



**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
MUNICIPALITIES CDBG APPLICATION**

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

<u>COMMUNITY DEVELOPMENT GRANT PROJECT SUMMARY</u>			
<u>Category</u>	<u>Budget</u>		
Cash	\$444,977		
In-Kind	\$119,220		
Other Grants			
CDBG	\$100,000		
TOTAL	\$664,197		
PROGRAM ACTIVITIES:		NATIONAL OBJECTIVE	
Only one category per application			
Public Service (15% Cap)	(X)	Limited Clientele	(X)
Capital Improvement	()	Limited Clientele	()
Capital Improvement	()	Area Benefit	(X)
Housing	()	Low/Mod Housing (LMH)	()
Capital Improvement	()	Area Benefit	()
Economic Development	()	Low/Mod Jobs (LMJ)	()
Continuing Project:	Yes (X)		
New Project:	Yes ()		
Applicant completes the following items.			
1. Applicant Organization Name: Friends of Hepburn Center, Inc./ City of Hallandale Beach			
Address: 750 NW 8th Avenue, Hallandale Beach, Florida 33009			
Telephone #: (954) 457-1460 FAX #: (954) 457-1305			
2. Contact Person: Marian McCann-Colliee			
Title: Director, Human Services Department			
Street Address: 750 NW 8th Avenue, Hallandale Beach, Florida 33009			
E-MAIL Address: mcolliee@hallandalebeachfl.gov			
Telephone #: (954) 457-1460 FAX #: (954) 457-1305			
3. Project Name: Austin Hepburn Center After School Tutorial Enrichment Program			
4. CDBG Funds Requested (\$15,000 Minimum Request): \$100,000			

5. **Project Goals:** Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. The scope of services must demonstrate activities involved in implementing the project while project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.
- a. **Project Goals and Quantifiable Objectives:** Describe how goals and objectives will either: 1). benefit low income persons, 2). provide an area benefit: 3). eliminate or prevent slums and blighted conditions, or 4). impact a problem or need of particular urgency. Only pick one of these objectives. (Please note that HUD requires that 70% of CDBG funds must benefit low/moderate income persons over a three year period).
1. Provide a structured, supervised After School Program for 200 students from low and moderate households in Grades K – 8th during out of school time. Enrollment in the Program will deter youth from activities associated with child abuse/neglect and juvenile delinquency.
 2. Provide year round educational and cultural enrichment programmatic services for 200 youth in Grades K – 8th to enhance and improve students' abilities to be promoted to the next grade level.
 3. Provide therapeutic counseling to improve behavioral skills for youth as a deterrent from activities associated with negative conduct, school suspension and juvenile delinquency.
 4. Provide informative workshops and meetings for parents as a means of improving their ability to manage their children and households.
 5. Provide Part-Time Teacher Aides/Assistants employment opportunities for seven (7) individuals as a means of enhancing their employability through staff development for the purpose of sustaining employment and obtaining greater self-sufficiency. One (1) Part-Time Administrative Office Assistant will provide clerical support to the Afterschool Program.

b. Detailed Scope of Services: The scope of services should explain exactly what will be accomplished with the funds requested.

1. Provide Year Round After School Program (ASP) services for a minimum of 200 students in Grades K-8th from low and moderate income households.
2. Conduct informative Parent Meetings and Workshops for participants of ASP and community.
3. Provide counseling and mental health support services for youth as a means of minimizing behavioral problems, school suspension and juvenile delinquency.
4. Provide part-time employment opportunities for seven (7) para-professionals and one (1) clerical assistant.

