



CITY OF FORT LAUDERDALE

**APPROVED**

**City of Fort Lauderdale  
Community Services Board  
March 11, 2019 – 4:00 P.M.  
City Commission Chambers, City Hall  
Fort Lauderdale, FL 33301**

**October 2018-September 2019**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
Wanda Francis, Chair	P	5	0
Jonathan Bennett (arr. 4:38)	P	3	1
Laurel Bolderson	P	4	1
Christina Disbrow	P	3	1
April Kirk (via phone)	P	3	2
Richard Morris	A	3	3
Marisol Simon	P	4	0
Noah Szugajew	P	5	0

**Staff Present**

Rachel Williams, Housing and Community Development Manager  
Simone Flores, CDBG Grants Administrator  
Jamie Opperlee, Recording Secretary, Prototype, Inc.

**Communication to the City Commission**

**Motion** made by Mr. Szugajew, seconded by Ms. Bolderson, to request a meeting with the City Commission to discuss the possibility of zoning for “tiny homes.” In a voice vote, the **motion** passed unanimously.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement – As of March 1, 2019, there are 9 appointed members to the Board, which means 5 constitutes a quorum**

Chair Francis called the meeting to order at 4:01 p.m. and all present recited the Pledge of Allegiance. Roll was called and it was noted a quorum was present at the meeting.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

**III. APPROVAL OF MINUTES – FEBRUARY 11, 2019**

**Motion** made by Ms. Bolderson, seconded by Ms. Disbrow, to approve. In a voice vote, the **motion** passed unanimously.

The following Item was taken out of order on the Agenda.

#### **IV. HOPWA**

- **HOPWA Expenditures**

Ms. Williams reported that all Housing Opportunities for Persons with HIV/AIDS (HOPWA) providers are on schedule to spend all their funding. Thus far they have spent \$1.8 million, for which the U.S. Department of Housing and Urban Development (HUD) has already reimbursed the City for \$1.1 million. The remaining amount is currently being processed and is expected by the end of March 2019.

- **MODCO Update**

Sharon Bryant, Director of Operations for Mount Olive Development Corporation (MODCO), stated that there are currently three clients residing in the shared housing program. The intake process is underway for a fourth client. Assessments and housing goals have been completed, and MODCO has reviewed the rules and regulations of the program with the clients. One client is actively seeking employment, and two are scheduled to attend a seminar at the Center for Independent Living on the Social Security "Ticket to Work" program.

- **3-4 Clients from Waitlist**

Ms. Williams advised that the Tenant-Based Rental Voucher (TBRV) program has been at capacity with \$2.1 million in funding. The program anticipates funding cuts from HUD. Staff has performed an analysis of underused funds by some agencies, and emailed both agencies, Broward Regional Health Planning Council (BRHPC) and Broward House, to determine if they can serve additional clients using these funds. BRHPC determined that they could take on two additional clients from the waiting list with their remaining funds.

- **Tiny Home Village Zoning**

- **Waiver of Zoning Rules for Tiny Homes Village**

No update is available at this time, although the City's Zoning Department has reported that their rules are currently "as is." The Board may send a communication to the City Commission if they wish to address the possibility of more flexible zoning regulations for affordable housing.

#### **V. CDBG**

- **Explanation of Scoring Tool**

Community Development Block Grant (CDBG) Administrator Simone Flores addressed questions by the Board members, stating that in the pre-application stages, Staff has

ensured all applications are thorough and complete for basic items, such as financial capacity of the agency.

Ms. Kirk joined the meeting via telephone at 4:12 p.m.

Chair Francis observed that she found it helpful to review the agencies' application packets before looking at the scoring sheet. This included the agencies' executive summaries, purposes, staffing, and funding. Ms. Williams emphasized that because the CDBG program operates on a reimbursement basis, the agencies should have sufficient capacity to carry the program for at least three months before their first reimbursement funds are available.

Because funding for fiscal year (FY) 2019-2020 has not yet been determined by HUD, they will be working from projected figures. When HUD decides upon the City's funding amount, it may be necessary to come back to the Board to adjust these figures. The execution process for funding can take from 90 to 120 days, which means the agencies should be able to operate the program while awaiting reimbursement. The agencies' participation agreement also stipulates that the City has up to 45 days from receipt of reimbursement requests to reimbursement itself.

