



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#22-0518**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** June 21, 2022

**TITLE:** Public Hearing Approving the Fiscal Year 2022-2023 Housing and  
Community Development Annual Action Plan - (**Commission Districts 1,  
2, 3 and 4**)

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**Recommendation**

Staff recommends the City Commission approve the 2022-2023 Annual Action Plan and funding allocation as proposed by the Community Services Board (CSB) and authorize the City Manager to execute the necessary documents and agreements associated with each entitlement funding source for submittal to the U.S. Department of Housing and Urban Development (HUD).

**Background**

Annually, the City is required to submit an action plan associated with the five-year consolidated plan for 2020-2024. The consolidated plan provides a comprehensive strategy of how the City will utilize entitlement funding to address housing, economic, social and community development needs. The attached annual action plan identifies specific activities with associated funding amounts that are designed to achieve the goals identified in the consolidated plan.

The annual action planning process serves as the framework that has been established based on community-wide dialogues. These dialogues identify commission top priorities that align with the consolidated plan and support the HUD national objective for: Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), and HOME Investment Partnerships (HOME) Program.

Exhibit 1 provides a comprehensive outline of the community organizations to be funded, the proposed funding amount and a brief description of the program and services to be provided:

**Resource Impact**

There is no fiscal impact to the General Fund. The federal grant will reimburse the City for the funding expended on eligible activities.

**Strategic Connections**

This item is a 2022 Top Commission Priority, advancing the Homelessness and Housing Opportunities Initiative.

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Neighborhood Enhancement Focus Area
- Goal 4: Build a thriving and inclusive community of neighborhoods.
- Objective: Ensure a range of affordable housing options

This item advances the Fast Forward Fort Lauderdale 2035 Vision Plan; We Are Community.

**Attachments**

Exhibit 1 – Proposed 2022-2023 Annual Action Plan

Exhibit 2 – Public Hearing Notice

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Prepared by: Rachel Williams, Housing and Community Development

Charter Officer: Chris Lagerbloom, ICMA-CM, City Manager

## Housing Opportunities for Persons with AIDS (HOPWA)

### PROPOSED HOPWA ACTIVITIES FOR 2021-2022 BUDGET:

\$ 7,210,033.00

*Unspent prior years funding will be utilized first*

Administration	\$ 216,300.00
Homeless Management information System	\$ 70,000.00
Housing Quality Standards Inspector	\$ 97,000.00

### HOPWA Programmatic Funds

\$ 6,826,733.00

#### REQUESTING AGENCIES

Broward House	\$ 1,223,721.00
1. Facility Based Housing	
2. Project Based Rental Assistance	\$ 838,453.00
3. Tenant Based Rental Voucher	\$ 1,445,074.00

#### Broward Regional Health Planning Council

1. Permanent Housing Placement (PHP)	\$ 269,352.00
2. Short Term Rent, Mortgage, and Utilities (STRMU)	\$ 485,500.00
3. Tenant Based Rental Voucher	\$ 1,261,990.00
4. TEHV	\$ 61,895.00

#### Care Resources

1. Non-Housing Supportive Services: HCM	\$ 270,342.00
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#### Legal Aid of Broward County

1. Non-Housing Supportive Services: Legal Services	\$ 190,000.00
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#### Mount Olive Development Corporation

1. Project Based Rental Assistance	\$ 452,406.00
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#### SunServe

1. Non-Housing Support Services	\$ 328,000.00
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**FACILITY BASED HOUSING (FAC):** Provision of housing in a multi-person, multi-unit residence designed as a residential alternative to institutional care; to prevent or delay the need for such care; and to provide a transitional setting with appropriate supportive services. With facility-based housing, the expectation is that participants will need some level of supportive services in order to maintain stability and receive appropriate levels of care. HOPWA regulations require the sponsor to certify that they will give residents an adequate level of support and work with qualified service providers, accessing such support in an ongoing manner. This includes all HOPWA housing expenditures, which provide support to facilities, including community residences, single room occupancy (SRO) dwellings, short-term or transitional facilities, and other housing facilities as approved by HUD.

