job must be able to document that the job would actually be lost without the CDBG assistance. To document this, application underwriting will include an analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned assistance. The City will provide underwriting service with the assistance of Civitas, LLC. Civitas, LLC will underwrite grants to ensure compliance and proof of need.

This activity will result in the creation or retention of no less than 10 jobs made available to or held by LMI persons at a cost of no more than \$20,000.00 per job created or retained based on need.

Jurisdiction Map



Part V – Sub-recipient Information

Will the Activity be carried out by a Sub-recipient? ☐ Yes ☒ No

If no, skip to Part VI –Budget Information

Briefly explain all sub-recipient relationships necessary to carry out the activity.

N/A

Commitment letter(s), applications or other supporting documentation, if applicable should be uploaded in Part V of your online Qualtrics application. (See instructions.)

Sub-recipient Name: N/A

CEO Name: N/A

Address: N/A

City, State, Zip Code: N/A

Telephone No: N/A Ext: N/A Fax Number: N/A

E-Mail Address: N/A

Federal ID/Tax Number: N/A

DUNS Number: N/A

Part VI – Activity Budget

ACTIVITY	CDBG	LOCAL	IN-KIND	TOTAL
Administration (1)	\$20,335.00			\$20,335.00
Engineering (2)				
Additional Engineering (3)				
Construction (4)*				
Acquisition (5)*				
Public Services (6)*				
Public Assistance (7)*				
Business Assistance (8)*	\$250,000.00			\$250,000.00
Planning (9)*				
TOTAL	\$270,335.00			\$270,335.00

(1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review; etc.

(2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.

(3) Additional engineering services subject to review and approval by DEO.

(4) Construction: Includes the cost of construction services for allowable construction activities.

(5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.

(6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.

(7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.

(8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.

(9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CF 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.

* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

Part VI – Activity Budget (Continued)

Detailed Budget Assumptions

Explain the proposed project budget, explaining how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer’s preliminary cost estimate.

Two Hundred dollars (\$200,000.00) shall be used to provide direct grants to eligible businesses. Each business may receive up to \$20,000.00 to retain or create at least one job per grant.

Fifty Thousand dollars (\$50,000.00) for cost associated with the underwriting of grants. This cost is based on \$135.00 per hour underwriting fee for a minimum 10 grants to businesses resulting in 10 jobs created or retained.

Twenty Thousand Three Hundred Thirty-Five dollars(\$20,335.00) administration.

There will not be any equipment purchases related to this activity.

Hollywood CDBG-CV Part VI Activity I

Scope- The City of Hollywood will invest CDBG-CV funds to assist small businesses in responding to the COVID-19 pandemic.

Duration - Applications will be accepted on a first-come, first-qualified basis and shall continue throughout the grant term or until funding is exhausted.

Cost Estimates - A competitive process was done through quotes. Based on the findings of the quotes, Civitas, LLC was found to provide the best value due to Civitas, LLC's knowledge and experience with HUD funded programs and economic

Cost Reasonableness - Based on market prices received in the quote, staff finds the cost for consulting services is reasonable.

		Cost
Direct Payments	Direct Payment to Small Business	\$ 200,000.00
Underwriting	Cost associated with underwriting the grant to determine need.	\$ 50,000.00
Gen. Administration	Cost associated with staffing needs and general compliance review by partnering consultant	\$ 20,335.00
Total		\$ 270,335.00

Part VII – Acquisition

Does the proposed project require the applicant to acquire real property? ☐ Yes ☒ No

If yes, please explain the status of acquisition (i.e., no site identified, option to purchase executed)

N/A

If no, briefly explain the status of site control in all properties necessary to complete the project (i.e., activities will be carried out on property owned by the sub-recipient or local government).

N/A

Part VIII – National Objective

Select the CDBG National Objective the project/program is intended to meet. Choose one (1) of the following national objectives and the specific benefit for that national objective:

- ☒ Benefit to Low- and Moderate- Income Persons
- ☐ Area Benefit ☒ Limited Clientele
- ☒ Jobs ☐ Housing
- ☐ Prevention or Elimination of Slums or Blight
- ☐ Area Basis ☐ Spot Basis
- ☐ Urgent Need

Explain why the National Objective was selected and how this project meets the criteria of that Objective. **Refer to the instructions, on pages 6-8, for further guidance on the criteria and information that must be included.** Specifically, make sure to address the questions listed for the chosen national objective.

The CDBG-CV2 funding shall be provided to small businesses in order to allow them to both retain or create jobs in accordance with HUD guidelines. An approved beneficiary business shall provide evidence to the City that first consideration for each job to be "created" was given to an LMI person. The approved beneficiary shall provide household size and annual income for each LMI person hired. A person is presumed to be LMI if the person resides within a Census Tract where 70% of the population is LMI. An approved beneficiary business that shall use CDBG-CV2 to retain a job held by an LMI person shall provide proof that without CDBG-CV2 assistance the job will be lost and provide the household size and annual income for each person holding a retained job.

Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types.

Unit Type	# of Units	Unit Type	# of Units	Unit Type	# of Units
People		Jobs	10	Household	

Hollywood CDBG-CV Part IX Activity 1– CARES Act Justification

Unmet Need – The Small Business Assistance Program is designed to assist small businesses located within the City of Hollywood, Florida in responding to the COVID-19 pandemic. As a result of the safer at home requirements, many businesses were required to close operations and are still recovering.

CDBG-CV Assistance – The goal of the Small business Assistance Program is to provide financial relief to eligible Small Businesses in order to assist in their recovery by providing funding for creation of new jobs or the retention of jobs currently being held by LMI persons

Projected Outcomes – The City anticipates the creation or retention of 10 jobs provided by assisted businesses.

Measuring tools – Job Count.

Part IX – CARES Act Justification

Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Maximum one page. Supporting documentation may be included in Part IX of your online Qualtrics application. (See instructions.)

Part X - Environmental Review

Is the project Exempt or Categorically Excluded? ☒ Yes ☐ No

If no, has the environmental review process been completed? ☒ Yes ☐ No

Describe the project activities, level of environmental review required and the status of review:

\$250,000.00

Applicants must attach Certificate of Exempt/CENST and/or Status Environmental Review documentation signed by the Certifying Officer, that applicable level of review has been completed, up to but not including publication in Part X of your online Qualtrics application. (See instructions.)

Does the applicant participate in the National Flood Insurance Program: ☒ Yes ☐ No

REMINDER: The CDBG-CV Entitlement Program is funded by the State CDBG Program and is subject to the Environmental Review regulations at [24 CFR 58.18: Responsibilities of States Assuming HUD Environmental Responsibilities](#).

Part XI – Activity Experience

Describe the applicants, and/or the subrecipients experience and qualifications for performing the proposed activity.

The Community Development (CD) Division has been administering CDBG funds on behalf of the City of Hollywood for the past 30 years. CD will be responsible for reporting and compliance as it relates to CDBG-CV. CD is staffed by a Division Manager who will be responsible for the development of policies (including Duplication of Benefits), plans, and reporting as it relates to CDBG-CV including but not limited to Environmental Reviews and Davis-Bacon. The current CD Manager has has more than 20 years' experience administering federal funding. The Department of Communications, Marketing, and Economic Development (CMED) provides support to both large and small business owners, investors, developers and entrepreneurs in an effort to help grow Hollywood's business community. CMED has developed the CDBG-CV Small Business Assistance program in order to aid Hollywood small businesses in retaining and creating jobs that were lost as a result of the COVID-19 Health Emergency. CMED staff supporting the CDBG-CV Small Business Assistance Program shall include an Economic Development Manager who shall oversee the receipt of applications, initial eligibility checks, and interface with the underwriting consultant. The Economic Development Manager has over 15 years' experience working with Small Businesses. Civitas, LLC shall underwrite loans and conduct on-going compliance reviews. Civitas, LLC has a 12-year long history of successful work performance with clients across the country receiving federal funding sources (including CDBG and CDBG-CV).

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project (Please complete a separate template for each activity).

Please upload resumes or narratives, as necessary in Part XI of your online Qualtrics application. (See instructions.)

Part XII – Duplication of Benefits

CDBG funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. Grantees must prepare a Duplication of Benefits Worksheet to determine the level of CDBG-CV assistance that is considered non-duplicative.

Grantees must ensure that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Will the activity be providing a direct benefit to individuals, households or businesses? ☒ Yes ☐ No

If yes, describe how the applicant will ensure that duplication of benefits requirements have been met and documented.

Upon award to prevent duplication of benefits the City shall formally adopt the Duplication of Benefits policy and Compliance checklist uploaded as Hollywood CDBG-CV Part XII.

Part XIII - Applicant Capacity

Describe the applicants experience in administering the CDBG program.

The City of Hollywood has been a CDBG Entitlement community for more than 30 years. The Community Development Division (CD) is responsible for the administration of CDBG funds from HUD (including CDBG-CV). The CD Manager is responsible for general compliance with CDBG-CV rules and regulations including Environmental Reviews, Davis-Bacon, and all other cross-cutting compliance requirements. The current CD Manager has has more than 20 years' experience administering federal and state funding sources including but not limited to CDBG, CDBG-CV CDBG-DR, HOME, NSP, and SHIP. The CD Manager is familiar with all compliance requirements relative to CDBG-CV. The CD Manager is assisted by a CD Senior Accountant that will account for all CDBG-CV expenditures.

Prior Project Compliance. Indicate any instances of audit or HUD monitoring findings in the last five (5) years. Include the funding source, finding, and the status of each finding.

N/A

Part XIV – Application Authorization

The CDBG-CV Entitlement application must be signed by an authorized representative of the Unit of Local Government Applicant.

I, the undersigned chief elected official or authorized representative of the Applicant, certify that, to the best of my knowledge, this Florida Community Development Block Grant-Coronavirus Entitlement Application for Funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

Signature of Chief Elected Official or Designee
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Signature: _____

Typed Name and Title: Mayor Josh Levy
--

Date: 10/20/21

If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Part I.
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Signature of Application Preparer if not an employee of the Local Government

Signature: _____

Typed Name and Title: N/A

Name of Firm or Agency: N/A

Sections IV through XII must be completed for each activity proposed (maximum of 5). For additional activities complete the supplemental application pages provided online at <http://www.floridajobs.org/CDBG-CV>.

