

## Resolution No. 3025

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2021 and terminating on September 30, 2022 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

### **Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2021 and terminating on September 30, 2022 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2021 and

terminating on September 30, 2022 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

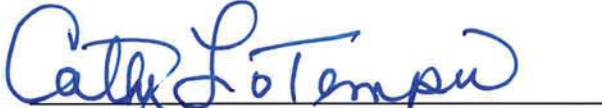
**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

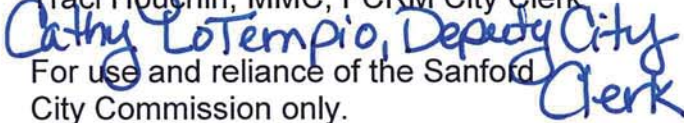
Passed and adopted this 28<sup>th</sup> day of March 2022.

Attest:

City Commission of the City of  
Sanford



Traci Houchin, MMC, FCRM City Clerk

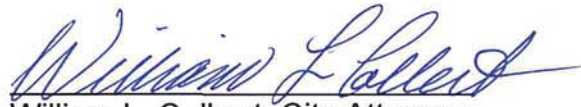
  
Cathy Lotempio, Deputy City Clerk

For use and reliance of the Sanford  
City Commission only.

Approved as to form and legality.

Art Woodruff, Mayor





William L. Colbert, City Attorney

# REQUEST FOR BUDGET TRANSFER

Fiscal Year 2022

Department: City Manager

Division: Community Relations

Date: 3/28/2022

**DECREASE BUDGET**

REVENUE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Decrease	Remaining Balance	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title				
105	0000	331	54	00		CDBG Grant Administration	635,985	635,985	95,574	540,411
										-
										-
										-
										-
										-
										-
										-
										-
<b>TOTAL DECREASE</b>									<b>\$ 95,574</b>	

**INCREASE BUDGET**

EXPENDITURE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Increase	Remaining Balance	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title				
105	1105	554	31	00		CDBGAD			57,787	57,787
105	1105	554	31	00		19CDAD			37,787	37,787
										-
										-
										-
										-
										-
										-
										-
<b>TOTAL INCREASE</b>									<b>\$ 95,574</b>	

REASON FOR AMENDMENT: Transfer to cover Temporary Worker Payroll

DIRECTOR APPROVAL: Andrew Thomas DATE: Mar 17, 2022

FINANCE APPROVAL: Cynthia Lindsay DATE: 3/17/22

CITY MANAGER APPROVAL: Norton N. Bonaparte, Jr. DATE: Mar 17, 2022  
(Norton N. Bonaparte, Jr. (Mar 17, 2022 17:54 EDT))  
 (\$5,000 TO \$49,999)

CITY COMMISSION AGENDA DATE: \_\_\_\_\_ APPROVED? \_\_\_\_\_  
 (\$50,000 OR MORE)

**FOR FINANCE USE**

Entry Date: 04/04/2022 Batch Number: B# 2673 Document #: BA 06-105  
 S. Posey Res# 3025  
 CCM# 22-100



**CITY COMMISSION MEMORANDUM 22-100**  
**MARCH 28, 2022 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Andrew Thomas, Community Relations & Neighborhood Engagement  
Director  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** CDBG CARES Act Budget Transfer Request

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approve Resolution No. 3025, to amend the budget in the amount of \$95,815 to fund a temporary staff position for the CDBG CARES Act program, is requested.

**FISCAL/STAFFING STATEMENT:**

The proposed budget transfer amendment of \$95,815 will fund a temporary staff position for the CDBG CARES Act program and will increase the FY 2022 Citywide budget by \$95,815.

**BACKGROUND:**

The fiscal year 2022 budget had allocated \$635,985.00 in funding for the Community Development Block Grant Cares Act program. The amendment of \$95,815 will cover the cost of the temporary staff person, CARES Act Program Coordinator retained through a contract agreement with Robert Half International, Inc.

**LEGAL REVIEW:**

No legal review requested of the City Attorney.