Each client may only stay on the program for 365 days. If the client requires a longer stay, the agency must submit an extension request to the City. Requesting an extension does not mean an extension will be given. The City may grant a maximum of two 6- months extensions. Each resident must have a housing plan. A housing plan incorporates measurable tasks that will transition the client to another subsidy or self-sufficiency. Measurable tasks at 0-45 days to stabilize client, 46-90 days, 91-180 days, 181-270 days(at this point, client should be planning for transition), 271-365 days and on day 365 transition off to another subsidy or private housing. Provides resources to develop and operate community residences and other supportive housing.

**CITY OF FORT LAUDERDALE  
HOUSING OPPORTUNITIES for PERSON with AIDS (HOPWA) PROGRAM  
FIRST ADDENDUM TO THE FY2022-2023 PROGRAM PROVIDER AGREEMENT  
WITH  
COMMUNITY AID RESOURCE, INC D/B/A CARERESOUCE COMMUNITY HEALTH  
CENTERS INC.,**

**THIS ADDENDUM**, with an effective date of **October 1, 2022**, is entered into by and between the **City of Fort Lauderdale**, a Florida municipal corporation, with its principal address located at 100 N. Andrews Avenue, Fort Lauderdale, FL 33301 (City), and **COMMUNITY AID RESOURCE, INC D/B/A CARERESOUCE COMMUNITY HEALTH CENTERS INC** a Florida non-profit corporation with its principal address located at 3510 Biscayne Blvd, Suite 300, Miami, Florida 33137 (Participant) (collectively, Parties).

**WHEREAS**, the City receives Housing for Persons with AIDS (HOPWA) funding from the U.S. Department of Housing and Urban Development (HUD) to undertake program activities, including housing and other supportive services to eligible individuals; and

**WHEREAS**, the City issued Request for Information (RFI) No. 12487-108 and the HOPWA grant application process through the submittable portal, seeking qualified non-profit organizations to provide housing and certain supportive services to eligible persons under the HOPWA grant program; and

**WHEREAS**, Participant submitted a responsive proposal to the City to provide Non-Housing Support Services – Housing Case Management and

**WHEREAS**, Participant is a non-profit organization with significant activities related to providing services or housing to persons with Acquired Immunodeficiency Syndrome (AIDS) or related diseases; and

**WHEREAS**, on June 21, 2022, the City approved CAM 22-0518 awarding HOPWA funding to Participant; and

**WHEREAS**, the City entered into a Program Provider Agreement with the Participant dated **October 1, 2022**, to provide funds for Fiscal Year 2022-2023 in a total amount not to exceed Two Hundred Seventy Thousand Three Hundred Forty-Two Dollars and Zero Cents (\$270,342.00) for the administration of the Participant's HOPWA programs (Provider Agreement); and

**WHEREAS**, the City and Participant wish to enter into an addendum to the Provider Agreement to incorporate HUD's revised HOPWA Consolidated APR/CAPER Performance Report Workbooks; and

*Program Name: Housing Opportunities for Persons With HIV/AIDS Program (HOPWA)  
Catalog of Federal Domestic Assistance (CFDA) #: 14.241  
Grant Participant: FLH21F004/ FLH22F004*



**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. **RECITALS:** The foregoing recitals are true and correct in all respects and are incorporated herein by reference.
- II. **ADDENDUM:** The purpose of this Addendum is to incorporate into the Provider Agreement the terms and conditions required by the new regulations related to HOPWA Consolidated APR/CAPER Performance Report Workbooks.

A. HOPWA Consolidated APR/CAPER Performance Report Workbooks

**The Provider Performance Report Workbook**, should be completed by **any organization** that delivers/conducts any HOPWA activities (e.g., Supportive Services, Tenant-Based Rental Assistance, Permanent Housing Placement, etc.) in addition to administrative activities will complete the Provider Workbook. This includes HOPWA Formula or Competitive **grantees** that deliver HOPWA activities directly, such as TBRA, STRMU, Supportive Services, etc., in addition to administrative activities, and the **project sponsor** (as defined in 24 CFR 574.3) organizations that grantees contract to carry out eligible HOPWA activities. For this reason, HUD is calling this the “Provider” Workbook, rather than the “Project Sponsor” Workbook. Some Formula and Competitive HOPWA Grantees provide direct HOPWA activities and will need to complete the **Provider Performance Report Workbook**, in addition to the **Grantee Performance Report Workbook**.

