


**CITY OF HOLLYWOOD, FLORIDA  
COMMUNITY & ECONOMIC DEVELOPMENT  
INTER-OFFICE MEMORANDUM**

**DATE:** April 3, 2015 **FILE:** CED – 15 -059

**TO:** Joel Wasserman, Director  
Procurement Services

**FROM:** Davon Barbour, Director   
Community & Economic Development Department

**SUBJECT:** Best Interest – Center for Independent Living of Broward (CILB)

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**EXPLANATION:**

As you are aware, the City of Hollywood is a recipient of state and federal community development funds. Receipt of these funds requires compliance to various regulatory and expenditure requirements. Specifically, the State of Florida Fiscal Year 2014-2015 State Housing Initiative Partnership Program Funds (SHIP) requires that 20% of the allocation must serve persons with special needs, with priority for persons with developmental disabilities. In order to continue compliance with SHIP requirements, the Department of Community & Economic Development proposes to engage the Center for Independent Living of Broward (CILB) to perform services for this target population.

Since 1991, CILB, a 501 (c) (3) non-profit organization, has served more than 60,000 individuals with disabilities in fulfilling their goals of independence and self-sufficiency. CILB provides services to people with disabilities, regardless of age, in Broward, Charlotte, Collier, Glades, Hendry, and Lee counties. CILB's housing rehabilitation experience, combined with its comprehensive social services, establish the organization as a unique entity to assist the City in sustaining SHIP funding compliance.

It is important that persons with special needs have access to a variety of services to aid in their independence. Also, the housing rehabilitation process must take into account the progression of certain disabilities and the additional housing alteration that will be needed in the future. Staff recommends that it is not in the best interest of the City to go through a competitive bidding process for the services needed to satisfy this mandate as the Center for Independent Living is uniquely qualified to provide the services as follow:

- The City has history of working with CILB in providing Housing Rehabilitation Services.
- CILB is currently providing barrier free housing services for Broward County under the same funding mandate for which the City is looking for services.
- CILB specializes in services to the special needs community including those with developmental disabilities, a target population of the grant.
- CILB is uniquely qualified to evaluate the current housing needs of a special needs client and has the ability to predict continued deterioration associated with particular disabilities and effectively recommend appropriate property rehabilitation work in response to the disability.
- A connection to CILB makes a housing rehabilitation client aware of a variety of other services offered by the Center for Independent Living including but not limited to workforce development, job placement, high school transition to community and work, and veterans programs.
- CILB has worked with the following cities on similar scope of services:
  - Lauderdale lakes
  - Lauderhill
  - Oakland Park
  - Pembroke Pines
  - Plantation
  - Pompano Beach

The Department looks forward to its continued deliverance of quality community development programming. I certify that CILB is uniquely qualified to perform the requested services. To this end, I respectfully request that you concur with the Department's objective to engage CILB.

**RECOMMENDATION:**

Approval of request.