Part IV – Activity Description

Project/Program Title: HVAC Improvements for Martin Luther King Jr. Community Center

Describe the proposed project in no more than 3 sentences using the guidelines in the instructions.

The City of Hollywood will use CV funds to make 8 HVAC replacements to protect against airborne viruses including but not limited to COVID-19.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description;
- Justification of need for CDBG-CV funding (tie to COVID-19);
- Description of the service area;
- Identification of all project partners;
- Information on leveraged funds included in project; and
- Beneficiaries (Total, VLI and LMI) of the activities.

*Include the 500 word summary on a separate document along with other supporting documentation, if applicable, in Part IV through the online Qualtrics application.

CDBG National Objective: 24 CFR 570.208(a)(1)

CDBG Eligible Activity: 24 CFR 570.201(c)

IDIS Matrix Code: 03E- Neighborhood Facilities

Projected Timeline. Please provide projected dates/timelines for completion of the following:

Months from Award to Execution of Activity Contracts: 5

Months from Activity Contracts to Activity Implementation: 1

Months from Activity Implementation to Completion: 3

Briefly explain the timeline provided above:

After award of funds, the City shall publish a Request for Quotes and negotiate and draft a contractual agreement with the successful vendor to perform the work for the project. The process from award to execution of the contract is estimated to take 5 months. After the contract is executed the successful vendor will begin contract implementation within 1 month and complete the project within 3 months. This timeline takes into account the recent delays in receiving construction materials.

Hollywood CDBG-CV Part IV Activity II

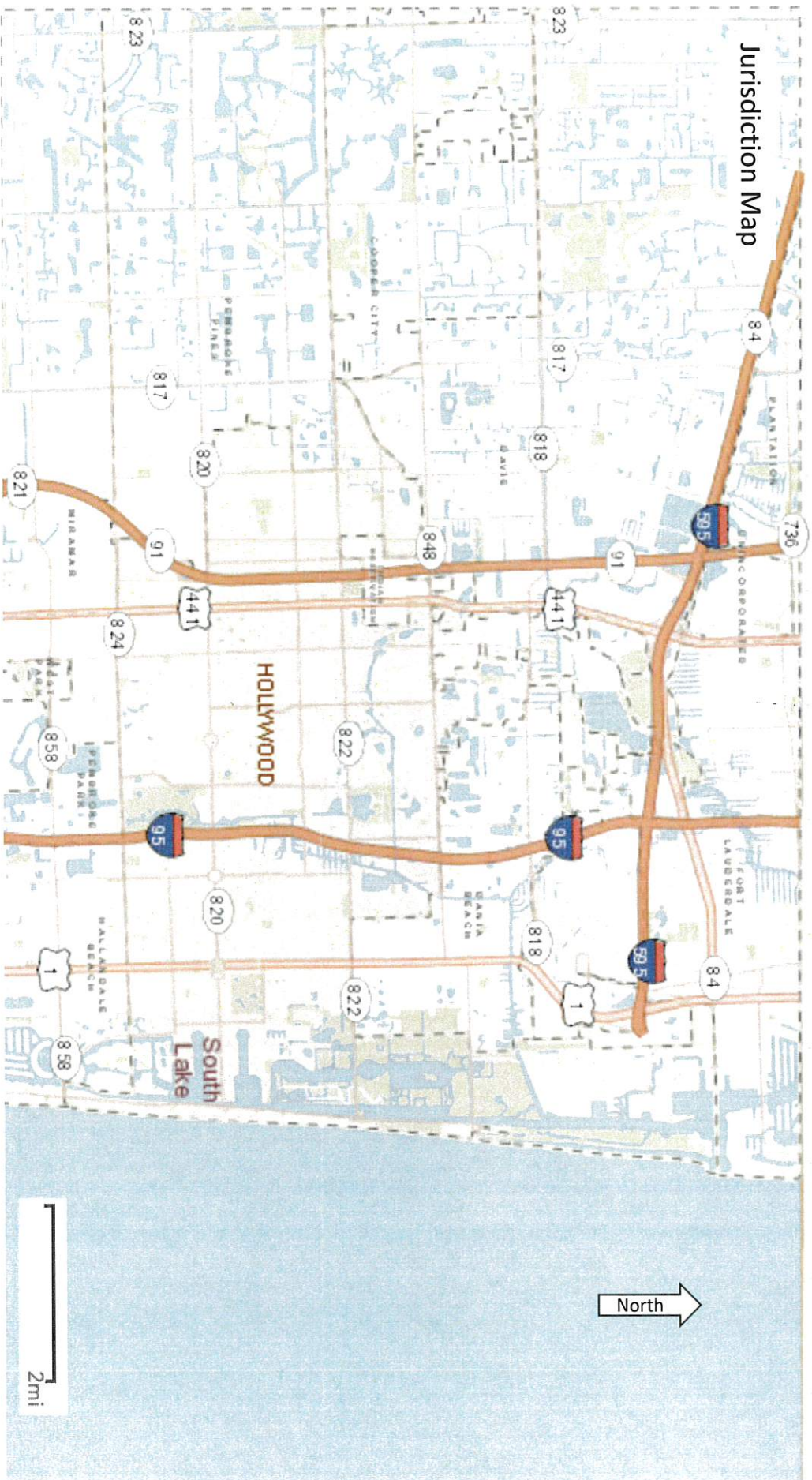
Built in 1992 then later renovated in 2002, the Dr. Martin Luther King Jr. Community Center (MLK Center) is a 19,128 sq. facility which includes gymnasium, fitness center, computer labs, classrooms, dance rooms and an auditorium. The MLK Center is a public facility open to all residents, however, its placement is intentional to serve the Liberia/Oakwood Hills Neighborhood (Census Tract 805 Block Group 4).

The Liberia/Oakwood Hills Neighborhood is a predominantly residential community with a population of 3,487 persons. Eighty-five percent (85%) of the population are of low- and moderate-income. Ninety-five percent (95%) of the population are people of color. Liberia/Oakwood Hills is a working class community that gains great benefit from the recreational, educational, youth and senior program opportunities present at MLK Center. The MLK Center serves over 2000 daily participants in community-based programming, athletics, cultural arts, recreation, after school care, summer camps, and civic organizations meetings.

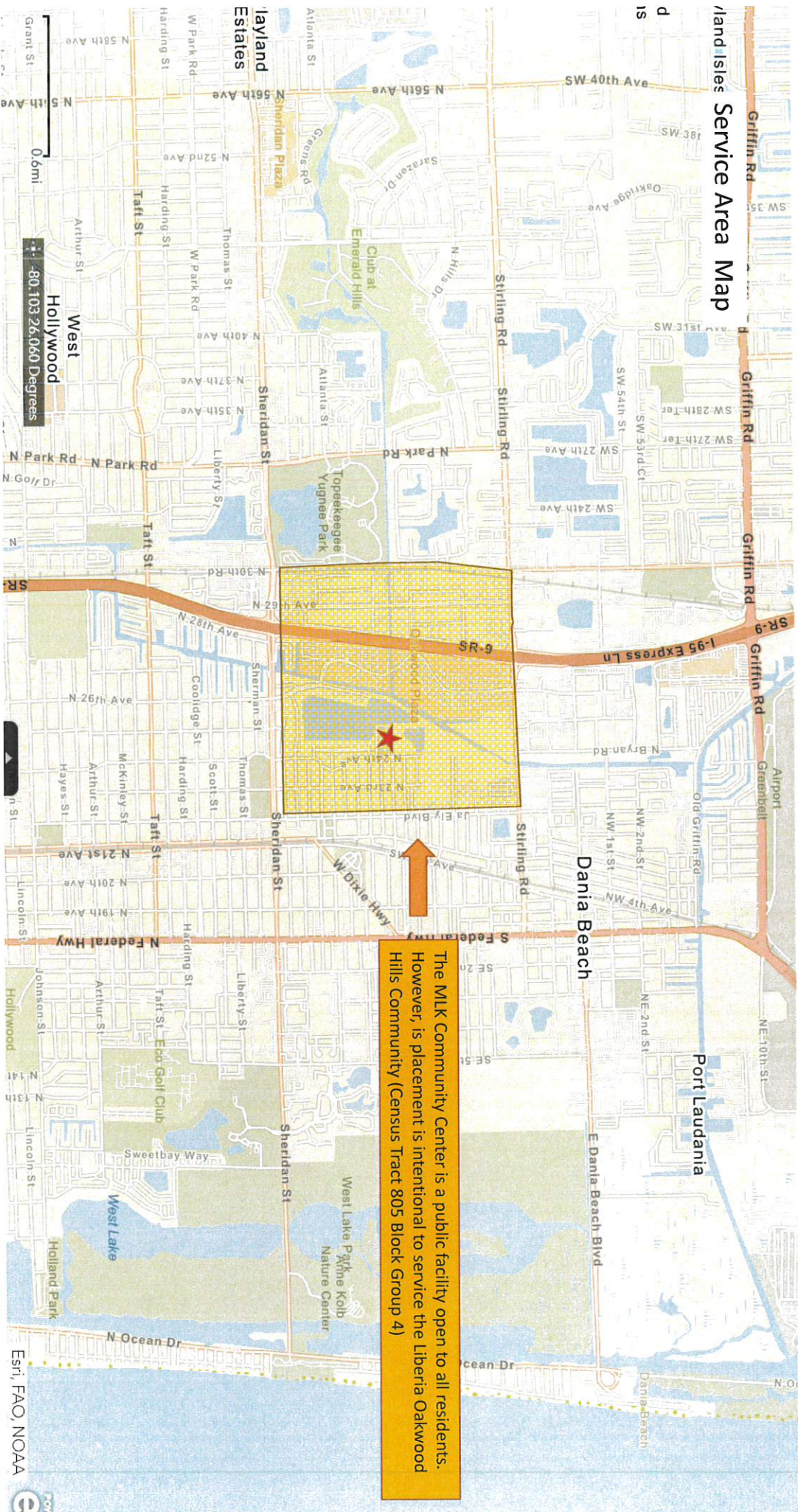
The HVAC units managing the air in the facility have exceeded their useful lifespan. The current units have reached the point of constant failure and are not capable of managing the recommended, controlled air management, HEPA filters and/or UV lights system retrofits to meet today's demands. Replacing these units are vital to improving indoor air quality ventilation, air-conditioning efficiency, purifying air, ventilation, and managing airflows. Along with other preventive strategies including bringing fresh outdoor air into a building and improving ventilation is an important COVID-19 prevention strategy that can help reduce the number of virus particles in a specific area. Replacing these units with modern efficient systems would accomplish the need to meeting the EPA's ASHRAE Epidemic Task Force (industry standard) core recommendation for reducing airborne infectious aerosol exposure.