The Provider Workbook collects annual performance data for HOPWA activities. This includes household outputs (e.g., households served and demographic information), outcomes (e.g., access to care and support outcomes) and expenditures (for HOPWA-eligible costs).

The Provider Workbook includes the following sections (or tabs):

- Performance Report Cover
- Instructions
- Identification
- HOPWA Provider Summary
- Provider Contact
- Demographics & Prior Living
- Leveraging
- TBRA (Tenant-Based Rental Assistance)
- P-FBH (Permanent Facility-Based Housing)
- ST-TFBH (Short-Term or Transitional Facility-Based Housing)
- STRMU (Short-Term Rent, Mortgage and Utilities Assistance)
- PHP (Permanent Housing Placement Assistance)

- Housing Info (Housing Information Services)
- Supp. Svcs. (HOPWA Supportive Services)
- Other Competitive Activity
- Access to Care & Totals
- CAP DEV (Capital Development)
- VAWA (Housing Transfers for Households Covered by the Violence Against Women Act)

The HOPWA Consolidated APR/CAPER performance Report workbooks also include some changes related to general grantee and project sponsor information, and the required data elements that must be reported.

The HOPWA Consolidated APR/CAPER performance Report workbooks should be completed and submitted to City within thirty days of the completion of the grant contractual year. Which ends on September 30<sup>th</sup> of each year.

Parties to this addendum shall read HOPWA-Consolidated-APR-CAPER-User-Manual and participate in all HUD published trainings to ensure full understanding of the new requirements. HOPWA-Consolidated-APR-CAPER updates can be found on hudexchange website, link below:

<https://www.hudexchange.info/resource/6796/hopwa-consolidated-apr-caper-user-manual/> and

<https://www.hudexchange.info/programs/hopwa/hopwa-consolidated-apr-caper-e-tutorial-series/#new-annual-reporting-overview>

- III. **NO OTHER CHANGES:** Except as otherwise provided in this First Addendum, all terms, covenants, obligations and provisions of the Provider Agreement shall remain unaltered, shall continue in full force and effect, and are hereby ratified, approved and confirmed by the parties in every respect. If the terms and conditions set forth in this First Addendum directly conflict with any provision contained in the Provider Agreement, then this First Addendum shall control.

**[REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**



IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

**WITNESSES:**

**CITY OF FORT LAUDERDALE, a Florida municipal corporation**

Donna Varisco  
Signature

Donna Varisco  
Witness Name – Printed or Typed

H. Skondra  
Signature

Hatrina Skondridakis  
Witness Name - Printed or Typed

By: [Signature]  
GREG CHAVARRIA  
City Manager

Date: April 28, 2023

Approved as to form:  
D'Wayne M. Spence,  
Interim City Attorney

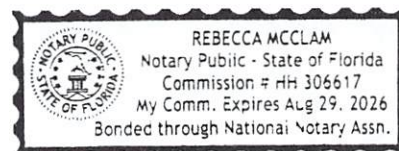
By: [Signature]  
Patricia Saint-Vil-Joseph  
Assistant City Attorney

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online, this 28th day of April, 2023, by **Greg Chavarria**, as City Manager of the City of Fort Lauderdale, a Florida municipal.