**RECOMMENDATION:**

It is staff's recommendation that the City Commission approve Resolution No. 3025, to amend the budget in the amount of, \$95,815, to fund a temporary staff position for the CDBG CARES Act program.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 3025.”

Attachments: Budget Resolution No. 3025

Attachment “A”

Robert Half Agreement - Attachment “B”

HUD Agreement - Attachment “C”

Date of Notice: 6/11/2021

## Notice of Grant Award/Fund Availability General Information

<b>Subrecipient Name:</b>	See Attachment	
<b>Data Universal Numbering System (DUNS #):</b>	See Attachment	
<b>Federal Award Name:</b>	Low Income Home Energy Assistance	
<b>Grantor:</b>	U.S. Department of Health and Human Services	
<b>Federal Award Identification Number (FAIN):</b>	2102FLE5C6	
<b>Federal Award Year:</b>	PY2021	
<b>CFDA/CSFA Title and Number:</b>	Low Income Home Energy Assistance	93.568
<b>Award for Research &amp; Development (Y/N):</b>	No	
<b>Action being Taken:</b>	Issue Award and Release	

## Award Information

<b>Program Year in SERA:</b>	PY2021
<b>Program Group in SERA:</b>	Economic Self-Sufficiency
<b>Program Name in SERA:</b>	Low Income Home Energy Assistance
<b>Project in SERA:</b>	LIHEAP - Formula
<b>FLAIR Contract #:</b>	See Attachment
<b>NFA ID #:</b>	See Attachment
<b>FLAIR Grant #:</b>	LEP21
<b>Award Period Begin Date:</b>	March 11, 2021
<b>Award Period End Date:</b>	September 30, 2022
<b>Close Out Due by:</b>	November 30, 2022

## Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
<b>Current Award/Release:</b>	See Attachment	See Attachment
<b>This Action:</b>	See Attachment	See Attachment
<b>Revised Award/Release:</b>	See Attachment	See Attachment

## **AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS**

**General Conditions:** Pursuant to paragraph (18)(a) FUNDING/CONSIDERATION, of the LIHEAP Subgrant Agreement by and between DEO and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by DEO that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by DEO, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between DEO and the Subrecipient, or the de minimis rate, if optionally elected by the Subrecipient.

**Special Grant Conditions:** *American Rescue Plan (ARP) Act of 2021 Supplemental Grant.* The purpose of this award is to "prevent, prepare for, or respond to" home energy needs surrounding the national emergency created by the Coronavirus Disease 2019 (COVID-19). Subrecipients may use these funds for any purpose normally authorized under the federal LIHEAP statute (42 USC 8621 et seq.), including heating, cooling, crisis, weatherization assistance, case management for the reduction of home energy burden, and administrative costs.

COVID-19's damage to the economy has been pervasive, systemic, and cascading. Even if an individual's financial challenges predated COVID-19, that person is now in a much worse position with fewer possible recourses. Therefore, all low-income individuals are considered coronavirus-affected, and use of ARP Act funds to assist any low-income individual is considered a legitimate "response to coronavirus".

Because of the unusual and compelling urgency of the situation, time is of the essence in the implementation of the *LIHEAP ARP-Act* grant. By accepting this award, Subrecipient certifies that it will use its best efforts to implement *LIHEAP ARP-Act* activities expeditiously to maximize the benefits of the project responding to the pandemic.

Subrecipient acknowledges that failure to implement the *LIHEAP ARP-Act* project at an acceptable pace, as determined in DEO's reasonable discretion, may result in DEO taking action to modify or terminate the award in accordance with the LIHEAP Subgrant Agreement.

The PY2021 Low Income Home Energy Assistance State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.



**Financial Reporting Requirements:** All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

**Cost Categories and Activities:**

Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

The subrecipient shall submit a separate *"Financial Activity (FA)"* containing the specific activity related to the LIHEAP ARP-Act grant, on a weekly basis for the duration of the project. Reports must be submitted via the Subrecipient Enterprise Resource Application (SERA).