It is anticipated that including Request for Quotes, Execution of Contracts, and Construction 9 new HVAC's will be installed in the MLK Center within 8 months from funding award.

Jurisdiction Map



Land Isles Service Area Map



The MLK Community Center is a public facility open to all residents. However, its placement is intentional to service the Liberia Oakwood Hills Community (Census Tract 805 Block Group 4)

Milk Center and Grounds Location Map



Part V – Sub-recipient Information

Will the Activity be carried out by a Sub-recipient? ☐ Yes ☒ No

If no, skip to Part VI –Budget Information

Briefly explain all sub-recipient relationships necessary to carry out the activity.

N/A

Commitment letter(s), applications or other supporting documentation, if applicable should be uploaded in Part V of your online Qualtrics application. (See instructions.)

Sub-recipient Name: N/A

CEO Name: N/A

Address: N/A

City, State, Zip Code: N/A

Telephone No: N/A

Ext: N/A

Fax Number: N/A

E-Mail Address: N/A

Federal ID/Tax Number: N/A

DUNS Number: N/A

Part VI – Activity Budget

ACTIVITY	CDBG	LOCAL	IN-KIND	TOTAL
Administration (1)				
Engineering (2)	\$2,000.00.00	0.00	0.00	\$2,000.00
Additional Engineering (3)				
Construction (4)*	\$338,000.00	0.00	0.00	\$338,000.00
Acquisition (5)*				
Public Services (6)*				
Public Assistance (7)*				
Business Assistance (8)*				
Planning (9)*				
TOTAL	\$340,000.00			\$340,000.00

(1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review; etc.

(2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.

(3) Additional engineering services subject to review and approval by DEO.

(4) Construction: Includes the cost of construction services for allowable construction activities.

(5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.

(6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.

(7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.

(8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.

(9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CF 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.

* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

Part VI – Activity Budget (Continued)

Detailed Budget Assumptions

Explain the proposed project budget, explaining how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost estimate.

Cost Reasonableness - the estimate provided by Thermo-Air Inc. has been compared against previous projects and has been determined to be reasonable by City staff. The estimated of value for materials and equipment is consistent with recent projects. The labor cost of the project (13%) and the Engineering and permitting cost (1%). The estimate takes into account ancillary activities that are needed to complete the project including the disconnecting of condensation lines, the reconnecting of supply duct and returns, the calibration of factory settings (including staff training), and a one year warranty against defects in equipment and/or installation in addition to the manufacturers warranty. Because of the value of this project, procurement rules of the City require a published request for quotes ensuring the best price prior to contracting with a successful contractor.

Basis of Assumptions - City staff finds the estimate to be accurate. However, due to the recent shortage of equipment and materials staff has added an additional 5% as a contingency.

Equipment purchases - (1) Carrier 16 Ton Split System, (2) Carrier 25 Ton Split systems, (1) Rheem 5 Ton Package RTU, (1) Rheem 8.5 Ton Package RTU, (1) AAON 0.A Package RTU, (2) AAON 9 Ton Split Systems.

Source documentation - Private market cost estimate

Hollywood CDBG-CV Part VI

Scope- Labor, equipment, and materials to remove 8 HVAC systems and replace with new systems to service the MLK Community Center within the Liberia/Oakwood Hills Neighborhood (CT 805 BG 4).

Duration - the replacement HVAC systems are expected to function without servicing for 10-15 years. City staff shall monitor the replacement systems for performance.

Cost Estimates - the initial estimate was provided by Thermo-Air Inc. It was compared against recent HVAC replacements to check for validity.

Cost Reasonableness - the estimate provided by Thermo-Air Inc. has been compared against previous projects and has been determined to be reasonable by City staff.

Unit	Manufacturer	System	Tons	Labor	Material	Equipment	Total Cost
1	Carrier	Split system	16	\$ 6,814.26	\$ 7,884.56	\$ 35,918.55	\$ 50,617.37
2	Carrier	Split system	25	\$ 10,647.29	\$ 12,319.63	\$ 56,122.74	\$ 79,089.66
3	Carrier	Split system	25	\$ 10,647.29	\$ 12,319.63	\$ 56,122.74	\$ 79,089.66
4	Rheem	Package RTU	5	\$ 2,129.45	\$ 2,463.93	\$ 11,224.55	\$ 15,817.93
5	Rheem	Package RTU	8.5	\$ 3,620.08	\$ 4,188.67	\$ 19,081.73	\$ 26,890.48
6	AAON	Package RTU	0.4	\$ 1,703.56	\$ 1,971.14	\$ 8,979.64	\$ 12,654.34
7	AAON	Split system	9	\$ 3,833.02	\$ 4,435.07	\$ 20,204.19	\$ 28,472.28
8	AAON	Split system	9	\$ 3,833.02	\$ 4,435.07	\$ 20,204.19	\$ 28,472.28

Sub total				\$ 43,227.97	\$ 50,017.70	\$ 227,858.33	\$ 321,104.00
Windload Engineering and Permits							\$ 2,000.00
Contingency (5%)							\$ 16,896.00
Total							\$ 340,000.00

Part VII – Acquisition

Does the proposed project require the applicant to acquire real property? ☐ Yes ☒ No

If yes, please explain the status of acquisition (i.e., no site identified, option to purchase executed)

Activities will be carried out on property owned by the City of Hollywood.

If no, briefly explain the status of site control in all properties necessary to complete the project (i.e., activities will be carried out on property owned by the sub-recipient or local government).

Activities will be carried out on property owned by the City of Hollywood.

Part VIII – National Objective

Select the CDBG National Objective the project/program is intended to meet. Choose one (1) of the following national objectives and the specific benefit for that national objective:

- ☒ Benefit to Low- and Moderate- Income Persons
 - ☒ Area Benefit ☐ Limited Clientele
 - ☐ Jobs ☐ Housing
- ☐ Prevention or Elimination of Slums or Blight
 - ☐ Area Basis ☐ Spot Basis
- ☐ Urgent Need

Explain why the National Objective was selected and how this project meets the criteria of that Objective. **Refer to the instructions, on pages 6-8, for further guidance on the criteria and information that must be included.** Specifically, make sure to address the questions listed for the chosen national objective.

The Martin Luther King Jr. Community Center (MLK Center) is located in the Liberia/Oakwood Hills Neighborhood (Census Tract 805 Block Group 4) at 2400 Charleston St. The Liberia/Oakwood Hills Neighborhood is bounded on the north by SW 3rd Place, on the south by Sheridan St., on the east by SW 112th Ave., and on the west by N. 26th Ave. The MLK Center is a public facility open to all residents but is specifically intended to service the recreational and educational needs of Liberia/Oakwood Hills Neighborhood residents. According to the most recent estimates of the number of low- and moderate-income data published by HUD for 2021 Entitlement Grantees, Census Tract 805 Block Group 4 is a 85% low- and moderate-income neighborhood.

Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types.

Unit Type	# of Units	Unit Type	# of Units	Unit Type	# of Units
People	3487	Jobs		Household	

Part IX – CARES Act Justification

Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Maximum one page. Supporting documentation may be included in Part IX of your online Qualtrics application. (See instructions.)

Part X - Environmental Review

Is the project Exempt or Categorically Excluded? ☒ Yes ☐ No

If no, has the environmental review process been completed? ☒ Yes ☐ No

Describe the project activities, level of environmental review required and the status of review:

Applicants must attach Certificate of Exempt/CENST and/or Status Environmental Review documentation signed by the Certifying Officer, that applicable level of review has been completed, up to but not including publication in Part X of your online Qualtrics application. (See instructions.)

Does the applicant participate in the National Flood Insurance Program: ☒ Yes ☐ No

REMINDER: The CDBG-CV Entitlement Program is funded by the State CDBG Program and is subject to the Environmental Review regulations at [24 CFR 58.18: Responsibilities of States Assuming HUD Environmental Responsibilities](#).

Hollywood CDBG-CV Part IX Activity II– CARES Act Justification

Unmet Need – the Martin Luther King Jr. Community Center (MLK Center) provides a recreational and educational venue for over 2,000 persons per day. The MLK Center is located in Liberia/Oakwood Hills Neighborhood (Census Tract 805 Block Group 4) that has one of the highest concentrations of low- and moderate-income people in the City of Hollywood at 85%. Nine HVAC systems managing the air in the facility have exceeded their useful life spans. As a result, the units constantly fail and are not capable of managing the improved controlled air management that are needed as a result of COVID-19 and its variants.

CDBG-CV Assistance – the City manages eleven Community Centers. Seven of these centers are in need of HVAC replacement and/or repair. The availability of CDBG-CV funds supplements the City budget to allow the replacement of the HVAC systems in the MLK Center immediately upon funding.

Projected Outcomes – the City shall replace nine HVAC units in the MLK Center. The replacement of these units shall improve ventilation and air distribution within the MLK Center by maintaining outdoor airflow rates, filter and clean recycled air, and maintain humidity levels.

Measuring tools – The City will measure air quality quarterly to insure the systems are working as intended.

Part XI – Activity Experience

Describe the applicants, and/or the subrecipients experience and qualifications for performing the proposed activity.