[Signature]  
(Signature of Notary Public – State of Florida)

Rebecca McClam  
Print, Type or Stamp Commissioned Name of Notary Public)





Personally Known ☒ OR Produced Identification ☐  
Type of Identification Produced \_\_\_\_\_

**PARTICIPANT**

**CARERESOUCE COMMUNITY HEALTH  
CENTERS INC,** a Florida non-profit  
corporation

**WITNESSES:**

  
Signature  
Kossana Sop-Elias  
[Witness print name]

  
Signature  
Macarena Gomez  
[Witness print name]

By:   
Richard Siclari, CEO

Attest:

  
Secretary

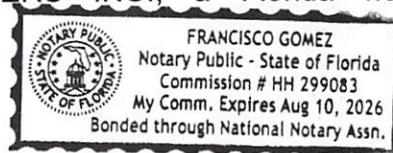
(CORPORATE SEAL)

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me, me by means of ☒ physical presence or ☐ online, this 12 day of April 2023, by **Richard Siclari**, CEO of CARERESOUCE COMMUNITY HEALTH CENTERS INC., a Florida non-profit corporation.

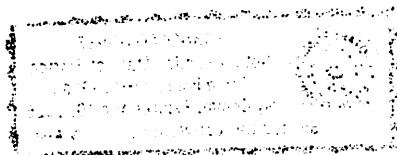
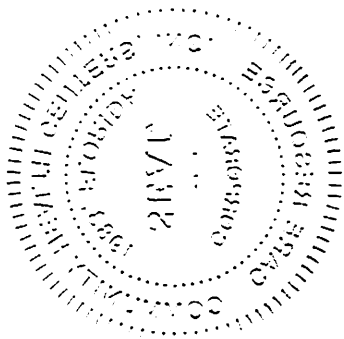
  
(Signature of Notary Public – State of Florida)

Francisco Gomez  
Print, Type or Stamp Commissioned Name of Notary Public)



Personally Known ☒ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_







# CITY MANAGER'S OFFICE

## DOCUMENT ROUTING FORM

Rev: 3 | Revision Date: 9/1/2022

21

TODAY'S DATE: 4/24/2023

DOCUMENT TITLE: HOPWA PROVIDER AGREEMENT A -Addendum#1 FOR FY 22-23 -  
COMMUNITY AID RESOURCE, INC D/B/A CARERESOURCE COMMUNITY HEALTH CENTERS INC.,

COMM. MTG. DATE: 6/21/2022 CAM #: 22-0519 ITEM #: PH-1 CAM attached: ☒ YES ☐ NO

Routing Origin: CAO Router Name/Ext: Sonia S x5598 Action Summary attached: ☒ YES ☐ NO

CIP FUNDED: ☐ YES ☒ NO

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include land, real estate, realty, or real.

2) City Attorney's Office: Documents to be signed/routed? ☒ YES ☐ NO # of originals attached: 2

Is attached Granicus document Final? ☒ YES ☐ NO Approved as to Form: ☐ YES ☐ NO

Date to CCO: 4/25/23 Attorney's Name: Patricia SaintVil-Joseph Initials: PSJ

3) City Clerk's Office: # of originals: 2 Routed to: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: 04/25/23

4) City Manager's Office: CMO LOG #: APR 29 Document received from: CCO 4/25/23  
Assigned to: GREG CHAVARRIA ☐ ANTHONY FAJARDO ☐ SUSAN GRANT ☐  
GREG CHAVARRIA as CRA Executive Director ☐ RT 4/27/23

☐ APPROVED FOR G. CHAVARRIA'S SIGNATURE ☐ N/A G. CHAVARRIA TO SIGN

PER ACM: A. FAJARDO (Initial) S. GRANT (Initial)

☐ PENDING APPROVAL (See comments below)

Comments/Questions: \_\_\_\_\_

Forward ☒ originals to ☐ Mayor ☒ CCO Date: 5/1/23 CCO

5) Mayor/CRA Chairman: Please sign as indicated.

Forward \_\_\_\_\_ originals to CCO for attestation/City seal (as applicable) Date: \_\_\_\_\_

### INSTRUCTIONS TO CITY CLERK'S OFFICE

City Clerk: Retains 0 original and forwards 2 originals to: Eveline Dsouza X4775/ HCD

Attach \_\_\_\_\_ certified Reso # \_\_\_\_\_ ☐ YES ☐ NO Original Route form to CAO