**Closeout Procedures:** Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

**Other Notes/Comments:**

**Questions:** Fiscal questions regarding these funds should be addressed to Lemuel Toro at (850) 245-7359 or via email to [lemuel.toro@deo.myflorida.com](mailto:lemuel.toro@deo.myflorida.com). Program policy questions should be addressed to Brandi Harris at (850) 717-8539 or via email to [brandi.harris@deo.myflorida.com](mailto:brandi.harris@deo.myflorida.com). Subrecipient Enterprise Resource Application (SERA) questions should be addressed to Lemuel Toro at (850) 245-7359 or via email to [lemuel.toro@deo.myflorida.com](mailto:lemuel.toro@deo.myflorida.com).

**PY2021 LIHEAP Supplemental  
LEP21 - Issue Award and Release**

SUBRECIPIENT NAME	DUNS #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural And Labor Program, Incorporated, The	040210163	E1990	040019	\$ -	\$ 2,860,108	\$ 2,860,108	\$ -	\$ 2,860,108	\$ 2,860,108
Bay County Council on Aging, Inc.	171124621	E1991	040020	\$ -	\$ 363,853	\$ 363,853	\$ -	\$ 363,853	\$ 363,853
Brevard, County Of	106520666	E1992	040021	\$ -	\$ 813,490	\$ 813,490	\$ -	\$ 813,490	\$ 813,490
Broward, County Of	066938358	E1993	040022	\$ -	\$ 2,948,883	\$ 2,948,883	\$ -	\$ 2,948,883	\$ 2,948,883
Capital Area Community Action Agency, Inc.	803636950	E1994	040023	\$ -	\$ 1,149,793	\$ 1,149,793	\$ -	\$ 1,149,793	\$ 1,149,793
Central Florida Community Action Agency, Inc.	046753901	E1997	040024	\$ -	\$ 1,455,858	\$ 1,455,858	\$ -	\$ 1,455,858	\$ 1,455,858
Charlotte, County Of	040223463	E1998	040025	\$ -	\$ 247,878	\$ 247,878	\$ -	\$ 247,878	\$ 247,878
Citrus, County Of	072548563	E1999	040026	\$ -	\$ 297,620	\$ 297,620	\$ -	\$ 297,620	\$ 297,620
Community Action Program Committee, Inc.	087511069	E1996	040027	\$ -	\$ 673,828	\$ 673,828	\$ -	\$ 673,828	\$ 673,828
Desoto, County Of	072748981	E2001	040028	\$ -	\$ 109,423	\$ 109,423	\$ -	\$ 109,423	\$ 109,423
Economic Opportunities Council of Indian River County, Inc.	179902325	E2005	040042	\$ -	\$ 354,354	\$ 354,354	\$ -	\$ 354,354	\$ 354,354
Hillsborough, County Of	069672137	E2003	040043	\$ -	\$ 2,259,075	\$ 2,259,075	\$ -	\$ 2,259,075	\$ 2,259,075
Jackson County Senior Citizens Organization, Inc.	942791336	E2006	040044	\$ -	\$ 137,021	\$ 137,021	\$ -	\$ 137,021	\$ 137,021
Lake Community Action Agency, Inc.	606560985	E2007	040045	\$ -	\$ 514,421	\$ 514,421	\$ -	\$ 514,421	\$ 514,421
Lee, County Of	013461611	E2008	040046	\$ -	\$ 979,612	\$ 979,612	\$ -	\$ 979,612	\$ 979,612
Manatee Community Action Agency, Inc./Step Up Suncoast, Inc.	058251356	E2025	040039	\$ -	\$ 660,476	\$ 660,476	\$ -	\$ 660,476	\$ 660,476
Miami-Dade, County Of	004148292	E2009	040047	\$ -	\$ 5,579,650	\$ 5,579,650	\$ -	\$ 5,579,650	\$ 5,579,650
Mid Florida Community Services, Inc.	084719640	E2011	040032	\$ -	\$ 1,318,730	\$ 1,318,730	\$ -	\$ 1,318,730	\$ 1,318,730
Monroe, County Of	073876757	E2012	040048	\$ -	\$ 121,524	\$ 121,524	\$ -	\$ 121,524	\$ 121,524
Northeast Florida Community Action Agency, Inc.	050055185	E2013	040040	\$ -	\$ 2,772,893	\$ 2,772,893	\$ -	\$ 2,772,893	\$ 2,772,893
Orange, County Of	064797251	E2015	040036	\$ -	\$ 2,183,540	\$ 2,183,540	\$ -	\$ 2,183,540	\$ 2,183,540
Osceola County Council on Aging, Inc.	163153661	E2014	040041	\$ -	\$ 587,891	\$ 587,891	\$ -	\$ 587,891	\$ 587,891
Palm Beach, County Of	078470481	E2016	040037	\$ -	\$ 2,050,473	\$ 2,050,473	\$ -	\$ 2,050,473	\$ 2,050,473
Pinellas County Urban League, Inc.	032594251	E2018	040033	\$ -	\$ 1,505,683	\$ 1,505,683	\$ -	\$ 1,505,683	\$ 1,505,683
Salvation Army, The	965290430	E2019	040029	\$ -	\$ 524,270	\$ 524,270	\$ -	\$ 524,270	\$ 524,270
Sanford, City Of	064796089	E2020	040035	\$ -	\$ 589,814	\$ 589,814	\$ -	\$ 589,814	\$ 589,814
Suwannee River Economic Council, Inc.	040207904	E2024	040031	\$ -	\$ 787,677	\$ 787,677	\$ -	\$ 787,677	\$ 787,677
Tri-County Community Council, Inc.	070865001	E2028	040030	\$ -	\$ 883,132	\$ 883,132	\$ -	\$ 883,132	\$ 883,132
Volusia, County Of	067849901	E2029	040038	\$ -	\$ 926,401	\$ 926,401	\$ -	\$ 926,401	\$ 926,401
Florida Department of Elder Affairs	879383321	E2002	040034	\$ -	\$ 4,846,629	\$ 4,846,629	\$ -	\$ 4,846,629	\$ 4,846,629
<b>TOTAL</b>				\$ -	\$ 40,504,000	\$ 40,504,000	\$ -	\$ 40,504,000	\$ 40,504,000

# Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)  
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development  
 Office of Community Planning and Development  
 Community Development Block Grant Program

OMB Approval No. 2506-0193  
 exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) Sanford	3a. Grantee's 9-digit Tax ID Number 596000425	3b. Grantee's 9-digit DUNS Number 064796089
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 300 North Park Ave Sanford, FL 32771	4. Date use of funds may begin (mm/dd/yyyy) 11/05/2020	
	5a. Project/Grant No. 1 B-20-MW-12-0057	6a. Amount Approved \$665,786
	5b. Project/Grant No. 2	6b. Amount Approved

**Grant Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Lisa Hill	Grantee Name (Contractual Organization) Sanford (City Of Sanford)
Title CPD Director	Title <i>City Manager</i>
Signature <b>LISA HILL</b> <small>Digitally signed by: LISA HILL DN: CN = LISA HILL, C = US, O = U.S. Government, OU = Department of Housing and Urban Development, Office of Community Planning and Development Date: 2021.07.27 08:32:15 -04'00'</small>	Signature X
Date (mm/dd/yyyy) 06/25/2021	Date (mm/dd/yyyy) 8.19.2021

7. Category of Title I Assistance for this Funding Action:  Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 06/23/2021	10. check one <input type="checkbox"/> a. Orig. Funding Approval <input checked="" type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy) 06/25/2021	
9c. Date of Start of Program Year (11/05/2020)			
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee	FY (2020)		
b. Funds now being Approved	\$665,786		
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City Of Sanford 300 North Park Ave Sanford, FL 32771
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title <i>City Manager</i>
	Signature X

### HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
-------------------------------	---------------------------------	--------------	------------------	------------	-------------