The oversight of this activity involves several City Departments. The Department of Public Works will oversee the procurement and installation of the new HVAC systems. The Department of Public Works is responsible for the maintenance and improvements of all City-owned Buildings. The Director of the Department has over 20 years experience in the maintenance and rehabilitation of city-owned properties.

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project (Please complete a separate template for each activity).

Please upload resumes or narratives, as necessary in Part XI of your online Qualtrics application. (See instructions.)

Part XII – Duplication of Benefits

CDBG funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. Grantees must prepare a Duplication of Benefits Worksheet to determine the level of CDBG-CV assistance that is considered non-duplicative.

Grantees must ensure that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Will the activity be providing a direct benefit to individuals, households or businesses? ☐ Yes ☒ No

If yes, describe how the applicant will ensure that duplication of benefits requirements have been met and documented.

N/A

Sections IV through XII must be completed for each activity proposed (maximum of 5). For additional activities complete the supplemental application pages provided online at <http://www.floridajobs.org/CDBG-CV>.

Part IV – Activity Description

Project/Program Title:

Describe the proposed project in no more than 3 sentences using the guidelines in the instructions.

The City of Hollywood will use the CDBG-CV2 award to purchase laptops for public services offered at four City community centers to allow for social distancing.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description;
- Justification of need for CDBG-CV funding (tie to COVID-19);
- Description of the service area;
- Identification of all project partners;
- Information on leveraged funds included in project; and
- Beneficiaries (Total, VLI and LMI) of the activities.

*Include the 500 word summary on a separate document along with other supporting documentation, if applicable, in Part IV through the online Qualtrics application.

CDBG National Objective:

CDBG Eligible Activity:

IDIS Matrix Code:

Projected Timeline. Please provide projected dates/timelines for completion of the following:

Months from Award to Execution of Activity Contracts:

Months from Activity Contracts to Activity Implementation:

Months from Activity Implementation to Completion:

Briefly explain the timeline provided above:

After award of funds, the City shall draft a contractual agreement with the vendor for the purchase of laptops for City community centers. The process from award to execution of the contract is estimated to take 2 months. After the contract is executed, the laptops will be ordered with the vendor. The laptops are expected to be shipped within 1 month of order and distributed to the City community centers within 2 months. This timeline takes into account the recent delays in shipping.

Hollywood CDBG-CV Part IV Activity III

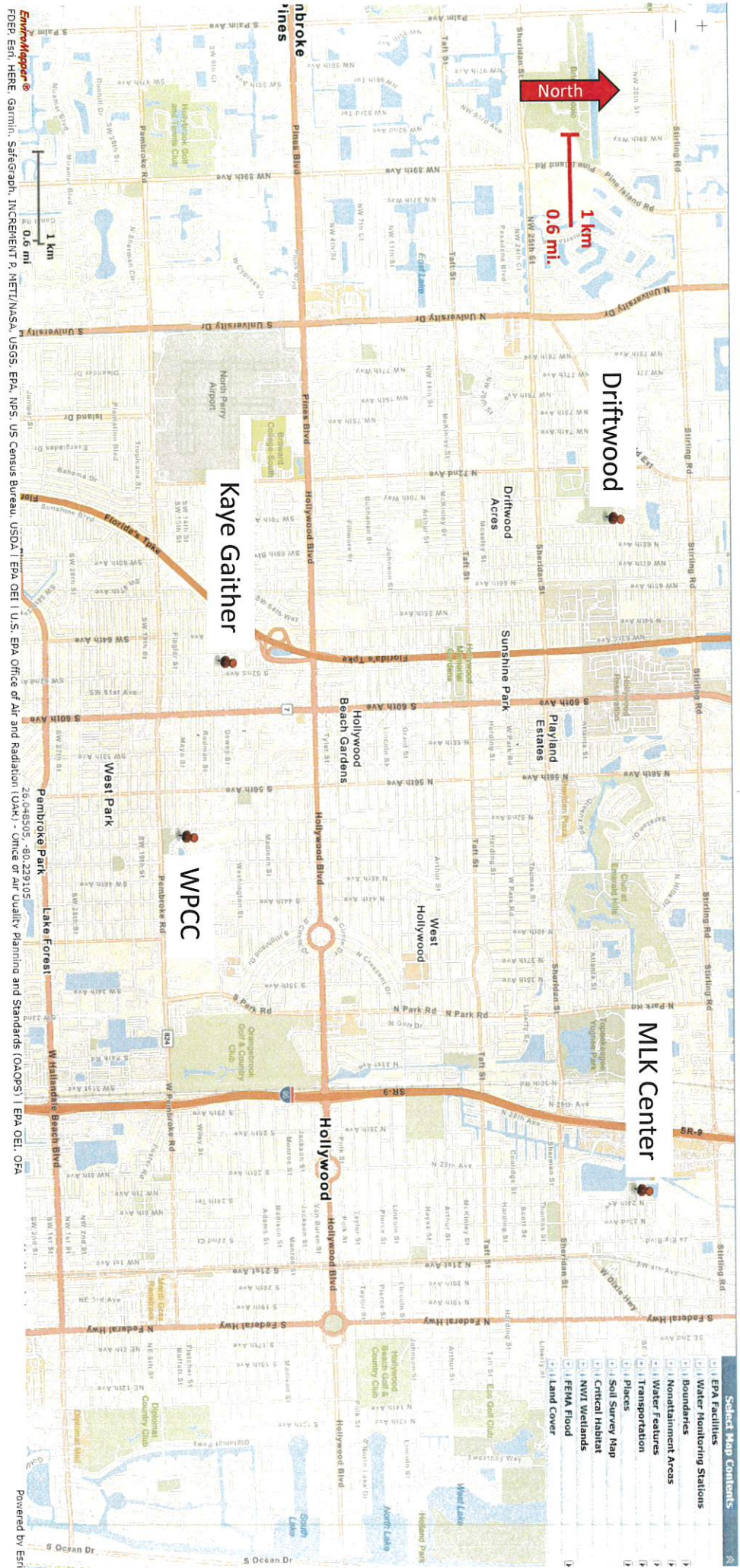
Community Centers within the City of Hollywood play a crucial role in serving the recreational, cultural and educational needs of Hollywood residents. Currently, computer access for program participants is limited to stationary desktops. Therefore, program directors are not allowed to space program participants appropriately to adhere to recommended social distance requirements. This activity proposes to purchase and distribute laptop computers to program participants allowing flexibility of guest placement to adhere to recommended social distance requirements. The targeted centers are in residential communities spread throughout the City where greater than 50% of the households are LMI as follows:

1. The Martin Luther King Jr. Community Center (MLK Center) is located in the Liberia/Oakwood Hills Neighborhood (Census Tract 805 Block Group 4) that has one of the highest concentrations of low- and moderate-income people in the City of Hollywood at 85%.
2. The Washington Park Community Center (WPCC) is located in the Washington Park Neighborhood (Census Tract 914 Block Group 2) that has a 62% concentration of LMI households.
3. The Driftwood Community Center (DCC) is located in the Driftwood Neighborhood (Census Tract 906.02 Block Group 1) and has a 69% concentration of LMI households.
4. The Kay Gaither Community Center (KGCC) is located in the Beverly Park Neighborhood (Census Tract 914 Block Group 1) and has a 57% concentration of LMI households.

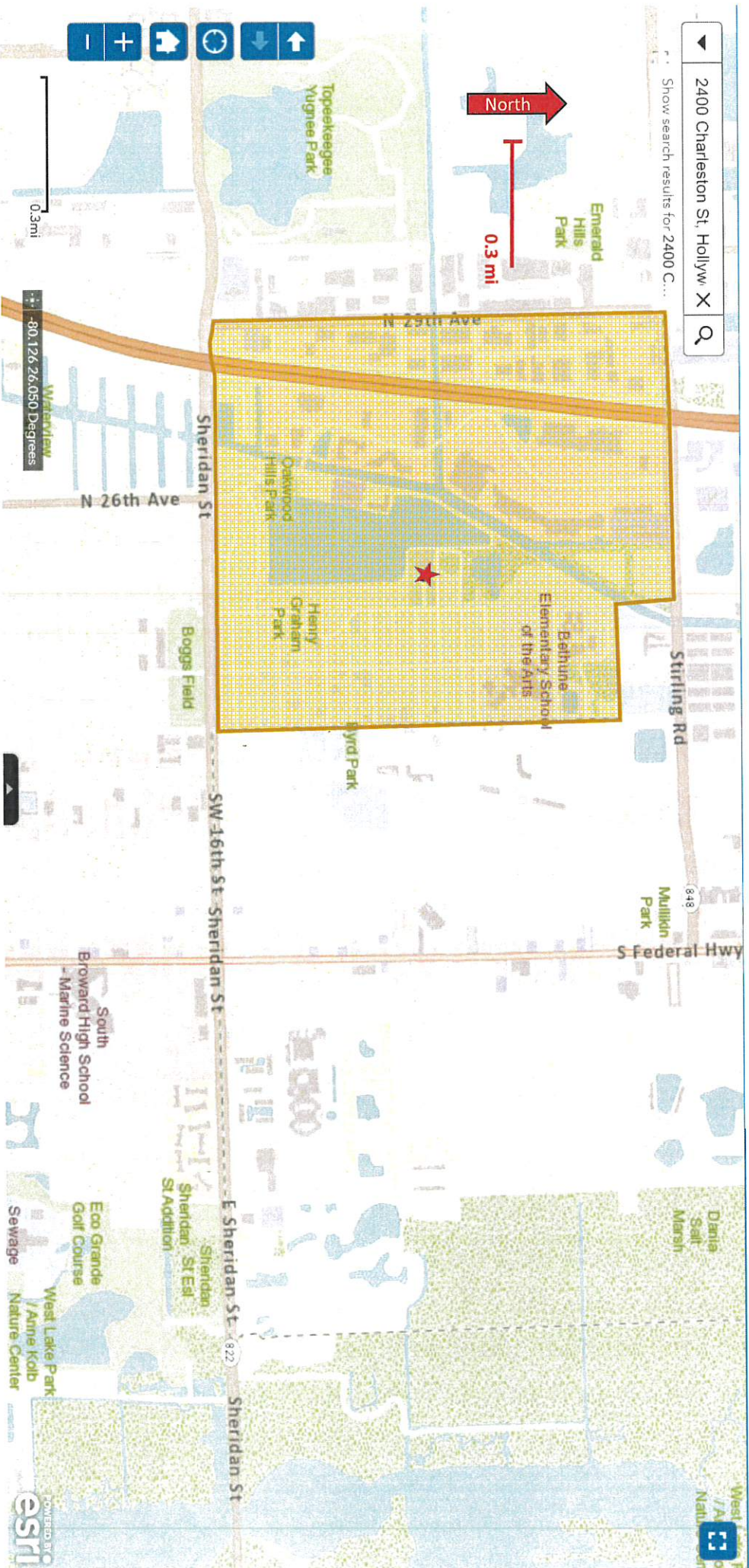
While all community centers are open to the general public, the location of these particular centers are of great benefit to LMI residents. The community-based programming that includes but is not limited to, cultural arts, after school care, summer camps, and civic organizations meetings are vital to the continued educational and cultural growth of the residents of these communities. Collectively, these centers provide programming to 6,156 residents daily.

