

City of Fort Lauderdale CDBG- DR Administrative Action Plan

Grantee Admin Action Plan Template

Grantee Cover Page

Instructions:
City of Fort Lauderdale Community Development Block Grant Disaster Recovery (CDBG -DR)

Table of Contents

Instructions:
Grantees can establish a table of contents to help guide the reader through the Admin Action Plan organization.

I. General Information for Admin Action Plan Submission

Grantee Name:	City of Fort Lauderdale
Date Plan Submitted:	2/28/2025
Total Grant Amount:	\$88,051,000
Total Amount of PACs Budgeted:	\$4,400,000
Grantee Contact (Name):	Rachel Williams
Grantee Contact (Email/Phone):	Rwilliams@fortlauderdale.gov 954-828-5391
HUD Contact (Name):	Elimaris Fernandez
HUD Contact (Email/Phone):	Elimaris.X.Fernandez@hud.gov

II. Proposed Allocation of Funds

Instructions:
Funds will be used for reasonable Program Administrative Costs as defined in 24 CFR § 570.206
<ol style="list-style-type: none"> 1. Salaries, wages, and related costs of the recipient's staff, the staff of local public agencies, or other staff engaged in program administration. In charging costs to this category, the City may either include related costs allocable to the program of each person whose <i>primary</i> responsibilities about the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes <i>any</i> program administration assignments 2. Travel costs incurred for official business in carrying out the program. 3. Administrative Services performed under a third-party contract

4. Other costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space. (Fair Housing activities, Public Information Activities, Indirect Cost using the De Minimis Rate of up to 15 % of the modified total direct cost)

Program Administration Activity/Activities	Criteria for Eligibility (e.g., 24 CFR 570.206(a))	Budget/Allocation
General Management and Oversight	24 CFR 570.206 (a), (1) (I - IX)	\$2,646,638
Administrative Services performed by a third-party Including Sub-recipient	24 CFR 570.206 (a) (3)	\$1,000,000
Public Information and Fair Housing	24 CFR 570.206 (b), (c)	\$90,000
Travel	24 CFR 570.206 (a), (2)	\$50,000
Other Costs	24 CFR 570.206 (a), (4), 24 CFR 570.206 (f)	\$613,362

Total		\$4,400,000



***NOTE:** When a grantee submits an Admin Action Plan, the grantee must consider the need to cover PACs over the life of the grant, which is six years from HUD's signature on the initial grant agreement. Therefore, grantees are strongly encouraged to budget for these costs early in the grant lifecycle.*

III. Publication of the Admin Action Plan

Instructions:

Normally, a grantee must publish any proposed action plan and substantial amendments to the plan for public comment. However, because the Admin Action Plan will only include PACs, and to allow for a more streamlined process and timely awarding of grants, no public comment period is required.

Grantees must publish the Admin Action Plan online when the plan is submitted to HUD. The manner of publication of the Admin Action Plan must include prominent posting on the grantee's official disaster recovery website and include any substantial amendments to the Admin Action Plan.

Provide link to website with Admin Action Plan prominently posted and/or other evidence.

IV. Standard Form 424 (SF-424)

Instructions:

When the grantee submits its Admin Action Plan or substantial amendment to the plan to HUD for approval, it must include the Standard Form 424 (SF-424).

Completed SF-424 attached	<input checked="" type="checkbox"/>
----------------------------------	-------------------------------------

V. Certifications

Instructions:

Each grantee receiving an allocation subject to the Universal Notice and choosing to submit an Admin Action Plan must complete the following certifications in Appendix A of the Universal Notice and submit them with the Admin Action Plan to HUD.

Certification in Appendix A of the Universal Notice includes the following:

- a. **Compliance with Anti-discrimination Laws:** The grantee certifies that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.
- b. **Affirmatively Further Fair Housing:** The grantee certifies that it will affirmatively further fair housing.
- c. **Anti-Lobbying:** The grantee certifies its compliance with restrictions on lobbying required by 24 CFR 87, together with disclosure forms, if required by part 87.
- d. **Authority of Grantee:** The grantee certifies that the Admin Action Plan for disaster recovery is authorized under state and local law (as applicable) and that the grantee, and any entity or entities designated by the grantee, and any contractor, subrecipient, or designated public agency carrying out an activity with CDBG-DR funds, possess(es) the legal authority to carry out the program for which it is seeking funding, in accordance with applicable HUD regulations


as modified by waivers and alternative requirements.