Chair Francis recalled that in the past, the Board has attempted to fund agencies that did not have sufficient staffing to navigate the CDBG bureaucratic process. This meant they did not have the capacity to process funding in a timely manner. Ms. Williams added that this refers not only to an agency's fiscal capacity, but to their programmatic capacity as well.

Chair Francis continued that once the applications have been reviewed and scored, the agencies will have an opportunity to come before the Board to respond to questions and address concerns. The Board members may adjust their scoring after the question-and-answer period if necessary.

Ms. Williams stated that once the members have submitted their scores to Staff, they will receive a spreadsheet that tabulates scores and ranks the top five agencies. An attachment including historical information on the agencies will be provided along with the spreadsheet. This information is available for agencies that have received CDBG funding in the past and shows their funding, spending patterns, and number of clients served. Agencies receiving CDBG dollars are subject to a timeliness ratio test, which means funds must be spent before August.

Chair Francis emphasized the need to ensure all applications are complete and have been filled out properly, pointing out that some agencies may not have sufficient staffing to meet this requirement. This can be particularly difficult for smaller agencies. Ms. Williams advised that while Staff cannot tell the Board how to score an agency, they can provide as much information as possible to allow the members to make informed decisions.

Ms. Simon requested clarification of the total amount for which agencies are applying, noting that \$1.5 million is available from state and federal sources. Ms. Flores replied that by law the City is only permitted to use 15% of these funds toward public service activities. Other eligible activities, such as capital improvement projects, are not subject to the same application deadline as public service funds.

Ms. Williams cited the example of a business which had applied for funds in a previous cycle to help it expand. The founder of the business ultimately determined that he did not wish to move forward with CDBG funding due to the restrictive nature of the process, and returned the funds that had been advanced to him.

Ms. Williams continued that the members' scorecards are due seven to 10 days before the April 8, 2019 meeting. This will allow Staff sufficient time to prepare the spreadsheet and send it back to the members. They are asked to bring their hard copies of this scoring tool to the meeting, as the members may wish to change their scores once the question-and-answer period is complete. The spreadsheet and rankings will be updated as these changes are made. Members must sign and date their final scoring tools before handing them in for record retention.

Ms. Flores stated that the projected CDBG funding amount is \$195,000 to be shared among public service entities. This amount is subject to change when final HUD allocations are made. She reviewed the scores provided by Staff on the applications, including availability of other funding sources and agency funding statuses. The application includes criteria for need, program description, and measurable goals.

The national objective of CDBG funding is to serve low-income families. Depending upon the nature of the project, agencies may or may not need to perform income certification: for example, senior citizens are considered an exempt category. This means agencies that serve seniors must use one of the CDBG-eligible millage codes when requesting reimbursement.

Mr. Bennett arrived at 4:38 p.m.

- **Conflict of Interest**

Ms. Williams distributed copies of Form 8B: Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers. If a member feels that his or her ties to any of the applicants fall under any of the categories listed on the form, s/he must fill out and submit the form in advance of the April 8, 2019 meeting. When that application is under discussion, the member must leave the dais and is not allowed to participate in any way. She encouraged the members to reach out to her via email if they have questions, and she would solicit an answer from the City's Legal Department ahead of time.

- **Review of Dates and Deadlines**

Members' scorecards are due to Staff by Monday, April 1, 2019, one week in advance of the April 8 meeting. They are also asked to bring the scoring tool with them to the April 8 meeting in case changes are necessary. Both April 8 and April 9 are scheduled as meeting dates in the event that the April 8 meeting does not conclude business.

**VI. GOOD OF THE ORDER**

None.

**VII. PUBLIC COMMENTS**

None.

**VIII. ITEMS FOR THE NEXT AGENDA**

CDBG applications will be reviewed at the next Board meeting. Ms. Williams advised that the order of presentation will be sent to the members in advance of this meeting. Chair Francis encouraged all members to attend the April 8, 2019 meeting if possible.

**IX. COMMUNICATIONS TO CITY COMMISSION**

Chair Francis stated that she would like to request a meeting with the City Commission to discuss the subject of zoning for tiny homes.

**Motion** made by Mr. Szugajew, seconded by Ms. Bolderson, to request a meeting with the City Commission to discuss the tiny homes idea. In a voice vote, the **motion** passed unanimously.

**X. ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned at 4:52 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]