It is anticipated that the laptops will be purchased and provided to the centers within 2 months of award.

Service Area Maps



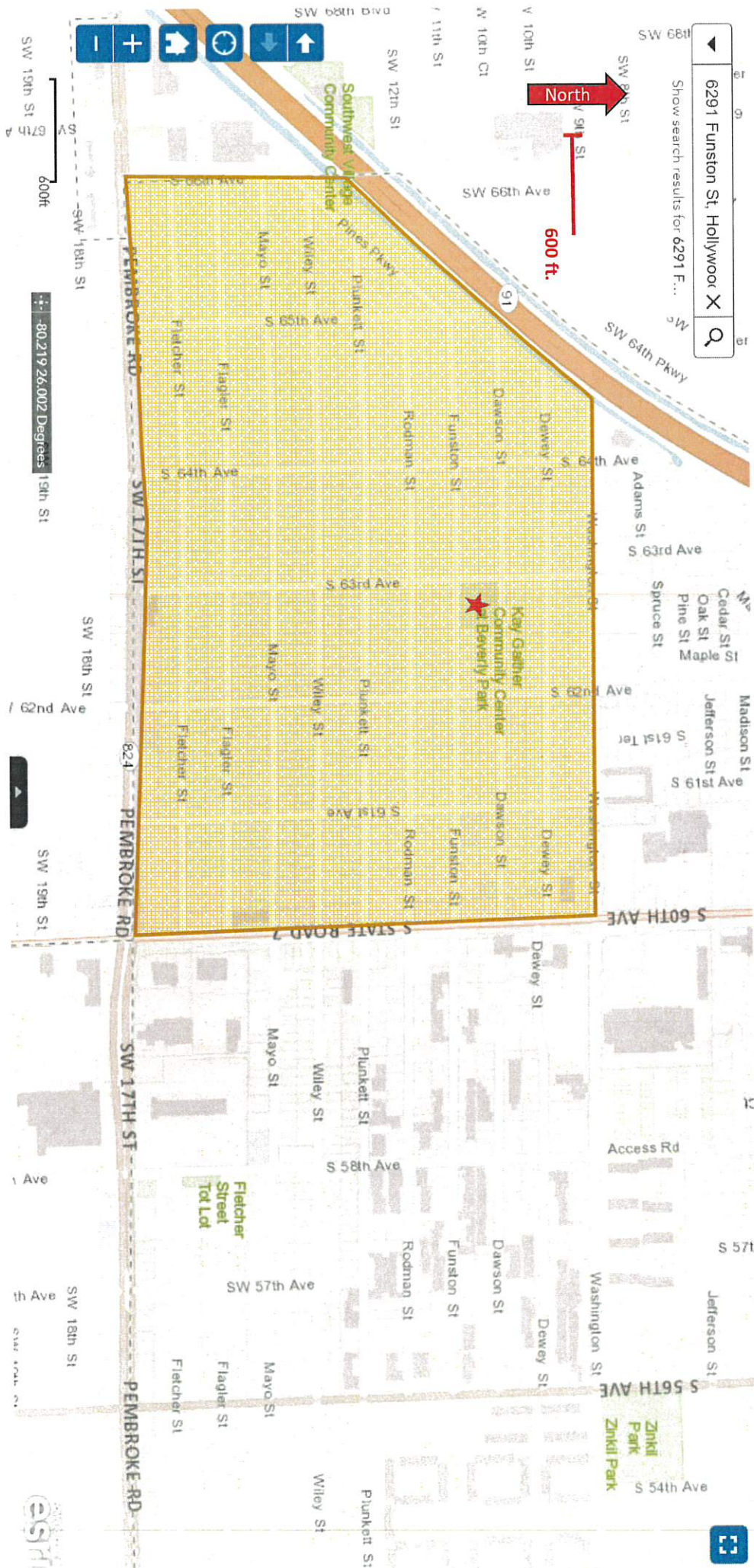
Martin Luther King Jr. Community Center



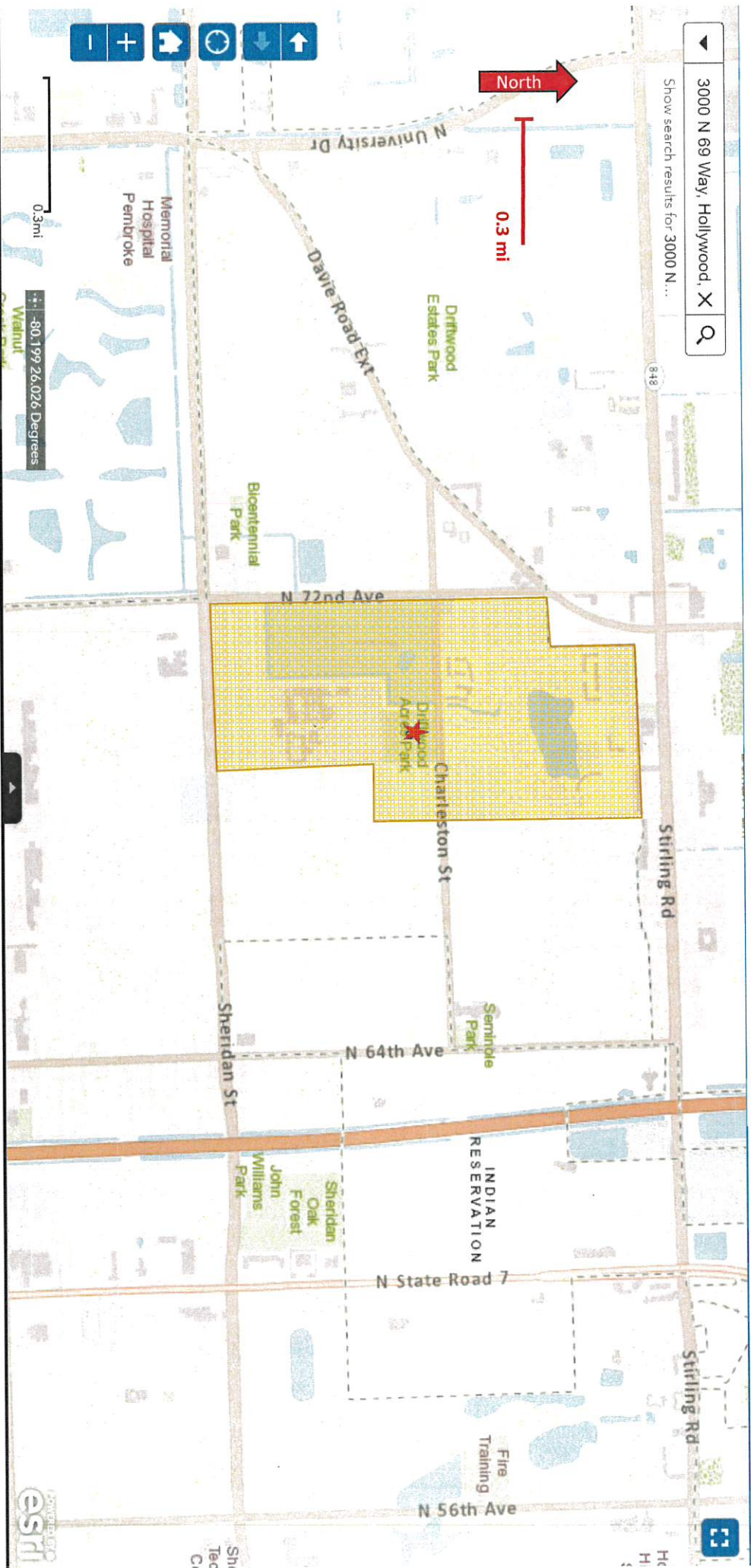
5199 Pembroke Rd, Hollyw X



Kaye Gather Community Center



Driftwood Community Center



Part V – Sub-recipient Information

Will the Activity be carried out by a Sub-recipient? ☐ Yes ☒ No

If no, skip to Part VI –Budget Information

Briefly explain all sub-recipient relationships necessary to carry out the activity.

N/A

Commitment letter(s), applications or other supporting documentation, if applicable should be uploaded in Part V of your online Qualtrics application. (See instructions.)

Sub-recipient Name: N/A

CEO Name: N/A

Address: N/A

City, State, Zip Code: N/A

Telephone No: N/A Ext: N/A Fax Number: N/A

E-Mail Address: N/A

Federal ID/Tax Number: N/A

DUNS Number: N/A

Part VI – Activity Budget

ACTIVITY	CDBG	LOCAL	IN-KIND	TOTAL
Administration (1)				
Engineering (2)				
Additional Engineering (3)				
Construction (4) *				
Acquisition (5) *				
Public Services (6) *	\$80,000.00			\$80,000.00
Public Assistance (7) *				
Business Assistance (8) *				
Planning (9) *				
TOTAL	\$80,000.00			\$80,000.00

(1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review; etc.