- e. **Consistency with the Action Plan:** The grantee certifies that activities to be undertaken with CDBG-DR funds are consistent with its Admin Action Plan.
- f. **Citizen Participation:** The grantee certifies that it is following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.115 or 91.105 (except as provided for in waivers and alternative requirements). Also, each local government receiving assistance from a state grantee must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486 (except as provided for in waivers and alternative requirements).
- g. **Use of Funds:** The grantee certifies that it is complying with each of the following criteria:
 - (1) Purpose of the Funds. Funds will be used solely for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the most impacted and distressed areas for which the President declared a major disaster pursuant to the Stafford Act (42 U.S.C. 5121 *et seq.*).
 - (2) Maximum Feasibility Priority. With respect to activities expected to be assisted with CDBG-DR funds, the Admin Action Plan has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families.
 - (3) Overall benefit. The aggregate use of CDBG-DR funds shall principally benefit low- and moderate-income families in a manner that ensures that at least 70 percent (or another percentage permitted by HUD in a waiver) of the grant amount is expended for activities that benefit such people.
 - (4) Special Assessment. The grantee will not attempt to recover any capital costs of public improvements assisted with CDBG-DR grant funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) the grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient CDBG funds (in any form) to comply with the requirements of clause (a).
- h. **Excessive Force:** The grantee certifies that it has adopted and is enforcing the following policies, and, in addition, state grantees must certify that they will require local governments that receive their grant funds to certify that they have adopted and are enforcing:

Optional Admin Action Plan Template for CDBG-DR Grants Subject to the Universal Notice

- (1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
- (2) A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- i. **Grant Timeliness:** The grantee certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out disaster recovery activities in a timely manner and that the grantee has reviewed the requirements applicable to the use of grant funds.
- j. **Environmental Requirements:** The grantee certifies that it will comply with environmental requirements at 24 CFR 55 (as applicable) and 24 CFR 58.
- k. **Compliance with Laws:** The grantee certifies that it will comply with the provisions of title I of the HCDA and with other applicable laws.

Completed certifications attached	<input checked="" type="checkbox"/>
--	-------------------------------------



***NOTE:** A grantee must also make certifications included in Appendix B of the Universal Notice and submit them to HUD when it submits its Action Plan, which means some certification statements will be submitted twice.*

Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001, and 31 U.S.C. 3729.

Susan Grant

06/03/25

Signature of Certifying Official

(Date)

Susan Grant, Acting City Manager

Printed Name of Certifying Official

(Date)


CDBG-DR-Optional-Action-Plan-Template-for-Program-Administrative-Costs-Consolidated-Notice-Covered-Grantees


Final Audit Report

2025-03-06


Created:	2025-03-06
By:	Rebecca McClam (rmclam@fortlauderdale.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-2CHo9NpL1lcO9fKWXdFY6geDT9evjVw


"CDBG-DR-Optional-Action-Plan-Template-for-Program-Administrative-Costs-Consolidated-Notice-Covered-Grantees" History

 Document created by Rebecca McClam (rmclam@fortlauderdale.gov)
2025-03-06 - 6:20:00 PM GMT

 Document emailed to Susan Grant (SuGrant@fortlauderdale.gov) for signature
2025-03-06 - 6:20:05 PM GMT

 Email viewed by Susan Grant (SuGrant@fortlauderdale.gov)
2025-03-06 - 6:29:39 PM GMT

 Document e-signed by Susan Grant (SuGrant@fortlauderdale.gov)
Signature Date: 2025-03-06 - 6:29:51 PM GMT - Time Source: server

 Agreement completed.
2025-03-06 - 6:29:51 PM GMT