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

The Friends of the Hepburn Center, Incorporated in conjunction with City of Hallandale Beach will coordinate their efforts in seeking additional funding to maintain continuance of the program.

d. Program Design: How do you plan to achieve the goals identified above. Please be clear and specific. (Please Attach)

	PROGRAM GOALS	PERFORMANCE INDICATORS	OUTCOMES
1.	Provide Year Round After School Program (ASP) services for a minimum of 200 students in grades K-8 th from low and moderate income households	<ul style="list-style-type: none"> • Registration Forms • Attendance Logs 	200 youth will be served by the program
2.	Provide homework assistance and tutorial services to participants of the ASP to enable them to be promoted	<ul style="list-style-type: none"> • Schedule of Activities Log submitted by Instructors Monthly • Report Cards 	85% of the 200 students enrolled in the ASP will be promoted to the next grade
3.	Conduct informative Parent Meetings and Workshops for participants of ASP and community	<ul style="list-style-type: none"> • Hold a minimum of 4 meetings per year 	Conduct Parent Meetings and Parenting Workshops.
4.	Provide behavioral counseling and mental health support services for youth	<ul style="list-style-type: none"> • Identify youth in need of Mental Health Support Services and provide treatment or make appropriate referrals • Conduct behavioral group counseling for students 	25% of youth enrolled in the ASP will be provided Mental Health support services
5.	Provide sufficient direct services staff to facilitate after school care	<ul style="list-style-type: none"> • Social Worker Staff's Itinerary submitted Weekly • Certified Teacher's Activity Plan • Monthly Activity Schedule for each class per grade 	Staff allocation: (1) Youth Services Coordinator (1) Social Worker (6) Certified School Teachers (26) Part-Time Support Staff Positions dedicated to the ASP



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

- a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs.

The Friends of the Hepburn Center, Incorporated has been a non-profit organization, registered with the State of Florida for the past twenty-six (26) years. Since its foundation in 1984, The Friends of the Hepburn Center, Incorporated has worked with the City of Hallandale Beach. The City of Hallandale Beach has demonstrated a positive track record of managing Federal, State and County Grant Funds without any problems.

- b. Provide a list of current CDBG projects.

First Grant

Project Name	Friend’s of Hepburn Center After School Program	Funding Amount	\$80,000
Contract Period	36th Year – 10/1/2010-9/30/2011	Balance of funds unspent	N/A

Second Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

7. **Description:** Describe expected project outcome(s). Description must include time frame for start-up and completion, street location of the service and census tract(s). Describe the service area.

a. **Project Description:** For capital Improvement projects, the anticipated linear feet of project or number and description of public facilities must be stated. Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects, should state number of businesses to be assisted, jobs created and describe loans and amounts of loan funds available. New Housing Construction and Housing Rehabilitation projects must comply with Energy Star Requirements.

The After School Tutorial Homework Enrichment Program is a public service project that will afford part-time employment to seven (7) individuals (7-Teacher Aides/Assistants) whose employment will assist in providing educational and enrichment activities, which will improve the lives of 200 youth and their families, by diverting youth from activities associated with negative behavior, drugs, crime and suspensions from school. The projected activities will also have a positive impact on the education of youth. One (1) part-time Administrative Office Assistant will provide clerical support for the ASP.

The City of Hallandale Beach's Human Services Department will assist the eight (8) employed individuals, through staff development to improve employability skills which can assist in acquiring full-time employment and becoming self-sufficient.

b. **Time Frame:** What is the time frame for start-up and completion after notification of funding award. Indicate what funding commitment is required to provide for timely project start-up.

The 37th Year CDBG will be a continuation of funding, therefore time frames for startup and completion after notification of funding shall be immediate to ensure there is no break in services.



- c. **Street address / Location:** Attach map identifying project location. Also provide an address in the description when site acquisition is involved. Provide evidence of Phase 1 – Environmental Assessment for Capital, New Construction and Economic Development activities that was done within 6 months of application for funding.

The Austin Hepburn Center is a City of Hallandale Beach facility that houses the After School Program. The Center is located at 750 N.W. 8th Avenue, Hallandale Beach, Florida 33009 (see attached map).

- d. **Census Tract(s) and Block Groups:** Consult census maps for the census tract location of this project. (Area benefit projects must serve 51% low and very low income persons.)

1002 – 62.30% of Low/Moderate Income
 1003 – 57.18% of Low/Moderate Income
 1004 – 80.78% of Low/Moderate Income
 1005 – 59.70% of Low/Moderate Income

There is a high incident of unemployment in all tracts.