(2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.

(3) Additional engineering services subject to review and approval by DEO.

(4) Construction: Includes the cost of construction services for allowable construction activities.

(5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.

(6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.

(7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.

(8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.

(9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CF 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.

* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

Part VI – Activity Budget (Continued)

Detailed Budget Assumptions

Explain the proposed project budget, explaining how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost estimate.

Cost Reasonableness- the estimate provided by Dell Technologies has been compared against previous laptop purchases and has been determined to be reasonable by City staff. The estimate of value for the equipment is consistent with recent purchases.

Basis of Assumptions- City staff finds the estimate to be accurate. Contingency of 1.4% has been added to absorb any shipping or unit price adjustments.

Equipment purchases- 42 Dell Laptops.

Source documentation- Private market cost estimate.

Hollywood CDBG-CV Part VI Activity III

Scope-42 Laptop Computers to be ordered to service the MLK Community Center within the Liberia/Oakwood Hills Neighborhood (CT 805 BG 4), The Washington Park Community Center within the Washington Park Neighborhood (CT 914 BG 2), the Kay Gaither Community Center within the Beverly Park Neighborhood (CT 914 BG 1), and the Driftwood Community Center within the Driftwood Neighborhood (CT 906.02 BG 1).

Duration - the replacement HVAC systems are expected to function without servicing for 10-15 years. City staff shall monitor the replacement systems for performance.

Cost Estimates - the initial estimate was provided by Dell Technologies.

Cost Reasonableness - the estimate provided by Dell Technologies has been compared against previous projects and has been determined to be reasonable by City staff.

Unit Count	Manufacturer	Item	Equipment	Total Cost
42	Dell Technologies	Dell Latitude 5420 Rugged	\$ 78,876.42	\$ 78,876.42

Sub total			\$ 78,876.42	\$ 78,876.42
Contingency (1.4%)				\$1,123.58
Total				\$ 80,000.00

Part VII – Acquisition

Does the proposed project require the applicant to acquire real property? ☐ Yes ☒ No

If yes, please explain the status of acquisition (i.e., no site identified, option to purchase executed)

Activities will be carried out on property owned by the City of Hollywood.

If no, briefly explain the status of site control in all properties necessary to complete the project (i.e., activities will be carried out on property owned by the sub-recipient or local government).

Activities will be carried out on property owned by the City of Hollywood.

Part VIII – National Objective

Select the CDBG National Objective the project/program is intended to meet. Choose one (1) of the following national objectives and the specific benefit for that national objective:

- ☒ Benefit to Low- and Moderate- Income Persons
- ☒ Area Benefit ☐ Limited Clientele
- ☐ Jobs ☐ Housing
- ☐ Prevention or Elimination of Slums or Blight
- ☐ Area Basis ☐ Spot Basis
- ☐ Urgent Need

Explain why the National Objective was selected and how this project meets the criteria of that Objective. Refer to the instructions, on pages 6-8, for further guidance on the criteria and information that must be included. Specifically, make sure to address the questions listed for the chosen national objective.

The Martin Luther King Jr. Community Center (MLK Center)- Census Tract 805 Block Group 4- 85% LMI
 The Washington Park Community Center (WPCC)- Census Tract 914 Block Group 2- 62% LMI
 The Kay Gaither Community Center (KGCC)- Census Tract 914 Block Group 1- 57% LMI
 The Driftwood Community Center (DCC)- Census Tract 906.02 Block Group 1- 69% LMI

Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types.

Unit Type	# of Units	Unit Type	# of Units	Unit Type	# of Units
People	6,014	Jobs		Household	

Part IX – CARES Act Justification

Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Maximum one page. Supporting documentation may be included in Part IX of your online Qualtrics application. (See instructions.)

Part X - Environmental Review

Is the project Exempt or Categorically Excluded? ☒ Yes ☐ No

If no, has the environmental review process been completed? ☐ Yes ☒ No

Describe the project activities, level of environmental review required and the status of review:

Applicants must attach Certificate of Exempt/CENST and/or Status Environmental Review documentation signed by the Certifying Officer, that applicable level of review has been completed, up to but not including publication in Part X of your online Qualtrics application. (See instructions.)

Does the applicant participate in the National Flood Insurance Program: ☒ Yes ☐ No

REMINDER: The CDBG-CV Entitlement Program is funded by the State CDBG Program and is subject to the Environmental Review regulations at [24 CFR 58.18: Responsibilities of States Assuming HUD Environmental Responsibilities](#).

Part XI – Activity Experience

Describe the applicants, and/or the subrecipients experience and qualifications for performing the proposed activity.

The oversight of this activity involves several City Departments. The Community Development Division will oversee the compliance of the funding regulations. The Department of Information Technology (IT) will oversee the purchase of the Dell laptop computers. The Department of Parks, Recreation and Cultural Arts (PRCA) will distribute the laptops to City community centers. The Community Development Manager has 20 years of experience in the field of Community Development. The Director of IT has 20 years of experience in the field of IT. The Director of PRCA has 40 years of experience in the field of parks, recreation and cultural arts. The manager of Parks, Recreation and Aquatics has 23 years of experience in the field of parks, recreation and cultural arts.

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project (Please complete a separate template for each activity).

Please upload resumes or narratives, as necessary in Part XI of your online Qualtrics application. (See instructions.)

Part XII – Duplication of Benefits

CDBG funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. Grantees must prepare a Duplication of Benefits Worksheet to determine the level of CDBG-CV assistance that is considered non-duplicative.

Grantees must ensure that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Will the activity be providing a direct benefit to individuals, households or businesses? ☐ Yes ☒ No

If yes, describe how the applicant will ensure that duplication of benefits requirements have been met and documented.

N/A

Sections IV through XII must be completed for each activity proposed (maximum of 5). For additional activities complete the supplemental application pages provided online at <http://www.floridajobs.org/CDBG-CV>.

Part IV – Activity Description

Project/Program Title:

Describe the proposed project in no more than 3 sentences using the guidelines in the instructions.

The City of Hollywood will use the CDBG-CV2 install wiring and network equipment to expand WiFi for public services offered at four City community centers to allow for social distancing.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description;
- Justification of need for CDBG-CV funding (tie to COVID-19);
- Description of the service area;
- Identification of all project partners;
- Information on leveraged funds included in project; and
- Beneficiaries (Total, VLI and LMI) of the activities.

*Include the 500 word summary on a separate document along with other supporting documentation, if applicable, in Part IV through the online Qualtrics application.

CDBG National Objective:

CDBG Eligible Activity:

IDIS Matrix Code:

Projected Timeline. Please provide projected dates/timeframes for completion of the following:

Months from Award to Execution of Activity Contracts:

Months from Activity Contracts to Activity Implementation:

Months from Activity Implementation to Completion:

Briefly explain the timeline provided above:

After award of funds, the City shall publish a Request for Quotes and negotiate and draft a contractual agreement with the successful vendor to perform the work for the project. The process from award to execution of the contract is estimated to take 5 months. After the contract is executed the successful vendor will begin contract implementation within 1 month and complete the project within 3 months. This timeline takes into account the recent delays in receiving construction malays in shipping.

Hollywood CDBG-CV Part IV Activity IV

Community Centers within the City of Hollywood play a crucial role in serving the recreational, cultural and educational needs of Hollywood residents. Currently, there are centers within the City that do not have WiFi coverage sufficient to allow laptop use throughout the entire square footage of the center. Therefore, program directors are not allowed to space program participants appropriately to adhere to recommended social distance requirements. This activity proposes to install the required wiring and network equipment to expand the WiFi services throughout four targeted centers. The targeted centers are in residential communities disbursed throughout the City where greater than 50% of the households are LMI as follows:

1. The Martin Luther King Jr. Community Center (MLK Center) is located in the Liberia/Oakwood Hills Neighborhood (Census Tract 805 Block Group 4) that has one of the highest concentrations of low- and moderate-income people in the City of Hollywood at 85%.
2. The Washington Park Community Center (WPCC) is located in the Washington Park Neighborhood (Census Tract 914 Block Group 2) that has a 62% concentration of LMI households.
3. The Driftwood Community Center (DCC) is located in the Driftwood Neighborhood (Census Tract 906.02 Block Group 1) and has a 69% concentration of LMI households.
4. The Kay Gaither Community Center (KGCC) is located in the Beverly Park Neighborhood (Census Tract 914 Block Group 1) and has a 57% concentration of LMI households.

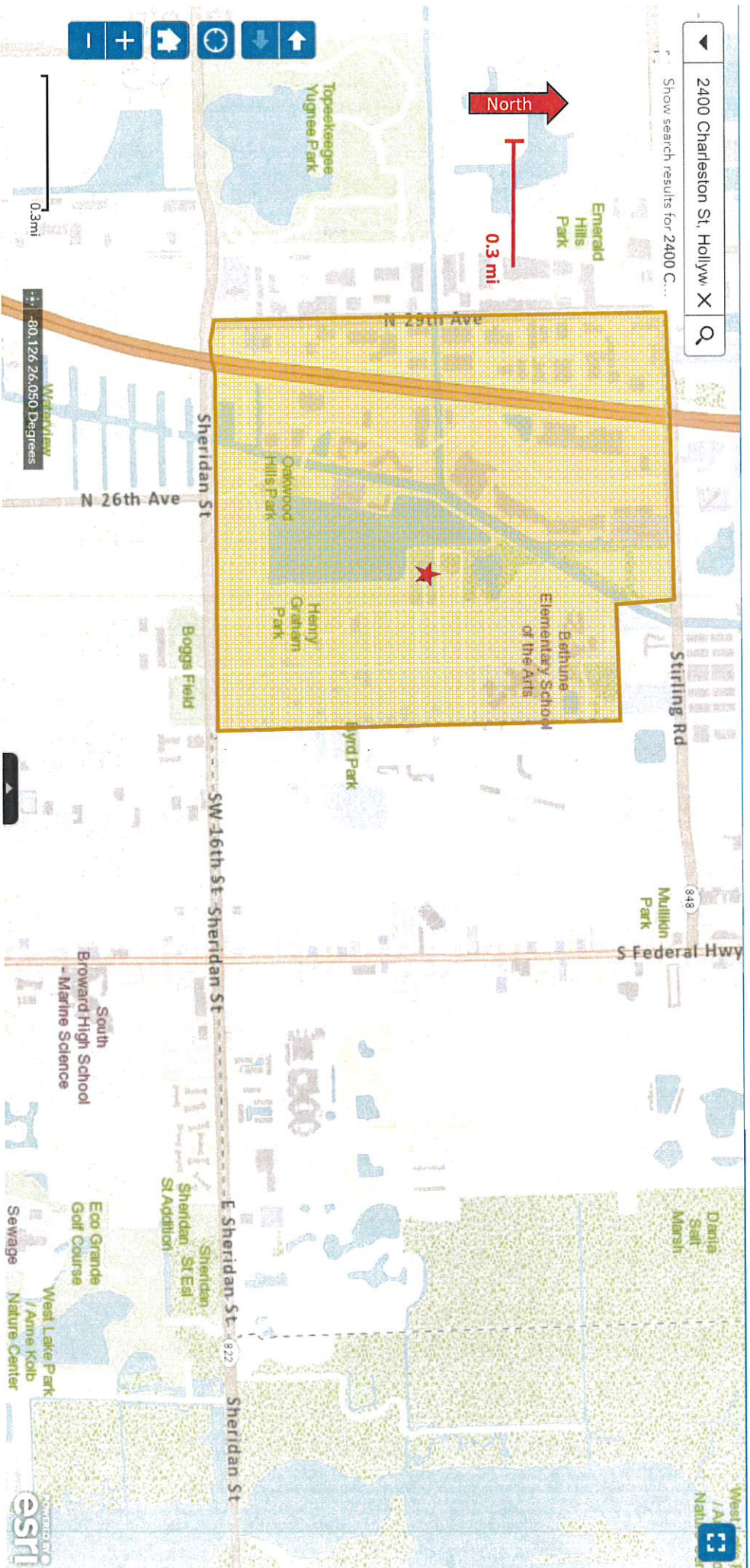
While all community centers are open to the general public, the location of these particular centers are of great benefit to LMI residents. The community-based programing that includes but is not limited to, cultural arts, after school care, summer camps, and civic organizations meetings are vital to the continued educational and cultural growth of the residents of these communities. Collectively, these centers provide programming to 6,156 residents daily.

It is anticipated that including Request for Quotes, Execution of Contracts, and Installation all four Community centers will have facility-wide WiFi coverage within 8 months from funding award.