- 8. **Budget Table Instructions:** Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

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

Category	CDBG	Non CDBG City of Hallandale Beach	Non CDBG Friends of Hepburn Center, Inc.	TOTAL All Sources
Personnel	\$80,500	\$240,319		\$320,819
Benefits	\$6,279	\$19,498		\$25,777



Category	CDBG	Non CDBG City of Hallandale Beach	Non CDBG Friends of Hepburn Center, Inc.	TOTAL All Sources
Travel	\$7,000			\$7,000
Training				
Equipment		\$39,120 (In-Kind)	\$5,100 (In-Kind)	\$44,220
Supplies	\$4,721	\$30,000		\$34,721
Contractual With Outside Agencies or Vendors		\$100,650	\$54,510	\$155,160
Construction				
Other	\$1,500	\$75,000 (In-Kind)		\$76,500
Totals	\$100,000	\$504,587	\$59,610	\$664,197

9. **Budget Narrative Instructions:** The budget narrative statement should provide a detailed explanation and justification for each cost category shown in the Budget Table on page 6. The budget narrative should identify non-CDBG resources to be utilized in financing the project, including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

a) Provide a comprehensive program of educational services to 200 low-income



youth in grades Kindergarten through Middle School in an After School Tutorial Year-Round Program. Enrichment activities and behavioral counseling also be provided. The program will provide job experience and job training for seven (7) individuals to expand their capacity to become self-sufficient. One (1) Part-Time Administrative Office Assistant will provide clerical support for the After School Program.

The \$100,000 requested from CDBG will include the cost of personnel; salaries and benefits for seven (7) Teacher Aides/Assistants and one (1) Part-Time Administrative Office Assistant I in the amount of \$86,779. The remaining funds of \$13,221 will be used for operation expenses for the After School Program.

- b) The \$100,000 in CDBG Funds will be matched by The Friends of Hepburn Center, Incorporated, with \$54,510 in cash for personnel and \$5,100 for in-kind equipment. The City of Hallandale Beach shall provide a total of \$504,587 in cash and in-kind contributions for personnel/benefits, supplies, food, trips/travel, equipment and office/classroom space. The total Project Budget is \$664,197 (Detailed Budget Attached).

DRAFT

10. Describe and calculate Leveraging: Describe and attach supporting documentation including letter(s) of commitment, resolutions, minutes of meetings, etc., showing specific resources the applicant will commit to the project as identified in columns 2 and 3 of the Budget Table on page 6. Include and identify in-kind contributions, sweat equity and other resources.

- a. Provide documentation as an attachment and summarize below.**
 - 1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, job title and salary.**
 - 2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.**
- b. Instructions on calculating leveraging**

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

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

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

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



Calculations:

Total Non-CDBG Funds	<u>\$564,197 x 100</u>
Divided by CDBG Request	\$ 100,000
Percent Leveraging	564.197%

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

- a. **Project consistent with Broward County Consolidated Plan: Project should explain which Consolidated Plan priority it will address.**
- b. **Project Consistent with Local Government Plans and Zoning: Project letters from municipality or County government in which the project will occur, stating consistency with county or municipal adopted comprehensive plans. Provide Flood Plan Map, if in flood plain.**
- c. **Is project a permitted use in the zoning text regulations for the zoning district designated for the project site?**
 Yes [] **Attach municipal or County verification of zoning and adopted future land use plan designation for the site**
 No [x] **plan of action to achieve zoning district change.**
- d. **Plat Approval: Does your project require platting or a plat note amendment?**
 Yes [] **Attach platting requirements and time table for completion.**
 No [x] **Provide Plat Name, Plat Book Number and Plat**
Page Number
- e. **Countywide Programs: If a specific program in the area of single family or rental rehabilitation, residential redevelopment, commercial revitalization, or redevelopment is proposed, explain how the program will be more effective on a cost and services basis than the same program provided by the Broward County Community**



Development Division.

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

See Attached Letter

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

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

Yes Provide a legal description, street address and the property owner's name. *Consult the Community Development Division staff before acquiring real property to follow the Uniform Acquisition Procedures.*

No No property is to be acquired

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

Yes Outline the proposed relocation plan and show source of funds on Page 5 and 6 for the budget table and narrative above.

No

13. Citizen Participation: Complete this section for citizen participation