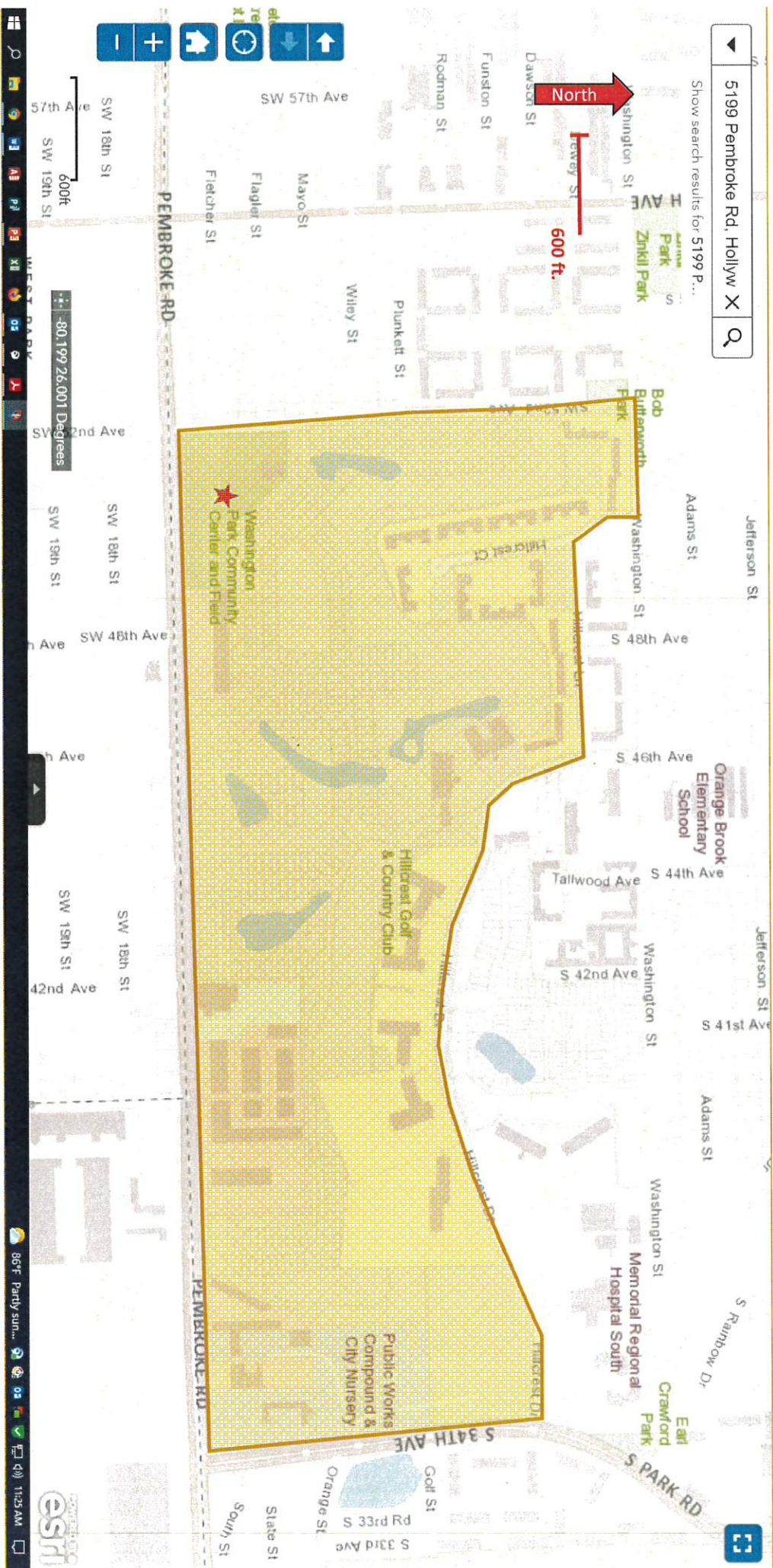
Service Area Maps



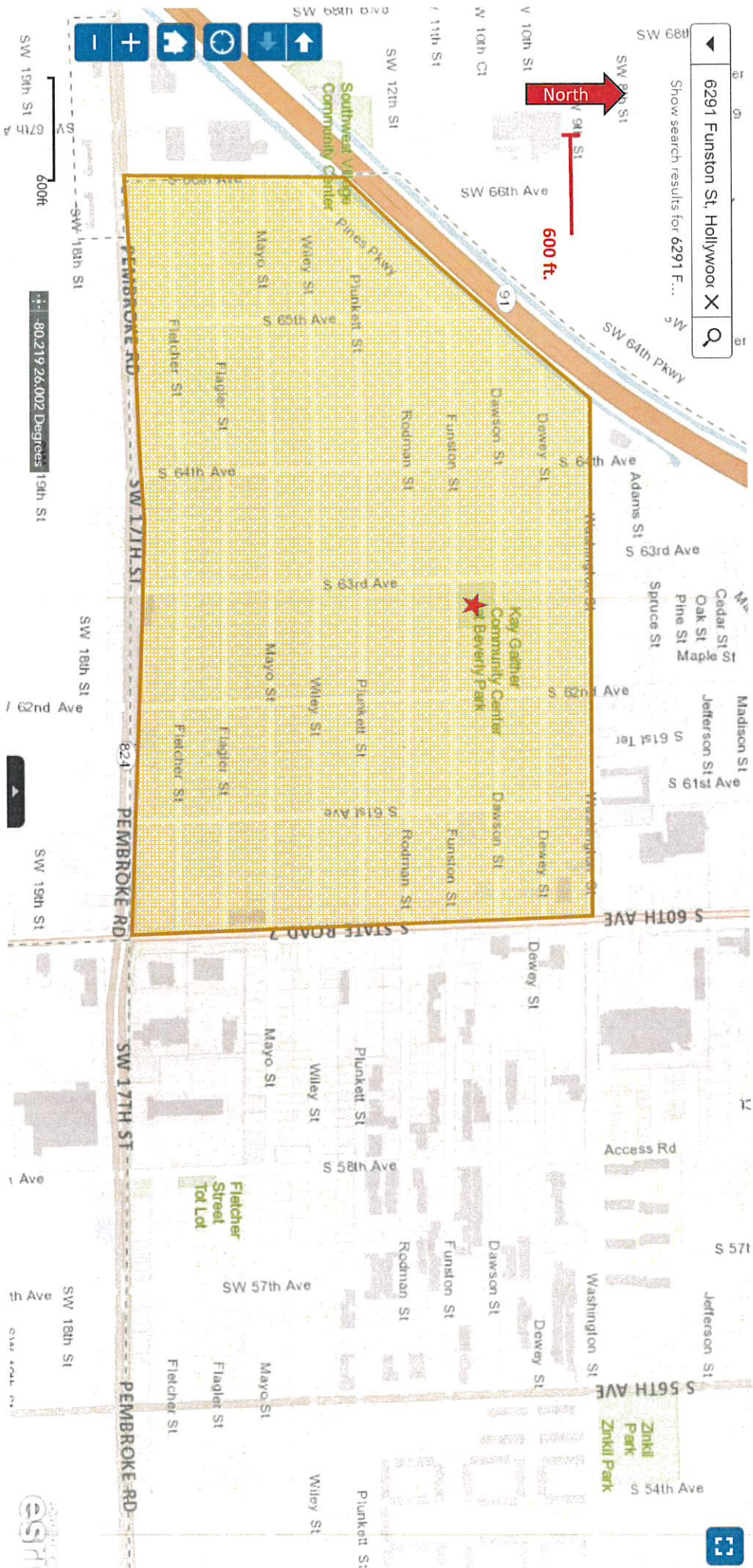
Martin Luther King Jr. Community Center



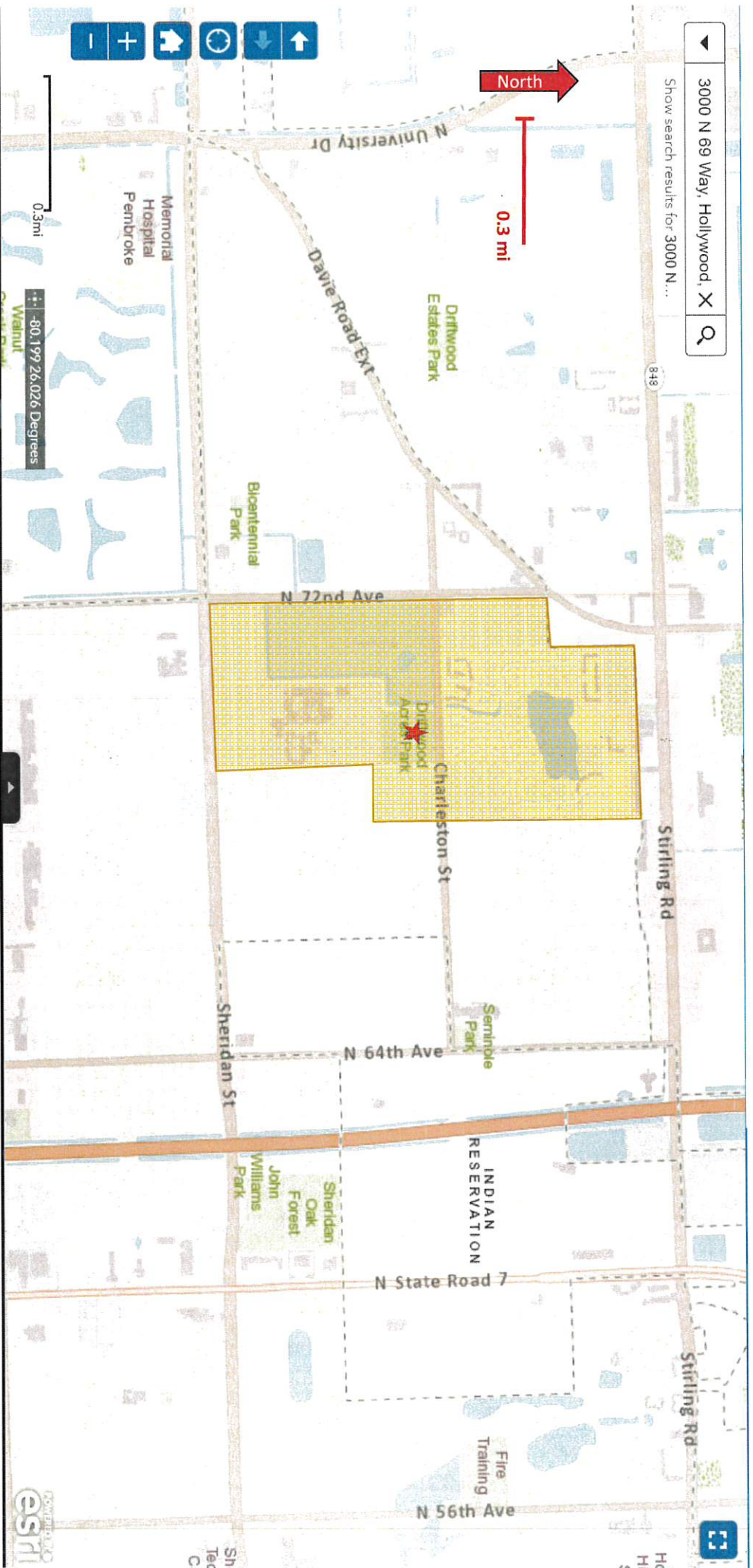
▼	5199 Pembroke Rd, Hollyw X	🔍
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Kaye Gather Community Center



Driftwood Community Center



Part V – Sub-recipient Information

Will the Activity be carried out by a Sub-recipient? ☐ Yes ☒ No

If no, skip to Part VI –Budget Information

Briefly explain all sub-recipient relationships necessary to carry out the activity.

N/A

Commitment letter(s), applications or other supporting documentation, if applicable should be uploaded in Part V of your online Qualtrics application. (See instructions.)

Sub-recipient Name: N/A

CEO Name: N/A

Address: N/A

City, State, Zip Code: N/A

Telephone No: N/A Ext: N/A Fax Number: N/A

E-Mail Address: N/A

Federal ID/Tax Number: N/A

DUNS Number: N/A

Part VI – Activity Budget

ACTIVITY	CDBG	LOCAL	IN-KIND	TOTAL
Administration (1)				
Engineering (2)				
Additional Engineering (3)				
Construction (4)*				
Acquisition (5)*				
Public Services (6)*				
Public Assistance (7)*				
Business Assistance (8)*	\$70,000.00			\$70,000.00
Planning (9)*				
TOTAL	\$70,000.00			\$70,000.00

(1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review, etc.

(2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.

(3) Additional engineering services subject to review and approval by DEO.

(4) Construction: Includes the cost of construction services for allowable construction activities.

(5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.

(6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.

(7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.

(8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.

(9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CFR 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.

* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

Part VI – Activity Budget (Continued)

Detailed Budget Assumptions

Explain the proposed project budget, explaining how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost estimate.

Cost Reasonableness- the estimate provided by Quality Wiring has been compared against previous purchases and has been determined to be reasonable by City staff. The estimate of value for the equipment and labor is consistent with recent purchases.

Basis of Assumptions- City staff finds the estimate to be accurate. However, due to the recent shortage of equipment and materials staff has added an additional 4% as a contingency..

Equipment purchases-

Source documentation- Private market cost estimate.

Hollywood CDBG-CV Part VI Activity IV

Location	Wiring	Network Equipment	Total
Kay Gaither	\$6,250.00	\$8,000.00	\$14,250.00
Washington Park	\$12,500.00	\$9,000.00	\$21,500.00
MLK	\$5,625.00	\$7,000.00	\$12,625.00
Driftwood	\$10,000.00	\$9,000.00	\$19,000.00
Subtotals	\$34,375.00	\$33,000.00	\$67,375.00
Contingency			\$2,625.00
Total			\$70,000.00

Part VII – Acquisition

Does the proposed project require the applicant to acquire real property? ☐ Yes ☒ No

If yes, please explain the status of acquisition (i.e., no site identified, option to purchase executed)

Activities will be carried out on property owned by the City of Hollywood.

If no, briefly explain the status of site control in all properties necessary to complete the project (i.e., activities will be carried out on property owned by the sub-recipient or local government).

Activities will be carried out on property owned by the City of Hollywood.

Part VIII – National Objective

Select the CDBG National Objective the project/program is intended to meet. Choose one (1) of the following national objectives and the specific benefit for that national objective:

☒ Benefit to Low- and Moderate-Income Persons

☒ Area Benefit

☐ Limited Clientele

☐ Jobs

☐ Housing

☐ Prevention or Elimination of Slums or Blight

☐ Area Basis

☐ Spot Basis

☐ Urgent Need

Explain why the National Objective was selected and how this project meets the criteria of that Objective. Refer to the instructions, on pages 6-8, for further guidance on the criteria and information that must be included. Specifically, make sure to address the questions listed for the chosen national objective.

The Martin Luther King Jr. Community Center (MLK Center)- Census Tract 805 Block Group 4- 85% LMI
The Washington Park Community Center (WPCC)- Census Tract 914 Block Group 2- 62% LMI
The Kay Galtner Community Center (KGCC)- Census Tract 914 Block Group 1- 57% LMI
The Driftwood Community Center (DCC)- Census Tract 906.02 Block Group 1- 69% LMI

Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types.

Unit Type	# of Units	Unit Type	# of Units	Unit Type	# of Units
People	6,014	Jobs		Household	

Part IX – CARES Act Justification

Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Maximum one page. Supporting documentation may be included in Part IX of your online Qualtrics application. (See instructions.)

Part X - Environmental Review

Is the project Exempt or Categorically Excluded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If no, has the environmental review process been completed? ☐ Yes ☒ No

Describe the project activities, level of environmental review required and the status of review:

\$70,000.00

<div></div>

Applicants must attach Certificate of Exempt/CENST and/or Status Environmental Review documentation signed by the Certifying Officer, that applicable level of review has been completed, up to but not including publication in Part X of your online Qualtrics application. (See instructions.)

Does the applicant participate in the National Flood Insurance Program: ☒ Yes ☐ No

REMINDER: The CDBG-CV Entitlement Program is funded by the State CDBG Program and is subject to the Environmental Review regulations at [24 CFR 58.18: Responsibilities of States Assuming HUD Environmental Responsibilities](#).

Part XI – Activity Experience

Describe the applicants, and/or the subrecipients experience and qualifications for performing the proposed activity.

The oversight of this activity involves several City Departments. The Community Development Division will oversee the compliance of the funding regulations. The Department of Information Technology (IT) will oversee the purchase and installation of wiring and network equipment. The Community Development Manager has 20 years of experience in the field of Community Development. The Director of IT has 20 years of experience in the field of IT. The Director of PRCA has 40 years of experience in the field of parks, recreation and cultural arts. The manager of Parks, Recreation and Aquatics has 23 years of experience in the field of parks, recreation and cultural arts.

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project (Please complete a separate template for each activity).

Please upload resumes or narratives, as necessary in Part XI of your online Qualtrics application. (See instructions.)

Part XII – Duplication of Benefits

CDBG funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. Grantees must prepare a Duplication of Benefits Worksheet to determine the level of CDBG-CV assistance that is considered non-duplicative.

Grantees must ensure that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Will the activity be providing a direct benefit to individuals, households or businesses? ☐ Yes ☒ No

If yes, describe how the applicant will ensure that duplication of benefits requirements have been met and documented.

N/A